

171101

### Battle River School Division EXPENSE CLAIM

Name: RITA MARLER Mailing Address: \_\_\_\_\_  
n/a if direct deposit established; attach bank info to set-up

Month/Year: OCT 2017

School/Location: DIV OFFICE 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 <small>medical renewal, PUF set rate, etc</small>	Total	Account Code
2017/10/2-3	Pigeon Lake	172	92.88			92.88	1-404-400-00-01-01 <sup>\$</sup> 258.12
2017/10/4	Bashaw-school visit	120	64.80			64.80	1-404-400-00-01-01
2017/10/5	Holden-school visit	128	69.12			69.12	1-404-400-00-01-01
2017/10/11	Staples - supplies				1.37 <del>28.12</del>	28.82	1-310-400-00-00-01 <sup>\$</sup> 2881
2017/10/13	Bawlf - Awards Night	58	31.32			31.32	1-404-400-00-01-01
2017/10/26	Edm Int'l Airport	75	40.50			40.50	Int'l Program 1-304-700-00-00-5 <sup>\$</sup> 40.50

553km

TOTAL 327.43 <sup>\$</sup> (MIA)

4. Original receipts for expenses claimed

TOTAL 326.74 2017

**OFFICE USE ONLY**

Total GST: 15.59

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**MEAL ALLOWANCE**

Breakfast: \$9.00

Lunch: \$11.50

Dinner: \$18.00