Task ID: 0000107748 - Created: 17-Mar-2025 10:23.46 AM - By: Natasha Wilm - Processed: 17-Mar-2025 10:23.46 AM - By: Natasha Wilm

## **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
05-Mar-2025	International	Air Canada	Flights for International Student Recruitment	Г		2001.31
				Г		
				Г		
				Г		
				Г		
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				Г		
				Г		
				Г		
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				Γ		
				Г		
				Г		
				Г		
				Subtotals	0.00	2001.31

# 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
06-Mar-2025	School Visits	Camrose to ` Tofield	112	₩	56.00	40.32	T 11.00	<b>15.00</b>	<b>~ 23.50</b>
06-Mar-2025	School Visits	Tofield to `Ryley	19	F	9.50	6.84	<b>11.00</b>	<b>15.00</b>	<b>23.50</b>
06-Mar-2025	School Visits	Camrose to ` Ryley	144	₽	72.00	51.84	T 11.00	<b>15.00</b>	<b>23.50</b>
07-Mar-2025	CASS Zone 4	Camrose to ` Ponoka	156	Γ	156.00	112.32	T 11.00	<b>15.00</b>	<b>23.50</b>
		•		Г	0.00	0.00	Г	Г	
		•			0.00	0.00	Г	Į.	
		•		Г	0.00	0.00			
		•		Г	0.00	0.00	Γ	Г	
		•		Г	0.00	0.00	Г	Г	Γ
		•		Г	0.00	0.00	Г	Г	Γ
		•		Г	0.00	0.00	Г	_	Г
		•		Г	0.00	0.00	Γ	Г	_
		•		Г	0.00	0.00	Г	_	
		•		Γ	0.00	0.00		F	Г
		•		Г	0.00	0.00		_	_
		•		Г	0.00	0.00	Г	_	_
		•		$\Gamma$	0.00	0.00	Г	Г	_
		•		Г	0.00	0.00	Г	_	_
		•		Г	0.00	0.00	Г	Γ	_
		•		_	0.00	0.00	Г	_	-
			Subto	otals	293.50	211.32	0.00	0.00	0.00

### **Totals**

Total Mileage <sup>211.32</sup>		For Office Use Only:
Total Subsistence 0.00	10.06	Total Subsistence GST Auto Calculation
Total Other Expenses <sup>2001.31</sup>	0.00	Total Other Expense GST Entered
Total Claim <sup>2212.63</sup>	10.06	Grand Total GST

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	<b>⊗</b>	116.22	G	5.53
13043510000000011	Ø	42.26	G	2.01
13843000164000050	<b>₫</b>	52.84	G	2.52
13047000000000051	<b>S</b>	2001.31	G	0.00
			Total Without Taxes:	2202.57
			Tax Total:	<u>10.06</u>
			<b>Total With Taxes:</b>	2212.63

#### Comments:

The International Event I am travelling to is in London. I am leaving a few days early and I am flying into Dublin Ireland I have attached the cost of a return to flight to London on the day of booking (\$2001.31) as well as the booked flight receipt to Dublin (\$2180.81) which is more costly. I paid for the flight to Dublin with return flight from London but am only seeking reimbursement for what the cost of the flight would have been to and from London.

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: 0000107748 - Created: 17-Mar-2025 10:23.47 AM - By: Natasha Wilm - Processed: 18-Mar-2025 08:41.50 PM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304400000000001	€	116.22	G	5.53
13043510000000011	Ø	42.26	G	2.01
13843000164000050	<b>A</b>	52.84	G	2.52
1304700000000051	<b>A</b>	2001.31	G	0.00

Total Without Taxes: 2202.57

Tax Total: <u>10.06</u>

Total With Taxes: 2212.63

#### **Authorizer Comment:**

FINAL AP SECTION -

Task ID: 0000107748 - Created: 18-Mar-2025 08:41.50 PM - By: Rhae-Ann Holoien - Processed: 20-Mar-2025 01:47.36 PM - By: Lana Delorey

### Action Taken: Approve Expense

Fiscal Period:202507

**Vendor Number:** - Wilm, Natasha L

Invoice Description: Flight & Mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304400000000001	<b>A</b>	116.22	G	5.53
13043510000000011	<b>A</b>	42.26	G	2.01
13843000164000050	<b>A</b>	52.84	G	2.52
13047000000000051	Ø	2001.31	G	0.00
			<b>Total Without Taxes:</b>	2202.57
			Tax Total:	<u>10.06</u>

2212.63

**Total With Taxes:**