

181201

Battle River School Division
EXPENSE CLAIM

Name: hyle Albrecht Mailing Address: _____
 Month/Year: Nov 18 n/a if direct deposit established; attach bank info to set-up
 School/Location: Board. PUF Student Name: _____
required for PUF Transportation claims

IMPORTANT:

Expense Claim must be submitted to Division Office WITHIN TWO MONTHS from the end of the month the claim is for.
 Expenses submitted after this date will **NOT** be reimbursed.

ORIGINAL EXPENSE CLAIMS are required for payment. Copies, including forms sent via fax/email, will not be processed.

BUS DRIVERS -- Do NOT claim field trip expenses (claim on the applicable "Trip Report" form).

Date (YYYY Month DD)	Description	Kms	.54 x Kms	Meals	Other medical renewal, PUF set rate, etc	Total	Account Code
2018/11/08	School Tour Hwy takes + New Norway	98	52.92		2.52	52.92	1.404.40.092461
2018/11/15	Audit Meeting	160	86.40		4.11	86.40	↓
2018/11/19	Supper / Fall General Meeting			17.00	.85	17.00	
2018/11/20	Parking / Fall General Meeting			1.95	41.-	41.00	
2018/11/20	Delta Hotel / Fall General			18.02	372.94	392.94	
2018/11/20	Mileage / Fall General Edmonton Return	267	144.18	6.81		144.18	
POSTED							
DEC 06 2018							
						TOTAL	734.44

Attach original receipts for expenses claimed

OFFICE USE ONLY
 Total GST: 34.32

MEAL ALLOWANCE
 Breakfast: \$9.00
 Lunch: 11.50
 Dinner: \$18.00

DEC 21 2018

EXPENSE CLAIM

15000

Name: _____
 Mailing Address: _____
 Phone: _____
 ZIP Student Number: _____

IMPORTANT:
 Expense Claim must be submitted to the OIG's **TWO BIG THINGS** forms and not a standard form.
 Expenses submitted after the date of the OIG's in the field.
ORIGINAL EXPENSE CLAIMS are required for payment. Copies, including forms sent via fax, are not processed.
NO DRIVERS - Do NOT claim for expenses (on the separate Trip Report form).

Date (month, day, year)	Description	Date of Expense	Order #	Amount	Account #
12/15/18	Travel	12/15/18	1234	150.00	123456789
12/16/18	Travel	12/16/18	1234	150.00	123456789
12/17/18	Travel	12/17/18	1234	150.00	123456789
12/18/18	Travel	12/18/18	1234	150.00	123456789
12/19/18	Travel	12/19/18	1234	150.00	123456789
12/20/18	Travel	12/20/18	1234	150.00	123456789
12/21/18	Travel	12/21/18	1234	150.00	123456789
12/22/18	Travel	12/22/18	1234	150.00	123456789
12/23/18	Travel	12/23/18	1234	150.00	123456789
12/24/18	Travel	12/24/18	1234	150.00	123456789
12/25/18	Travel	12/25/18	1234	150.00	123456789
12/26/18	Travel	12/26/18	1234	150.00	123456789
12/27/18	Travel	12/27/18	1234	150.00	123456789
12/28/18	Travel	12/28/18	1234	150.00	123456789
12/29/18	Travel	12/29/18	1234	150.00	123456789
12/30/18	Travel	12/30/18	1234	150.00	123456789
12/31/18	Travel	12/31/18	1234	150.00	123456789

DEC 8 8 2018

Signature: _____
 Date: _____
 Title: _____