

Expense Form

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EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000052002 - Created: 07-Dec-2021 07:39.48 PM - By: Natasha Wilm - Processed: 07-Dec-2021 07:39.48 PM - By: Natasha Wilm



Battle River School Division EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584)

Location: Division Office

Month:

IMPORTANT: Expense claim must be submitted **WITHIN TWO MONTHS** from the end of the month the claim is for. Expenses submitted after this date will **NOT** be reimbursed.

Please ensure **ALL** receipts are attached to your claim.

Bus Drivers: Do **NOT** claim field trip expenses (claim on the applicable "Trip Report" form).

Other Expenses:
(Please Attach Receipts)

Date	Department	Vendor	Particulars	Books	Enter GST on Invoice	Total Invoice Amount
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
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				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Subtotals **0.00** **0.00**

REGULAR BUSINESS EXPENSES

Mileage and Meal Information:

*Check this box if your mileage claim for the calendar year **exceeds 5,000 KMS**

Date (YYYYMMDD)	Purpose	From/To Destination	Km's Round Trip	One Way Only	Total KMs	Total Mileage Expense	Breakfast	Lunch	Dinner
06-Dec-2021	Board Christmas Basket	All Beaver County Schools (9) Round Trip	345	<input type="checkbox"/>	345.00	200.10	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
07-Dec-2021	School Reviews	Camrose to Bashaw	120	<input type="checkbox"/>	120.00	69.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
07-Dec-2021	School Reviews	Camrose to Tofield	112	<input type="checkbox"/>	112.00	64.96	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subtotals					577.00	334.66	0.00	0.00	0.00

Totals

For Office Use Only:		Total Mileage	334.66
Total Subsistence	15.94	Total Subsistence	0.00
GST Auto Calculation		Total Other Expenses	0.00
Total Other Expense	0.00	Total Claim	334.66
GST Entered			
Grand Total GST	15.94		

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount	
140440000001		334.66	G	15.94	
				Total Without Taxes:	318.72
				Tax Total:	15.94
				Total With Taxes:	334.66

Comments:


Submitting this expense claim certifies that the foregoing expenses were incurred for Battle River School Division business and are in compliance with School Division Administrative Procedure 115. Click here to view Administrative Procedure.

PLEASE MAKE SURE ALL OF YOUR RECEIPTS ARE ATTACHED AS A PDF. IF RECEIPTS ARE MISSING YOUR CLAIM WILL BE DELAYED.

▼ GL DISTRIBUTION AND APPROVAL

Task ID: 0000052002 - Created: 07-Dec-2021 07:39.48 PM - By: Natasha Wilm - Processed: 07-Dec-2021 07:54.38 PM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1404400000001		334.66	G	15.94
Total Without Taxes:				318.72
Tax Total:				<u>15.94</u>
Total With Taxes:				334.66

Authorizer Comment:

▼ FINAL AP SECTION


Task ID: 0000052002 - Created: 07-Dec-2021 07:54.38 PM - By: Rita Marler - Processed: 08-Dec-2021 08:15.07 AM - By: Michelle Chrystian

Action Taken: Approve Expense

Fiscal Period:202203

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:
EXP CLAIM - MILEAGE

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1404400000001		334.66	G	15.94
Total Without Taxes:				318.72
Tax Total:				<u>15.94</u>
Total With Taxes:				334.66