



# Battle River School Division EXPENSE CLAIM FORM

**Name:** Wilm, Natasha L ██████

**Location:** Div Office

**Month:** March

**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
14-Mar-2024	International	Santo Garfo	Lunch Rhae-Ann Holoien and Natasha Wilm	<input type="checkbox"/>		31.44
15-Mar-2024	International	Santo Garfo	Lunch Rhae-Ann Holoien and Natasha Wilm	<input type="checkbox"/>		33.23
16-Mar-2024	International	Park2Go	Parking at Airport March 11-16	<input type="checkbox"/>	3.07	64.55
				<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"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Subtotals</b>					3.07	129.22

### 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
			<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"/>	<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"/>	<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"/>
	<b>Subtotals</b>	0.00	0.00	0.00	0.00	0.00

**Totals**

For Office Use Only:		<b>Total Mileage</b>	0.00
Total Subsistence GST Auto Calculation	0.00	<b>Total Subsistence</b>	0.00
Total Other Expense GST Entered	3.07	<b>Total Other Expenses</b>	129.22
Grand Total GST	3.07	<b>Total Claim</b>	129.22

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		129.22	G	3.07
			<b>Total Without Taxes:</b>	<b>126.15</b>
			<b>Tax Total:</b>	<b>3.07</b>
			<b>Total With Taxes:</b>	<b>129.22</b>

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: 0000089680 - Created: 07-Apr-2024 06:17.34 PM - By: Natasha Wilm - Processed: 10-Apr-2024 09:20.10 AM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		129.22	G	3.07
			<b>Total Without Taxes:</b>	<b>126.15</b>
			<b>Tax Total:</b>	<b>3.07</b>
			<b>Total With Taxes:</b>	<b>129.22</b>

Authorizer Comment:

FINAL AP SECTION


Task ID: 0000089680 - Created: 10-Apr-2024 09:20.10 AM - By: Rhae-Ann Holoien - Processed: 18-Apr-2024 09:52.16 AM - By: Charlene Fedyk

Action Taken: Approve Expense

Fiscal Period:202408

Vendor Number: [REDACTED] - Wilm, Natasha L

Invoice Description:  
EXP claim-meals, parking

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		129.22	G	3.07
<b>Total Without Taxes:</b>				<b>126.15</b>
<b>Tax Total:</b>				<b><u>3.07</u></b>
<b>Total With Taxes:</b>				<b>129.22</b>