



# Battle River School Division EXPENSE CLAIM FORM

**Name:** Jorgenson-Adam,  
Shan (12551)

**Location:** Division Office

**Month:** April

**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"/>		
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				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Subtotals</b>					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
04-Apr-2023	School Review Mtgs	Camrose to New Norway	56	<input type="checkbox"/>	56.00	38.08	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Apr-2023	School Review Mtgs	Camrose to Tofield	112	<input type="checkbox"/>	112.00	76.16	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Apr-2023	School Review Mtgs	Camrose to Daysland	84	<input type="checkbox"/>	84.00	57.12	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Apr-2023	uLead Conference	Camrose to Banff	803	<input type="checkbox"/>	803.00	546.04	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
19-Apr-2023	Adaptive Schools Training	Camrose to Red Deer	294	<input type="checkbox"/>	294.00	199.92	<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"/>
<b>Subtotals</b>					1349.00	917.32	0.00	0.00	0.00

Totals		
For Office Use Only:		<b>Total Mileage 917.32</b>
Total Subsistence	43.68	<b>Total Subsistence 0.00</b>
GST Auto Calculation		
Total Other Expense GST Entered	0.00	<b>Total Other Expenses 0.00</b>
Grand Total GST	43.68	<b>Total Claim 917.32</b>

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13824000000430001		229.33	G	10.92
13823000152430050		687.99	G	32.76
<b>Total Without Taxes:</b>				<b>873.64</b>
<b>Tax Total:</b>				<b><u>43.68</u></b>
<b>Total With Taxes:</b>				<b>917.32</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: 0000073701 - Created: 27-Apr-2023 07:50.12 AM - By: Shan Jorgenson-Adam - Processed: 27-Apr-2023 08:28.05 AM - By: Rita Marler

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13824000000430001		229.33	G	10.92
13823000152430050		687.99	G	32.76
<b>Total Without Taxes:</b>				<b>873.64</b>
<b>Tax Total:</b>				<b><u>43.68</u></b>
<b>Total With Taxes:</b>				<b>917.32</b>

Authorizer Comment:

FINAL AP SECTION



Task ID: 0000073701 - Created: 27-Apr-2023 08:28.05 AM - By: Rita Marler - Processed: 01-May-2023 01:59.34 PM - By: Michelle Girvan

Action Taken: Approve Expense

Fiscal Period:202308

Vendor Number: EM12551 - Jorgenson-Adam, Shan

Invoice Description:  
EXP CLAIM - MILEAGE

<b>GL Account Number</b>	<b>Taxes Included</b>	<b>Amount</b>	<b>Tax Code</b>	<b>Tax Amount</b>
13824000000430001		229.33	G	10.92
13823000152430050		687.99	G	32.76
			<b>Total Without Taxes:</b>	<b>873.64</b>
			<b>Tax Total:</b>	<b><u>43.68</u></b>
			<b>Total With Taxes:</b>	<b>917.32</b>