



Battle River School Division EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584)

Location: Division Office

Month: October

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
09-Oct-2022	International	Airport Transportation - Seoul Incheon	Paid 16,000 Won (see attached conversion)	<input type="checkbox"/>		17.06
12-Oct-2022	International	Airport Transportation - Seoul Incheon	Paid 16,000 Won (see attached conversion)	<input type="checkbox"/>		17.06
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Subtotals					0.00	34.12

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
10-Oct-2022	Agent Visits	Seoul	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input checked="" type="checkbox"/> 15.00	<input checked="" type="checkbox"/> 23.50
11-Oct-2022	Agent Visits	Seoul	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input checked="" type="checkbox"/> 23.50
12-Oct-2022	Travel to Vietnam	Seoul to Hanoi	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input checked="" type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
			<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<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"/>
	<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	0.00	0.00	0.00	30.00	47.00

Totals			
For Office Use Only:		Total Mileage	0.00
Total Subsistence GST Auto Calculation	3.67	Total Subsistence	77.00
Total Other Expense GST Entered	0.00	Total Other Expenses	34.12
Grand Total GST	3.67	Total Claim	111.12

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		111.12	G	5.29
Total Without Taxes:				105.83
Tax Total:				5.29
Total With Taxes:				111.12

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: 0000065318 - Created: 25-Oct-2022 09:12.12 PM - By: Natasha Wilm - Processed: 25-Oct-2022 09:13.59 PM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		111.12	G	5.29
Total Without Taxes:				105.83
Tax Total:				5.29
Total With Taxes:				111.12

Authorizer Comment:

▼ FINAL AP SECTION

Task ID: 0000065318 - Created: 25-Oct-2022 09:13.59 PM - By: Rita Marler - Processed: 26-Oct-2022 08:00.48 AM - By: Michelle Girvan

Action Taken: Approve Expense

Fiscal Period:202302

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:
EXP CLAIM - INTL TRAVEL

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		111.12	G	5.29
Total Without Taxes:				105.83
Tax Total:				<u>5.29</u>
Total With Taxes:				111.12