

191022

Battle River School Division
EXPENSE CLAIM

Name: Natasha Wilm Mailing Address: _____
 Month/Year: October 2019 n/a if direct deposit established; attach bank info to set-up
 School/Location: Division Office Student Name: _____
for Transportation claims (PUF / International Students)

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).

INTERNATIONAL STUDENT PROGRAM -- claim mileage/parking only; reimbursement requires **original** parkade receipt.

Date (YYYY Mon DD)	Description	Kms	.58 x Kms	Meals	Other medical renewal, PUF set rate, parking, etc	Total	Account Code
					VN DONG	CAD \$	
Oct. 13, 2019	Supper - Per Diem			23.50	1.12	23.50	1-304-700-0000-51
Oct. 15, 2019	Taxi				76000.00	4.71	↓
	Taxi				53000.00	3.29	
	Taxi				97000.00	6.01	
	Taxi				88000.00	5.46	
Oct. 16, 2019	Taxi				160,000.00	9.92	
					286000	17.73	
Oct. 17, 2019	Taxi to University & back				265,000.00	16.43	
Oct. 19, 2019	Supper - Per Diem			23.50	1.12	23.50	
Oct. 20, 2019	Taxi				53000.00	3.29	
Oct. 21, 2019	Taxi				65000.00	4.03	
Oct. 22, 2019	Supper - Per Diem			23.50	1.12	23.50	
Oct. 22, 2019	Taxi				165,000.00	10.23	
Oct. 15, 2019	Natasha Wilm Flight				138.70	138.70	
Oct. 15, 2019	Natasha Wilm Flight				207.75	207.75	
						481.62	
						480.32	

Attach original receipts for expenses claimed

TOTAL 480.32

Signature: _____
 Authorized By (Name): _____
 Authorized By (Signature): _____

OFFICE USE ONLY
 Total GST: 3.36

MEAL ALLOWANCE
 Breakfast: \$11.00
 Lunch: \$15.00
 Dinner: \$23.50

Battle River School Division
 Forms Manual
POSTED
NOV 05 2019

Rate 1 VND = 0.000062 CDN