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## **Battle River School Division**

			EXPENSE CLAIM	0				
Name:	d bight c	Dibben	Mailing Address:	DOX 77	) Foresibury	Alberta	TOB	11
Month/Year:	October.	2003		n/a if direct de	posit established at	tach bank info t	o set-up	
School/Location	: Trustae	Clain	Student Name:	NI	A			
				for Transport	ation claims (PUF)	International	Students)	1

## IMPORTANT:

Expense Claim must be submitted to Division Office <u>WITHIN TWO MONTHS</u> from the end of the month the claim is for. Expenses submitted after this date will <u>NOT</u> 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	.68 x Kms	Meals	Other medical renewal, PUF set rate, parking, etc	Total	Account Code
203/10/04	Community Engineer Comittee	150	192,00	13.73	•	115.73	
2003/10/12	Strater Claring Meeting			13.74		13.74	
2023/10/16	CEC-New Norwy PSICMP	213	144.84	15.95	•	160.79	
2033/10/17	CEC-Ryley Ristic My	202	137.36	21.36	•	158.72	
18/0/18	CEC-Daystal Rosli Mg	85	57.80	23.50		81.30	
ttach original red	ceipts for expenses claimed		/		TOTAL	530.28	
	Signature:						OFFICE USE ONLY Total GST:
	Authorized By (Name):						MEAL ALLOWANCE Breakfast: \$11.00
	Authorized By (Signature):						Lunch: \$15.00 Dinner: \$23.50

Battle River School Division Forms Manual

Revised: Mar 1, 2023