Task ID: 0000106491 - Created: 25-Feb-2025 03:02.28 PM - By: Imogene Walsh - Processed: 25-Feb-2025 03:02.28 PM - By: Imogene Walsh

Battle River School Division EXPENSE CLAIM FORM

Name: Walsh, Imogene I

Location: Div Office

Month: December

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
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					Subtotals	0.00	0.00

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		Total KMs	Total Mileage Expense	Breakfast	Lunch	Dinner
03-Dec-2024	Meeting with Brian	Division Office to Facility Shop	2.4	Г	2.40	1.68	11.00	15.00	23.50
12-Dec-2024	Meeting with Andrea	Division Office to Charlie Killam	4.2	Г	4.20	2.94	11.00	15.00	7 23.50
17-Dec-2024	Meeting with Brian	Division Office to Facility Shop	2.4	Г	2.40	1.68	11.00	15.00	23.50
07-Jan-2025	Tour re: Value Scoping	DO to City Schools	14	Γ	14.00	10.08	11.00	15.00	7 23.50
24-Jan-2025	Meeting with Brian	Division Office to Facility Shop	2.4	Γ	2.40	1.73	11.00	15.00	23.50
07-Feb-2025	School Review Meeting	Division Office to Sparling	6.8	Γ	6.80	4.90	11.00	15.00	23.50
04-Feb-2025	Meeting with Brian	Division Office to Facility Shop	2.4	٢	2.40	1.73	T 11.00	15.00	23.50
13-Dec-2024	Sparling photo Sifton mtg	DO to Sparling/Sifton	8	Γ	8.00	5.60	厂 11.00	T 15.00	23.50
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			Subt	otals	42.60	30.33	0.00	0.00	0.00
			Totals						

	lotais	
Total Mileage ^{30.33}		For Office Use Only:
Total Subsistence 0.00	1.44	Total Subsistence GST Auto Calculation
Total Other Expenses 0.00	0.00	Total Other Expense GST Entered
Total Claim ^{30.33}	1.44	Grand Total GST

Tax Amount GL Account Number Taxes Included Amount Tax Code 13044000161000001 30.33 G 1.44 S/ 28.89

Total Without Taxes:

Tax Total: 1.44

Total With Taxes: 30.33

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: 0000106491 - Created: 25-Feb-2025 03:02.28 PM - By: Imogene Walsh - Processed: 26-Feb-2025 04:03.17 PM - By: Rhae-**Ann Holoien**

Action Taken: No Objection

GL Account Number Taxes included Amount **Tax Code** Tax Amount 13044000161000001 30.33 G 1.44 **Total Without Taxes:** 28.89 **Tax Total:** 1.44 **Total With Taxes:** 30.33

Authorizer Comment:

▼ FINAL AP SECTION -

Task ID: 0000106491 - Created: 26-Feb-2025 04:03.17 PM - By: Rhae-Ann Holoien - Processed: 27-Feb-2025 10:43.41 AM - By: Lana **Delorey**

Action Taken: Approve Expense

Fiscal Period:202506

Vendor Number: - Walsh, Imogene I

Invoice Description:

Mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000161000001	A	30.33	G	1.44
			Total Without Taxes:	28.89
			Tax Total:	<u>1.44</u>
			Total With Taxes:	30.33