



Battle River School Division

EXPENSE CLAIM FORM

Name: Holoien, Rhae-Ann S [REDACTED]

Location: Div Office

Month: December

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"/>		
				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
05-Dec-2023	School Review & Eval'n	Camrose to Forestburg	180	<input type="checkbox"/>	180.00	122.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
07-Dec-2023	School Review & Eval'n	Camrose to Hay Lakes	66	<input type="checkbox"/>	66.00	44.88	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
11-Dec-2023	Xmas Basket Delivery	Camrose to Viking	160	<input checked="" type="checkbox"/>	80.00	54.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
11-Dec-2023	Xmas Basket Delivery	Viking To Tofield	70	<input type="checkbox"/>	70.00	47.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50

11-Dec-2023	Xmas Basket Delivery	Camrose to Tofield	🔗	112	<input checked="" type="checkbox"/>	56.00	38.08	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
14-Dec-2023	School Visit	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
19-Dec-2023	Christmas Concert	Camrose to Forestburg	🔗	180	<input type="checkbox"/>	180.00	122.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
19-Dec-2023	Christmas Concert	Camrose to Holden Colony	🔗	120	<input checked="" type="checkbox"/>	60.00	40.80	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
19-Dec-2023	School Visit	Camrose to Ryley	🔗	144	<input checked="" type="checkbox"/>	72.00	48.96	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
19-Dec-2023	School Visit	Holden Colony to Ryley	🔗	30	<input type="checkbox"/>	30.00	20.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
18-Dec-2023	Christmas Concert	Camrose to Tofield CW Sears	🔗	112	<input type="checkbox"/>	112.00	76.16	<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"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
08-Dec-2023	CASS	Camrose to Red Deer	🔗		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input checked="" type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
20-Dec-2023	School Visit	Camrose to Southbend Colony	🔗	266	<input type="checkbox"/>	266.00	180.88	<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"/>
				Subtotals		1256.00	854.08	0.00	15.00	0.00

Totals

For Office Use Only:		Total Mileage 854.08
Total Subsistence GST Auto Calculation	41.38	Total Subsistence 15.00
Total Other Expense GST Entered	0.00	Total Other Expenses 0.00
Grand Total GST	41.38	Total Claim 869.08

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		869.08	G	41.39
			Total Without Taxes:	827.69
			Tax Total:	41.39
			Total With Taxes:	869.08

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: 0000084058 - Created: 20-Dec-2023 10:14.58 AM - By: Rhae-Ann Holoien - Processed: 20-Dec-2023 10:15.28 AM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		869.08	G	41.39
Total Without Taxes:				827.69
Tax Total:				<u>41.39</u>
Total With Taxes:				869.08

Authorizer Comment:

▼ FINAL AP SECTION


Task ID: 0000084058 - Created: 20-Dec-2023 10:15.28 AM - By: Rhae-Ann Holoien - Processed: 09-Jan-2024 09:05.35 AM - By: Charlene Fedyk

Action Taken: Approve Expense

Fiscal Period:202404

Vendor Number: EM13518 - Holoien, Rhae-Ann S

Invoice Description:
EXP claim-mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		869.08	G	41.39
Total Without Taxes:				827.69
Tax Total:				<u>41.39</u>
Total With Taxes:				869.08