

Expense Form

**Number of Uploaded Documents:
Attached Documents**

▼ EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000062422 - Created: 09-Sep-2022 11:22.49 AM - By: Natasha Wilm - Processed: 09-Sep-2022 11:22.49 AM - By: Natasha Wilm



Battle River School Division EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584)

Location: Division Office

Month: September

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
01-Sep-2022	International	Vietjet	Flight Seoul to Hanoi	<input type="checkbox"/>		274.85
	International	Vietjet	Flight Hanoi to HCMC	<input type="checkbox"/>		96.43
				<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"/>		


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: 0000062422 - Created: 09-Sep-2022 11:22.49 AM - By: Natasha Wilm - Processed: 09-Sep-2022 12:25.52 PM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		371.28		0.00
Total Without Taxes:				371.28
Tax Total:				<u>0.00</u>
Total With Taxes:				371.28

Authorizer Comment:

▼ FINAL AP SECTION


Task ID: 0000062422 - Created: 09-Sep-2022 12:25.52 PM - By: Rita Marler - Processed: 12-Sep-2022 09:27.53 AM - By: Michelle Girvan

Action Taken: Approve Expense

Fiscal Period:202301

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:
EXP CLAIM - FLIGHTS

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		371.28		0.00
Total Without Taxes:				371.28
Tax Total:				<u>0.00</u>
Total With Taxes:				371.28