Task ID: 0000106300 - Created: 21-Feb-2025 01:22.45 PM - By: Rhae-Ann Holoien - Processed: 05-Mar-2025 08:23.27 AM - By: Rhae-Ann Holoien



Battle River School Division EXPENSE CLAIM FORM

Name: Holoien, Rhae-Ann S 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
28-Feb-2025	International	Air Canada	International Trip Flight	Г		147.60
19-Feb-2025	International	Air Canada	International Trip Flight			147.60
02-Mar-2025	International	Air Canada	International Korean Form for Entry	F		10.54
25-Feb-2025	International	Airport Hotel Transportation	International Trip transportation	Г		71.71
19-Feb-2025	International	eSim	eSim for Japan	Г		7.00
				Г		

				Г		
				-		
				<u></u>		
				<u> </u>		
				-		
				Г		
				Subtotals	0.00	384.45

Mileage and Meal Information:

*Check this box if your mileage claim for the calendar year exceeds 5,000 KMS

		exceeds 5,00	00 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	•	Γ	0.00	0.00	11.00	15.00	₹ 23.50	
27-Feb-2025	International Recruitimet	Meals - not included	•	Г	0.00	0.00	F 11.00	15.00	23.50	
28-Feb-2025	International Recruitimet	Meals - not included	•	Г	0.00	0.00	坪 11.00	15.00	23.50	
			•	Г	0.00	0.00				
			•	Г	0.00	0.00		_		
			•	Г	0.00	0.00	_	F		
			•		0.00	0.00	-			
			•	Г	0.00	0.00				
			•	Г	0.00	0.00		<u></u>	<u> </u>	
			•	<u>-</u>	0.00	0.00	_		<u></u>	
			•		0.00	0.00		_	-	
			•	F	0.00	0.00			20	
			•	_	0.00	0.00		Г	_	
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			•	Г	0.00	0.00	Г		,	
			•	F	0.00	0.00			_	
			•	F	0.00	0.00	Г			
F8			•	<u> </u>	0.00	0.00	Г	_	Γ	
			•	-	0.00	0.00	Г	Г	-	
			•	F	0.00	0.00	-	F	_	
			Subt	otals	0.00	0.00	22.00	0.00	23.50	
			Totals							
		For Office Use Only:					To	otal Mileag	e ^{0.00}	
		Total Subsistence GST Auto Calculation	2.17				Total Subsistence 45.50			
		Total Other Expense GST Entered	0.00				Total Othe	r Expense	s 384.45	
		Grand Total GST	2.17					Total Clair	n ^{429.95}	

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051	Ø	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.

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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

 1304700000000051
 429.95
 G
 20.47

Total Without Taxes: 409.48

Tax Total:

20.47

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: Holoien, Rhae-Ann S

Invoice Description:

 GL Account Number
 Taxes Included
 Amount
 Tax Code
 Tax Amount

 1304700000000051
 429.95
 G
 20.47

Total Without Taxes: 409.48

Tax Total: <u>20.47</u>

Total With Taxes: 429.95

Task ID: 0000106300 - Created: 05-Mar-2025 01:33.32 PM - By: Lana Delorey - Processed: 05-Mar-2025 01:36.44 PM - By: Lana **Delorey**



Battle River School Division EXPENSE CLAIM FORM

Name: Holoien, Rhae-Ann S 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
28-Feb-2025	International	Air Canada	International Trip Flight			152.86
19-Feb-2025	International	Air Canada	International Trip Flight	Г		147.60
02-Mar-2025	International	Air Canada	International Korean Form for Entry	Г		10.54
25-Feb-2025	International	Airport Hotel Transportation	International Trip transportation	Г		71.71
19-Feb-2025	International	eSim	eSim for Japan			7.00
				<u> </u>		
				Г		
				_		
				_		
				Γ		
				Г		
				Г		
				Subtotals	0.00	389.71

Mileage and Meal Information:

*Check this box if your mileage claim for the calendar year exceeds 5,000 KMS

		exceeus J,vu	O KINO							
Date (YYYYMMDD)	Purpose	From/To Destination	Km's Round Trip	One Way Only		Total Mileage Expense	Breakfast	Lunch	Dinner	
01-Mar-2025	International Recruitimet	Returning home	•	Γ	0.00	0.00	11.00	T 15.00	₹ 23.50	
27-Feb-2025	International Recruitimet	Meals - not included	•	Г	0.00	0.00	▼ 11.00	T 15.00	23.50	
28-Feb-2025	International Recruitimet	Meals - not included	•	Г	0.00	0.00	F 11.00	T 15.00	23.50	
			•	Г	0.00	0.00		Γ	Г	
			•	Г	0.00	0.00	Г	Г		
•		•	•	Г	0.00	0.00	Г	Г	Г	
		,	•	Г	0.00	0.00	Г	Г	Г	
		•	•		0.00	0.00	Г	Г		
		•	•		0.00	0.00		Г	Γ	
		•	•		0.00	0.00	Г	Г	F	
		•	•	Г	0.00	0.00	Γ	Г	Г	
		•	•	Γ	0.00	0.00	Γ	Г	Г	
		•	•	Г	0.00	0.00	_	Г	Г	
		•	•	Г	0.00	0.00		Г		
		•	•	_	0.00	0.00	Г	Г	_	
		•	•	Г	0.00	0.00	Γ	Г	Γ	
				Г	0.00	0.00	Г	_	Г	
		•	•	Г	0.00	0.00	Г	Г	_	
		•		_	0.00	0.00	Г	Г		
		•	•		0.00	0.00	_	Г	Г	
			Subt	otals	0.00	0.00	22.00	0.00	23.50	
			Totals							
		For Office Use Only:					To	otal Mileag	e 0.00	
		Total Subsistence GST Auto Calculation	2.17				Total Subsistence ^{45.50}			
		Total Other Expense GST Entered	0.00				Total Othe	r Expense	s 389.71	
		Grand Total GST	2.17					Total Clain	n ^{435.21}	

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

Total With Taxes:

435.21

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.

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IF RECEIPTS ARE MISSING YOUR CLAIM WILL BE DELAYED.

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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: Holoien, Rhae-Ann S

Invoice Description:

Travel Expenses

 GL Account Number
 Taxes Included
 Amount
 Tax Code
 Tax Amount

 1304700000000051
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Total Without Taxes: 433.04

Tax Total: <u>2.17</u>

Total With Taxes: 435.21