

EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000110902 - Created: 05-May-2025 04:30.04 PM - By: Natasha Wilm - Processed: 14-May-2025 01:54.41 PM - By: Natasha Wilm

Battle River School Division

EXPENSE CLAIM FORM

Name: Wilm, Natasha L

Location: Div Office

Month: May

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
27-Apr-2025	International	Park2Go - Airport Parking	Claiming half the expense as half was personal	☐	2.81	56.23
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				☐		
Subtotals					2.81	56.23

REGULAR BUSINESS EXPENSES

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
27-Apr-2025	Airport - Recruitment	Camrose to YEG	148		148.00	106.56	11.00	15.00	23.50

Totals**Total Mileage 374.40**

Total Subsistence 169.00

Total Other Expenses 56.23

Total Claim 599.63

Comments:

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: 0000110902 - Created: 14-May-2025 01:54.41 PM - By: Natasha Wilm - Processed: 14-May-2025 01:59.12 PM - By: Natasha Wilm

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		539.15	G	25.67
13044000000000001		60.48	G	2.88
Total Without Taxes:				571.08
Tax Total:				<u>28.55</u>
Total With Taxes:				599.63

Authorizer Comment:

GL DISTRIBUTION AND APPROVAL

Task ID: 0000110902 - Created: 14-May-2025 01:59.12 PM - By: Natasha Wilm - Processed: 14-May-2025 07:15.09 PM - By: Imogene Walsh

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		539.15	G	25.67
13044000000000001		60.48	G	2.88
Total Without Taxes:				571.08
Tax Total:				<u>28.55</u>
Total With Taxes:				599.63

Authorizer Comment:

GL DISTRIBUTION AND APPROVAL

Task ID: 0000110902 - Created: 14-May-2025 07:15.09 PM - By: Imogene Walsh - Processed: 20-May-2025 08:38.23 AM - By: Patrick Mcfeely

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		539.15	G	25.67
13044000000000001		60.48	G	2.88
Total Without Taxes:				571.08
Tax Total:				<u>28.55</u>
Total With Taxes:				599.63

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000110902 - Created: 20-May-2025 08:38.23 AM - By: Patrick Mcfeely - Processed: 20-May-2025 08:54.08 AM - By: Lana Delorey

Action Taken: Approve Expense

Fiscal Period:202509

Vendor Number: - Wilm, Natasha L

Invoice Description:
Travel & Mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		539.15	G	25.67
13044000000000001		60.48	G	2.88
Total Without Taxes:				571.08
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