EXPENSE CLAIM FORM - WITH GL CODING

Task ID: 0000084451 - Created: 18-Dec-2023 02:25.41 PM - By: Stephen Hoyland - Processed: 18-Dec-2023 02:25.41 PM - By: Stephen Hoyland

Battle River School Division
EXPENSE CLAIM FORM

Name: Hoyland, Stephen [redacted] **Location:** Div Office **Month:** November

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
				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
27-Nov-2023	Gift Delivery	Forestburg to Southbend	43	☑	21.50	14.62	11.00	15.00	23.50
27-Nov-2023	Gift Delivery	Southbend to Sedgewick	39	☑	19.50	13.26	11.00	15.00	23.50
27-Nov-2023	Gift Delivery	Sedgewick to Daysland	42	☑	21.00	14.28	11.00	15.00	23.50
27-Nov-2023	Gift Delivery	Daysland to Forestburg	40	☑	20.00	13.60	11.00	15.00	23.50
				☐	0.00	0.00			
				☐	0.00	0.00			

		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
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		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
	Subtotals	**82.00**	**55.76**	**0.00**	**0.00**	**0.00**

Totals

For Office Use Only:	
Total Subsistence GST Auto Calculation	**2.66**
Total Other Expense GST Entered	**0.00**
Grand Total GST	**2.66**

Total Mileage	**55.76**
Total Subsistence	**0.00**
Total Other Expenses	**0.00**
Total Claim	**55.76**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	55.76	G	2.66
			Total Without Taxes:	**53.10**
			Tax Total:	**2.66**
			Total With Taxes:	**55.76**

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: 0000084451 - Created: 18-Dec-2023 02:25.41 PM - By: Stephen Hoyland - Processed: 20-Dec-2023 10:01.02 AM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	55.76	G	2.66
			Total Without Taxes:	**53.10**
			Tax Total:	**2.66**
			Total With Taxes:	**55.76**

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000084451 - Created: 20-Dec-2023 10:01.02 AM - By: Rhae-Ann Holoien - Processed: 09-Jan-2024 10:29.26 AM - By: Charlene Fedyk

Action Taken: Approve Expense

Fiscal Period: **202404**

Vendor Number: **EM11388 - Hoyland, Stephen**

Invoice Description:
EXP claim-mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000000000001	✓	55.76	G	2.66
			Total Without Taxes:	**53.10**
			Tax Total:	**2.66**
			Total With Taxes:	**55.76**