

171019

**Battle River School Division
EXPENSE CLAIM**

Name: Shan Jorgenson - Adam Mailing Address: _____
 Month/Year: Sept. / Oct. n/a if direct deposit established; attach bank info to set-up
 School/Location: Division 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 medical renewal, PUF set rate, etc	Total	Account Code
2017/09/09	Sedgewick Grad + Awards	172	92.88			92.88	1.3 10.300.00.07.50 39244
2017/09/20	Edmonton Agile leaders + Fly to Brazil	100	54.00			54.00	1.404.400.00-00-01 13082
2017/10/02	Edmonton to Pigeon Lk Div Leadership Planning	108	58.32			58.32	↓
2017/10/03	Pigeon Lk to Camrose Div Leadership Planning	99	53.46			53.46	
2017/10/13	Daystand School Visit	84	45.36			45.36	
2017/10/16	Red Deer CurricCoord. mtg	294	158.76			158.76	
2017/10/19	Tofield School Visit	112	60.48			60.48	
	Sept		272				
	Oct		697				
			969				

Attach original receipts for expenses claimed

TOTAL 523.26 (e)

OSTED
 Sign
 Sup

OFFICE USE ONLY
 Total GST:
 MEAL ALLOWANCE
 Breakfast: \$9.00
 Lunch: \$11.50
 Dinner: \$18.00

PAID
 OCT 30 2017