EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000067770 - Created: 16-Dec-2022 02:02.28 PM - By: Natasha Wilm - Processed: 16-Jan-2023 08:27.15 PM - By: Natasha Wilm

Battle River School Division
EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584) **Location:** Division Office **Month:** December

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
				☐		
				☐		
				☐		
				☐		
				☐		
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				☐		
				☐		
				☐		
				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
05-Dec-2022	Admin Evaluation	Camrose to Sedgewick	172	☐	172.00	99.76	☐ 11.00	☐ 15.00	☐ 23.50
15-Dec-2022	IL Visit - MS	Camrose to Killam	146	☐	146.00	84.68	☐ 11.00	☐ 15.00	☐ 23.50
16-Dec-2022	IL Visit - MC	Camrose to Bawlf	58	☑	29.00	16.82	☐ 11.00	☐ 15.00	☐ 23.50
16-Dec-2022	Colony School Visit	Camrose to Rosalind Colony	72	☑	36.00	20.88	☐ 11.00	☐ 15.00	☐ 23.50
16-Dec-2022	Colony School Visit	Bawlf to Rosalind Colony	30	☐	30.00	17.40	☐ 11.00	☐ 15.00	☐ 23.50

09-Jan-2023	IL Visit CW Sears	Camrose to Tofield		112		112.00	64.96	11.00	15.00	23.50
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
						0.00	0.00			
					Subtotals	525.00	304.50	0.00	0.00	0.00

Totals

For Office Use Only:

Total Subsistence GST Auto Calculation	14.50	**Total Mileage**	304.50
		Total Subsistence	0.00
Total Other Expense GST Entered	0.00	**Total Other Expenses**	0.00
Grand Total GST	14.50	**Total Claim**	304.50

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	304.50	G	14.50
			Total Without Taxes:	**290.00**
			Tax Total:	**14.50**
			Total With Taxes:	**304.50**

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: 0000067770 - Created: 16-Jan-2023 08:27.16 PM - By: Natasha Wilm - Processed: 16-Jan-2023 08:30.12 PM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	304.50	G	14.50
			Total Without Taxes:	**290.00**
			Tax Total:	**14.50**
			Total With Taxes:	**304.50**

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000067770 - Created: 16-Jan-2023 08:30.12 PM - By: Rita Marler - Processed: 20-Jan-2023 10:33.30 AM - By: Michelle Girvan

Fiscal Period: 202305

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	304.50	G	14.50
			Total Without Taxes:	**290.00**
			Tax Total:	**14.50**
			Total With Taxes:	**304.50**

EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000067770 - Created: 20-Jan-2023 10:33.30 AM - By: Michelle Girvan - Processed: 20-Jan-2023 10:35.14 AM - By: Michelle Girvan

Battle River School Division
EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584) **Location:** Division Office **Month:** December

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-Jan-2023	IL Visit CW Sears	Camrose to Tofield	112 km @ $0.61	☐	3.25	68.32
				☐		
				☐		
				☐		
				☐		
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				☐		
				☐		
				☐		

Subtotals	3.25	68.32

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
05-Dec-2022	Admin Evaluation	Camrose to Sedgewick	172	☐	172.00	99.76	☐ 11.00	☐ 15.00	☐ 23.50
15-Dec-2022	IL Visit - MS	Camrose to Killam	146	☐	146.00	84.68	☐ 11.00	☐ 15.00	☐ 23.50
16-Dec-2022	IL Visit - MC	Camrose to Bawlf	58	☑	29.00	16.82	☐ 11.00	☐ 15.00	☐ 23.50
16-Dec-2022	Colony School Visit	Camrose to Rosalind Colony	72	☑	36.00	20.88	☐ 11.00	☐ 15.00	☐ 23.50
16-Dec-2022	Colony School Visit	Bawlf to Rosalind Colony	30	☐	30.00	17.40	☐ 11.00	☐ 15.00	☐ 23.50
				☐	0.00	0.00	☐ 11.00	☐ 15.00	☐ 23.50
				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
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				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
				☐	0.00	0.00	☐	☐	☐
			Subtotals		413.00	239.54	0.00	0.00	0.00

Totals

For Office Use Only:

Total Subsistence GST Auto Calculation	11.41
Total Other Expense GST Entered	3.25
Grand Total GST	14.66

Total Mileage	239.54
Total Subsistence	0.00
Total Other Expenses	68.32
Total Claim	307.86

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	307.86	G	14.66

Total Without Taxes:	293.20
Tax Total:	14.66
Total With Taxes:	307.86

Comments:

adjust January to approved mileage increase starting Jan 1/23 - MG

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.

FINAL AP SECTION

Task ID: 0000067770 - Created: 20-Jan-2023 10:35.14 AM - By: Michelle Girvan - Processed: 20-Jan-2023 10:38.01 AM - By: Michelle Girvan

Action Taken: Approve Expense

Fiscal Period: **202305**

Vendor Number: **EM11584 - Wilm, Natasha L**

Invoice Description:
EXP CLAIM - MILEAGE

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	307.86	G	14.66
			Total Without Taxes:	**293.20**
			Tax Total:	**14.66**
			Total With Taxes:	**307.86**