

Battle River School Division  
**EXPENSE CLAIM**

Name: Patrick McFeely Mailing Address: \_\_\_\_\_  
 Month/Year: Oct 2023 n/a if direct deposit established; attach bank info to set-up  
 School/Location: Trustee Student Name: \_\_\_\_\_  
for Transportation claims (PUF / International Students)

**IMPORTANT:**  
 Expense Claim must be submitted to Division Office **WITHIN TWO MONTHS** from the end of the month the claim is for.  
 Expenses submitted after this date will **NOT** be reimbursed.

**ORIGINAL EXPENSE CLAIMS** are required for payment. Copies, including forms sent via fax/email, will not be processed.

**BUS DRIVERS** -- Do NOT claim field trip expenses (claim on the applicable "Trip Report" form).

**INTERNATIONAL STUDENT PROGRAM** -- claim mileage/parking only; reimbursement requires **original** parkade receipt.

| Date<br>(YYYY Mon DD) | Description            | Kms | .68 x<br>Kms | Meals | Other<br>medical renewal,<br>PUF set rate,<br>parking, etc | Total | Account Code |
|-----------------------|------------------------|-----|--------------|-------|--|-------|--------------|
| 2023/10/16            | Bands Return / NW      | 56  | 38.08        |       |  | 38.08 | /            |
| 2023/10/17            | Bands Return / Refs    | 144 | 97.92        |       |  | 97.92 | ✓            |
| 2023/10/16            | Bands Return / Diggins | 84  | 52.12        |       |  | 52.12 | 57.12        |
|                       |                        |     |              |       |  |       |              |
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|                       |                        |     |              |       |  |       |              |
|                       |                        |     |              |       |  |       |              |
|                       |                        |     |              |       |  |       |              |

Attach original receipts for expenses claimed

TOTAL 188.12 193.12 ██████████

Signature: \_\_\_\_\_  
 Authorized By (Name): \_\_\_\_\_  
 Authorized By (Signature): \_\_\_\_\_

|                 |         |
|-----------------|---------|
| OFFICE USE ONLY |         |
| Total GST:      |         |
| MEAL ALLOWANCE  |         |
| Breakfast:      | \$11.00 |
| Lunch:          | \$15.00 |
| Dinner:         | \$23.50 |

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