

Date: 25-Jan-2023
14:57

Battle River Sd #31

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Expense Form

Number of Uploaded Documents:
Attached Documents

Mileage adjusted in error. Rita Marler will not follow the Alberta Expenses Policy for mileage. It will be followed for meals only. As per C. Kropinske 1/25/23 MG

Original entry to be reversed and re-entered with corrected mileage rates.

GL-SL Account #	Description	Commitment	Expense
1-304-400-0148-00-00-01	TRAV & SUBS SUPERINT	0.00	152.89
1-037-000-2011-00-00-00	GST REBATE RECEIVABL	0.00	5.12
INVOICE \$	158.01	DISTRIBUTION \$	0.00
			158.01

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		146.16	G	6.96
Total Without Taxes:				139.20
Tax Total:				<u>6.96</u>
Total With Taxes:				146.16

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000068815 - Created: 18-Jan-2023 08:37.29 AM - By: Rita Marler - Processed: 23-Jan-2023 03:12.15 PM - By: Michelle Girvan

Fiscal Period:202305

Vendor Number: EM10849 - Marler, Rita

Invoice Description:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		146.16	G	6.96
Total Without Taxes:				139.20
Tax Total:				<u>6.96</u>
Total With Taxes:				146.16

EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000068815 - Created: 23-Jan-2023 03:12.15 PM - By: Michelle Girvan - Processed: 23-Jan-2023 03:18.41 PM - By: Michelle Girvan



Battle River School Division EXPENSE CLAIM FORM

Name: Marler, Rita (10849)

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)

Totals		
For Office Use Only:		Total Mileage 0.00
Total Subsistence	0.00	Total Subsistence 0.00
GST Auto Calculation		
Total Other Expense GST Entered	7.53	Total Other Expenses 158.01
Grand Total GST	7.53	Total Claim 158.01

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		158.01	G	7.53
Total Without Taxes:				150.48
Tax Total:				<u>7.53</u>
Total With Taxes:				158.01

Comments:

ADJ MADE BASED ON APPENDIX "A"

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.

▼ FINAL AP SECTION


Task ID: 0000068815 - Created: 23-Jan-2023 03:18.41 PM - By: Michelle Girvan - Processed: 23-Jan-2023 03:19.02 PM - By: Michelle Girvan

Action Taken: Approve Expense

Fiscal Period:202305

Vendor Number: EM10849 - Marler, Rita

Invoice Description:
EXP CLAIM - MILEAGE

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		158.01	G	7.53
Total Without Taxes:				150.48
Tax Total:				<u>7.53</u>
Total With Taxes:				158.01