



**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                         |
|------------------|------------------------|------------------------|-----------------|-------------------------------------|-----------|-----------------------|--------------------------------|--------------------------------|--------------------------------|
| 15-Aug-2022      | CASS SUMmer Conference | Camrose to Calgary     | 576             | <input checked="" type="checkbox"/> | 288.00    | 167.04                | <input type="checkbox"/> 11.00 | <input type="checkbox"/> 15.00 | <input type="checkbox"/> 23.50 |
| 17-Aug-2022      | Pigeon Lake Planning   | Calgary to Pigeon Lake | 255             | <input checked="" type="checkbox"/> | 127.50    | 73.95                 | <input type="checkbox"/> 11.00 | <input type="checkbox"/> 15.00 | <input type="checkbox"/> 23.50 |
| 19-Aug-2022      | Pigeon Lake Planning   | Camrose                | 84              | <input checked="" type="checkbox"/> | 42.00     | 24.36                 | <input type="checkbox"/> 11.00 | <input type="checkbox"/> 15.00 | <input type="checkbox"/> 23.50 |
|                  |                        |                        |                 | <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"/>       |
| <b>Subtotals</b> |                        |                        |                 |                                     | 457.50    | 265.35                | 0.00                           | 0.00                           | 0.00                           |

**Totals**

|                      |                             |               |
|----------------------|-----------------------------|---------------|
| For Office Use Only: | <b>Total Mileage</b>        | <b>265.35</b> |
| Total Subsistence    | <b>Total Subsistence</b>    | <b>0.00</b>   |
| GST Auto Calculation |                             |               |
| Total Other Expense  | <b>Total Other Expenses</b> | <b>0.00</b>   |
| GST Entered          |                             |               |
| Grand Total GST      | <b>Total Claim</b>          | <b>265.35</b> |

| GL Account Number           | Taxes Included                      | Amount | Tax Code | Tax Amount          |
|-----------------------------|-------------------------------------|--------|----------|---------------------|
| 1404400000001               | <input checked="" type="checkbox"/> | 66.34  | G        | 3.16                |
| 1310300000750               | <input checked="" type="checkbox"/> | 199.01 | G        | 9.48                |
| <b>Total Without Taxes:</b> |                                     |        |          | <b>252.71</b>       |
| <b>Tax Total:</b>           |                                     |        |          | <b><u>12.64</u></b> |
| <b>Total With Taxes:</b>    |                                     |        |          | <b>265.35</b>       |

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: 0000061855 - Created: 25-Aug-2022 07:53.43 AM - By: Shan Jorgenson-Adam - Processed: 25-Aug-2022 07:55.04 AM - By: Rita Marler

Action Taken: No Objection

| GL Account Number           | Taxes Included | Amount | Tax Code | Tax Amount          |
|-----------------------------|----------------|--------|----------|---------------------|
| 1404400000001               |                | 66.34  | G        | 3.16                |
| 1310300000750               |                | 199.01 | G        | 9.48                |
| <b>Total Without Taxes:</b> |                |        |          | <b>252.71</b>       |
| <b>Tax Total:</b>           |                |        |          | <b><u>12.64</u></b> |
| <b>Total With Taxes:</b>    |                |        |          | <b>265.35</b>       |

Authorizer Comment:

▼ FINAL AP SECTION

Task ID: 0000061855 - Created: 25-Aug-2022 07:55.04 AM - By: Rita Marler - Processed: 06-Sep-2022 10:14.22 AM - By: Michelle Girvan

Action Taken: Approve Expense

Fiscal Period:202301

Vendor Number: EM12551 - Jorgenson-Adam, Shan

Invoice Description:  
EXP CLAIM - MILEAGE

| GL Account Number           | Taxes Included | Amount | Tax Code | Tax Amount          |
|-----------------------------|----------------|--------|----------|---------------------|
| 1404400000001               |                | 66.34  | G        | 3.16                |
| 1310300000750               |                | 199.01 | G        | 9.48                |
| <b>Total Without Taxes:</b> |                |        |          | <b>252.71</b>       |
| <b>Tax Total:</b>           |                |        |          | <b><u>12.64</u></b> |
| <b>Total With Taxes:</b>    |                |        |          | <b>265.35</b>       |