

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
01-Mar-2025	International Recruitimet	Returning home		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input checked="" type="checkbox"/> 23.50
27-Feb-2025	International Recruitimet	Meals - not included		<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
28-Feb-2025	International Recruitimet	Meals - not included		<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
				<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	22.00	0.00	23.50

Totals		
For Office Use Only:		Total Mileage 0.00
Total Subsistence	2.17	Total Subsistence 45.50
GST Auto Calculation		
Total Other Expense GST Entered	0.00	Total Other Expenses 384.45
Grand Total GST	2.17	Total Claim 429.95

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000000051	<input checked="" type="checkbox"/>	429.95	G	20.47
				Total Without Taxes: 409.48
				Tax Total: 20.47
				Total With Taxes: 429.95

Comments:

International ICEF Japan-Korea


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: 0000106300 - Created: 05-Mar-2025 08:23.28 AM - By: Rhae-Ann Holoien - Processed: 05-Mar-2025 08:25.32 AM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		429.95	G	20.47
Total Without Taxes:				409.48
Tax Total:				<u>20.47</u>
Total With Taxes:				429.95

Authorizer Comment:


FINAL AP SECTION

Task ID: 0000106300 - Created: 05-Mar-2025 08:25.32 AM - By: Rhae-Ann Holoien - Processed: 05-Mar-2025 01:33.32 PM - By: Lana Delorey

Fiscal Period:202507

Vendor Number: [REDACTED] - Holoien, Rhae-Ann S

Invoice Description:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		429.95	G	20.47
Total Without Taxes:				409.48
Tax Total:				<u>20.47</u>
Total With Taxes:				429.95

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Date (YYYYMMDD)	Purpose	From/To Destination	Km's Round Trip	One Way Only	Total KMs	Total Mileage Expense	Breakfast	Lunch	Dinner
01-Mar-2025	International Recruitimet	Returning home		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input checked="" type="checkbox"/> 23.50
27-Feb-2025	International Recruitimet	Meals - not included		<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
28-Feb-2025	International Recruitimet	Meals - not included		<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
				<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	22.00	0.00	23.50

Totals

For Office Use Only:		Total Mileage	0.00
Total Subsistence	2.17	Total Subsistence	45.50
GST Auto Calculation			
Total Other Expense GST Entered	0.00	Total Other Expenses	389.71
Grand Total GST	2.17	Total Claim	435.21

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000000051		435.21	G	2.17
Total Without Taxes:				433.04
Tax Total:				2.17
Total With Taxes:				435.21

Comments:

International ICEF Japan-Korea

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▼ FINAL AP SECTION


Task ID: 0000106300 - Created: 05-Mar-2025 01:36.44 PM - By: Lana Delorey - Processed: 05-Mar-2025 01:37.02 PM - By: Lana Delorey

Action Taken: Approve Expense

Fiscal Period:202507

Vendor Number: [REDACTED] - Holoien, Rhae-Ann S

Invoice Description:
Travel Expenses

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		435.21	G	2.17
Total Without Taxes:				433.04
Tax Total:				<u>2.17</u>
Total With Taxes:				435.21