



Battle River School Division EXPENSE CLAIM FORM

Name: Wilm, Natasha L (11584)

Location: Division Office

Month: January

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 |
|------|------------|--------|-------------|--------------------------|----------------------|----------------------|
| | | | | <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"/> | | |
| | | | | <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 | 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 |
|-----------------|--------------------|------------------------|-----------------|--------------------------|-----------|-----------------------|--------------------------------|--------------------------------|--------------------------------|
| 23-Jan-2023 | U of A Career Fair | Camrose to Edmonton | 200 | <input type="checkbox"/> | 200.00 | 122.00 | <input type="checkbox"/> 11.00 | <input type="checkbox"/> 15.00 | <input type="checkbox"/> 23.50 |
| 24-Jan-2023 | PBCO Training | Camrose to Edmonton | 200 | <input type="checkbox"/> | 200.00 | 122.00 | <input type="checkbox"/> 11.00 | <input type="checkbox"/> 15.00 | <input type="checkbox"/> 23.50 |
| 29-Jan-2023 | SR Admin Planning | Camrose to Pigeon Lake | 170 | <input type="checkbox"/> | 170.00 | 103.70 | <input type="checkbox"/> 11.00 | <input type="checkbox"/> 15.00 | <input type="checkbox"/> 23.50 |
| 01-Feb-2023 | PBCO Training | Camrose to Edmonton | 200 | <input type="checkbox"/> | 200.00 | 122.00 | <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"/> |
| |  | <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"/> |
| |  | <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 770.00 469.70 0.00 0.00 0.00

| | | |
|-----------------------|-------|----------------------------------|
| Totals | | |
| For Office Use Only: | | Total Mileage 469.70 |
| Total Subsistence GST | 22.37 | Total Subsistence 0.00 |
| Auto Calculation | | |
| Total Other Expense | 0.00 | Total Other Expenses 0.00 |
| GST Entered | | |
| Grand Total GST | 22.37 | Total Claim 469.70 |

| | | | | |
|--------------------------|---|---------------|-----------------------------|---------------------|
| GL Account Number | Taxes Included | Amount | Tax Code | Tax Amount |
| 1304400000000001 |  | 469.70 | G | 22.37 |
| | | | Total Without Taxes: | 447.33 |
| | | | Tax Total: | <u>22.37</u> |
| | | | Total With Taxes: | 469.70 |

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: 0000069552 - Created: 06-Feb-2023 09:47.38 AM - By: Natasha Wilm - Processed: 06-Feb-2023 10:18.44 AM - By: Rita Marler

Action Taken: No Objection

| | | | | |
|--------------------------|---|---------------|-----------------------------|---------------------|
| GL Account Number | Taxes Included | Amount | Tax Code | Tax Amount |
| 1304400000000001 |  | 469.70 | G | 22.37 |
| | | | Total Without Taxes: | 447.33 |
| | | | Tax Total: | <u>22.37</u> |
| | | | Total With Taxes: | 469.70 |

Authorizer Comment:

▼ FINAL AP SECTION

Task ID: 0000069552 - Created: 06-Feb-2023 10:18.44 AM - By: Rita Marler - Processed: 06-Feb-2023 02:30.55 PM - By: Michelle Girvan


Action Taken: Approve Expense

Fiscal Period:202305

Vendor Number: EM11584 - Wilm, Natasha L

Invoice Description:

EXP CLAIM - MILEAGE

| GL Account Number | Taxes Included | Amount | Tax Code | Tax Amount |
|-------------------|---|--------|-----------------------------|---------------------|
| 13044000000000001 |  | 469.70 | G | 22.37 |
| | | | Total Without Taxes: | 447.33 |
| | | | Tax Total: | <u>22.37</u> |
| | | | Total With Taxes: | 469.70 |