

170301

Battle River School Division  
EXPENSE CLAIM

Name: Brett Huculak Mailing Address: \_\_\_\_\_  
 Month/Year: February 2017 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
2017/02/02	Concordia University Career Fair	170	91.80			91.80	1.404.400.00-00-01
2017/02/06	Interviews Viking School	160	86.40			86.40	
2017/02/15	School Visits Round Hill & Bawlf	70	37.80			37.80	
2017/02/16	School Visits Bashaw, New Norway Hwy Lakes	186	100.44			100.44	
2017/02/24	School Visits Killam & Forestberg	180	97.20			97.20	
		766 Km					

PAID  
MAR 13 2017  
MAR 03 2017

Attach original receipts for expenses claimed

TOTAL 413.64

OFFICE USE ONLY	
Total GST:	19.70
MEAL ALLOWANCE	
Breakfast:	\$9.00
Lunch:	\$11.50
Dinner:	\$18.00