

Battle River School Division  
EXPENSE CLAIM

Name: Brett Huculak Mailing Address: \_\_\_\_\_  
 Month/Year: September 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	.48 x Kms	Meals	Other medical renewal, PUF set rate, etc	Total	Account Code
2017/09/11	Ryley School interviews	50	24.00			24.00	1,404,400.00-00-01
2017/09/16	Loughhead Colony School visit	210	100.80			100.80	
2017/09/22	CASS Zone 4 Meeting Red Deer	294	141.12			141.12	
		554					

Attach original receipts for expenses claimed

TOTAL 265.92

OFFICE USE ONLY  
Total GST:

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

PAID  
OCT 16 2017