Form 115-1 18201

Battle River School Division

EXPENSE CLAIM

Name: Brett Huculak **Mailing Address:**

n/a if direct deposit established; attach bank info to set-up

Month/Year: January 2018

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
2018/01/11	Bawlf Interviews	58	31.32			31.32	1-404-400-000-0001
2018/01/17-19	Senior Admin	200	108.00			108.00	
	Planning Pigeon Lake						
2018/01/29	U of A Career	140	75.60			75.60	
	Fair Edmonton						
		398					

Attach original receipts for expenses claimed

TOTAL 214.92

PAID FEB 12 2018

POST FEB 07 2018

OFFICE USE ONLY

Total GST:

MEAL ALLOWANCE

Breakfast: $9.00

Lunch: $11.50

Dinner: $18.00