Battle River School Division EXPENSE CLAIM

Name:	Doug Algar			Mailing	Address:	n/a if direct deposit established; attach bank info to set-up	
Month/Year:	November 2024						
School/Location:	chool/Location: Trustee			Student	Student Name: for Transportation claims (PUF / International Students)		
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	.70 x Kms	Meals	Other medical renewal, PUF set rate, parking, etc.	Total	Account Code
2024 Nov 17-19	ASBA FGM Westin Hotel Edmonton (mileage round trip)	184	128.80			128.80	
	ASBA FGM Westin Hotel Edmonton (hotel & parking)				896.10	896.10	
2024 Nov 25	Meetings - Zone 4 (Wetaskiwin) & Tofield Town Council	195	136.50			136.50	
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Attach original receipts for expenses claimed					TOTAL	1,161.40	
Signature:						OFFICE USE ONLY Total GST:	
	Authorized By (Name): Authorized By (Signature):					-	MEAL ALLOWANCE Breakfast: \$11.00 Lunch: \$15.00 Dinner: \$23.50

Battle River School Division

Revised: Jan 1, 2024