EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000114302 - Created: 02-Jul-2025 02:34.30 PM - By: Imogene Walsh - Processed: 02-Jul-2025 02:34.30 PM - By: Imogene Walsh

Battle River School Division
EXPENSE CLAIM FORM

Name: Walsh, Imogene I[redacted] **Location:** Div Office **Month:**

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

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
18-Jun-2025	Mtg with Town of Tofield	Camrose to Tofield	112	☐	112.00	80.64	☐ 11.00	☐ 15.00	☐ 23.50
				☐	0.00	0.00	☐	☐	☐

☐	0.00	0.00	☐	☐	☐
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Subtotals	**112.00**	**80.64**	**0.00**	**0.00**	**0.00**

Totals

For Office Use Only:		**Total Mileage**	**80.64**
Total Subsistence GST Auto Calculation	**3.84**	**Total Subsistence**	**0.00**
Total Other Expense GST Entered	**0.00**	**Total Other Expenses**	**0.00**
Grand Total GST	**3.84**	**Total Claim**	**80.64**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000161000001	✔	80.64	G	3.84
			Total Without Taxes:	**76.80**
			Tax Total:	**3.84**
			Total With Taxes:	**80.64**

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: 0000114302 - Created: 02-Jul-2025 02:34.31 PM - By: Imogene Walsh - Processed: 08-Jul-2025 12:26.31 PM - By: Natasha Wilm

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000161000001	✔	80.64	G	3.84
			Total Without Taxes:	**76.80**
			Tax Total:	**3.84**
			Total With Taxes:	**80.64**

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000114302 - Created: 08-Jul-2025 12:26.31 PM - By: Natasha Wilm - Processed: 10-Jul-2025 11:49.12 AM - By: Lana Delorey

Action Taken: Approve Expense

Fiscal Period:202511

Vendor Number:[redacted]- Walsh, Imogene I

Invoice Description:
Mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000161000001	✔	80.64	G	3.84
			Total Without Taxes:	**76.80**
			Tax Total:	**3.84**
			Total With Taxes:	**80.64**