

Expense Form

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EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000061585 - Created: 09-Aug-2022 07:32.49 AM - By: Rita Marler - Processed: 09-Aug-2022 07:32.49 AM - By: Rita Marler



Battle River School Division EXPENSE CLAIM FORM

Name: Marler, Rita (10849)

Location: Division Office

Month: July

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-Jul-2022	International	Manulife Insurance - Vision	travel insurance for recruitment trip	<input type="checkbox"/>		131.00
				<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"/>		
				<input type="checkbox"/>		

Subtotals 0.00 131.00

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
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			⊞	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Subtotals		0.00	0.00	0.00	0.00	0.00

Totals

For Office Use Only:		Total Mileage 0.00
Total Subsistence	0.00	Total Subsistence 0.00
GST Auto Calculation		
Total Other Expense	0.00	Total Other Expenses 131.00
GST Entered		
Grand Total GST	0.00	Total Claim 131.00

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		131.00	G	6.24
			Total Without Taxes:	124.76
			Tax Total:	6.24
			Total With Taxes:	131.00

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: 0000061585 - Created: 09-Aug-2022 07:32.49 AM - By: Rita Marler - Processed: 09-Aug-2022 07:33.25 AM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		131.00	G	6.24
Total Without Taxes:				124.76
Tax Total:				<u>6.24</u>
Total With Taxes:				131.00

Authorizer Comment:

▼ FINAL AP SECTION


Task ID: 0000061585 - Created: 09-Aug-2022 07:33.25 AM - By: Rita Marler - Processed: 09-Aug-2022 08:14.48 AM - By: Michelle Chrystian

Action Taken: Approve Expense

Fiscal Period:202211

Vendor Number: EM10849 - Marler, Rita

Invoice Description:
EXP CLAIM - TRAVEL INSURANCE

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		131.00	G	0.00
Total Without Taxes:				131.00
Tax Total:				<u>0.00</u>
Total With Taxes:				131.00