

161216

**Battle River School Division
EXPENSE CLAIM**

Name: Brett Huculok Mailing Address: _____
 Month/Year: December, 2016 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 <small>medical renewal, PUF set rate, etc</small>	Total	Account Code
2016/12/05	Norquest College visit	160	76.80			76.80	1.404.400000001 ↓
2016/12/08	Aspiring Leaders Innisfail						
2016/12/09	CASS Zone 4 Meeting Red Deer	394	189.12			189.12	
2016/12/14	Student Funeral Foresters	180	86.40			86.40	
2016/12/16	Aspiring Leaders Innisfail	394	189.12			189.12	
1120 ✓							
TOTAL						541.44	

Attach original receipts for expenses claimed

TOTAL 541.44

OFFICE USE ONLY
Total GST:

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