

▼ SUPINT EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000076022 - Created: 13-Jun-2023 02:00.01 PM - By: Rita Marler - Processed: 13-Jun-2023 02:27.58 PM - By: Rita Marler



Battle River School Division EXPENSE CLAIM FORM

Name: Marler, Rita (10849)

Location: Division Office

Month:

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"/>		
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
12-Mar-2023	International	Nisku	150	<input type="checkbox"/>	150.00	102.00	<input type="checkbox"/> 9.20	<input type="checkbox"/> 11.60	<input type="checkbox"/> 20.75
				<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 9.20	<input type="checkbox"/> 11.60	<input type="checkbox"/> 20.75

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		102.00	G	4.86
Total Without Taxes:				97.14
Tax Total:				<u>4.86</u>
Total With Taxes:				102.00

Authorizer Comment:

FINAL AP SECTION


Task ID: 0000076022 - Created: 13-Jun-2023 02:30.46 PM - By: Rita Marler - Processed: 19-Jun-2023 09:45.23 AM - By: Charlene Fedyk

Action Taken: Approve Expense

Fiscal Period:202310

Vendor Number: EM10849 - Marler, Rita

Invoice Description:
EXP claim-mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13047000000000051		102.00	G	4.86
Total Without Taxes:				97.14
Tax Total:				<u>4.86</u>
Total With Taxes:				102.00