

Expense Form

**Number of Uploaded Documents:
Attached Documents**

▼ EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000057510 - Created: 13-Apr-2022 10:29.31 AM - By: Natasha Wilm - Processed: 13-Apr-2022 10:29.31 AM - By: Natasha Wilm



Battle River School Division EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584) **Location:** Division 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
11-Apr-2022	Div Office	The Keg	Meal expense - uLead	<input type="checkbox"/>	2.08	43.58
				<input type="checkbox"/>		
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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: 0000057510 - Created: 13-Apr-2022 10:29.31 AM - By: Natasha Wilm - Processed: 13-Apr-2022 10:33.57 AM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1404400000001		507.58	G	24.17
Total Without Taxes:				483.41
Tax Total:				<u>24.17</u>
Total With Taxes:				507.58

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000057510 - Created: 13-Apr-2022 10:33.57 AM - By: Rita Marler - Processed: 20-Apr-2022 03:02.08 PM - By: Michelle Chrystian

Action Taken: Approve Expense

Fiscal Period:202208

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:
EXP CLAIM - TRAVEL/MEAL

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1404400000001		507.58	G	24.17
Total Without Taxes:				483.41
Tax Total:				<u>24.17</u>
Total With Taxes:				507.58