17161

Battle River School Division
EXPENSE CLAIM FORM

Name: Kendall Severson
Month/Year: Oct. 17
School/Location: D.O.

Mailing Address:
n/a if direct deposit established; attach banking info to set-up

PUF Student Name:
required for PUF Transportation claims

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

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

Date	Description	KMS	.54 x KMS	Meals	Other ie. Medical Renewal, PUF Set Rate, etc	Total	Account Code
Oct.5	School Council Presentn	74	39 96			39 96	1.404.400.09.06.01
Oct.10	CCA Mtg	74	39 96			39 96	↓
						TOTAL 79 92	

POSTED
NOV 06 2017

4.
5. ...ch original receipts for expenses claimed
6.
7.

PAID
NOV 13 2017

OFFICE USE ONLY
Total GST:

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