



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-Mar-2025	Superintendent	Telus	International Student Recruitment	<input type="checkbox"/>		64
31-Mar-2025	Superintendent		Car Allowance	<input type="checkbox"/>		82
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Subtotals					0.00	146.00

REGULAR BUSINESS EXPENSES

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		601.47	G	28.64
Total Without Taxes:				572.83
Tax Total:				<u>28.64</u>
Total With Taxes:				601.47

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: 0000107903 - Created: 04-Apr-2025 05:25.57 PM - By: Rhae-Ann Holoien - Processed: 04-Apr-2025 05:26.24 PM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		601.47	G	28.64
Total Without Taxes:				572.83
Tax Total:				<u>28.64</u>
Total With Taxes:				601.47

Authorizer Comment:

▼ FINAL AP SECTION

Task ID: 0000107903 - Created: 04-Apr-2025 05:26.24 PM - By: Rhae-Ann Holoien - Processed: 07-Apr-2025 09:02.13 AM - By: Lana Delorey

Action Taken: Approve Expense

Fiscal Period:202507

Vendor Number: XXXXXXXXXX - Holoien, Rhae-Ann S

Invoice Description:
Travel Expenses & Mileage

GL Account Number

Taxes Included

Amount

Tax Code

Tax Amount

13044000148000001



601.47

G

28.64

Total Without Taxes:

572.83

Tax Total:

28.64

Total With Taxes:

601.47