

08-Oct-2022

Travel

Camrose to Edmonton
Airport (YEG)



150



150.00

87.00

11.00

15.00

23.50



0.00

0.00

11.00

15.00

23.50



0.00

0.00

11.00

15.00

23.50



0.00

0.00



0.00

0.00



0.00

0.00



0.00

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0.00

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0.00

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0.00

0.00



0.00

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0.00

0.00



0.00

0.00



0.00

0.00



0.00

0.00

Subtotals

150.00

87.00

0.00

45.00

94.00

Totals

For Office Use Only:

Total Subsistence GST 10.76

Auto Calculation

Total Other Expense 0.00

GST Entered

Grand Total GST 10.76

Total Mileage 87.00

Total Subsistence 139.00

Total Other Expenses 16.47

Total Claim 242.47

GL Account Number

1304700000051

Taxes Included



Amount

242.47

Tax Code

G

Tax Amount

11.55

Total Without Taxes: 230.92

Tax Total: 11.55

Total With Taxes: 242.47

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: 0000065320 - Created: 25-Oct-2022 09:54.20 PM - By: Natasha Wilm - Processed: 25-Oct-2022 10:06.34 PM - By: Rita Marler

Action Taken: No Objection

GL Account Number

1304700000051

Taxes Included



Amount

242.47

Tax Code

G

Tax Amount

11.55

Total Without Taxes: 230.92

Tax Total: 11.55

Total With Taxes: 242.47

Authorizer Comment:

▼ FINAL AP SECTION

Task ID: 0000065320 - Created: 25-Oct-2022 10:06.34 PM - By: Rita Marler - Processed: 26-Oct-2022 11:26.13 AM - By: Michelle Girvan

Fiscal Period:202302

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		242.47	G	11.55
Total Without Taxes:				230.92
Tax Total:				11.55
Total With Taxes:				242.47

▼ EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000065320 - Created: 26-Oct-2022 11:26.13 AM - By: Michelle Girvan - Processed: 26-Oct-2022 11:28.56 AM - By: Michelle Girvan



Battle River School Division EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584)

Location: Division Office

Month: October

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
13-Oct-2022	International	Taxi (Grab) from agency to hotel	Agent Visit - CEI (89,000 Dong) See conversion	<input type="checkbox"/>		6.01
13-Oct-2022	International	Taxi to hotel to agency	Agent Visit - AMEC (40,000 Dong) See conversion	<input type="checkbox"/>		2.70
14-Oct-2022	International	Taxi to ADC Agency	Agent Visit - ADC (115,000 Dong) See conversion	<input type="checkbox"/>		7.76
14-Oct-2022	International	Taxi	106000 Dong @ 0.00006752	<input type="checkbox"/>		7.16
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

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and are in compliance with School Division Administrative Procedure 115. Click here to view Administrative Procedure.

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FINAL AP SECTION

Task ID: 0000065320 - Created: 26-Oct-2022 11:28.56 AM - By: Michelle Girvan - Processed: 26-Oct-2022 11:30.04 AM - By: Michelle Girvan


Action Taken: Approve Expense

Fiscal Period:202302

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:

EXP CLAIM - MILEAGE/TAXI/MEALS

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1304700000051		249.63	G	10.76
Total Without Taxes:				238.87
Tax Total:				<u>10.76</u>
Total With Taxes:				249.63