



Battle River School Division EXPENSE CLAIM FORM

Name: Holoien, Rhae-Ann S [REDACTED]

Location: Div Office

Month: May

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
10-Jun-2024	Communications	Henry's Canera Stire	Camera for school pictures and events	<input type="checkbox"/>	79.99	1427.97
				<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	79.99	1427.97

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
02-May-2024	CASS Zone 4	Camrose to Red Deer	294	<input type="checkbox"/>	294.00	205.80	<input checked="" type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
31-May-2024	Grad	Camrose to Bashaw	120	<input type="checkbox"/>	120.00	84.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
07-Jun-2024	School Visits	Camrose to Wavy Lake Colony	104	<input type="checkbox"/>	104.00	72.80	<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
12-Jun-2024	Band Concert			<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50

10-Jun-2024	School Visit	Camrose to Rosalind Colony	72	72.00	50.40	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			
				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			
				0.00	0.00			
				0.00	0.00			
				0.00	0.00			
Subtotals				590.00	413.00	11.00	0.00	0.00

Totals

For Office Use Only:		Total Mileage	413.00
Total Subsistence GST Auto Calculation	20.19	Total Subsistence	11.00
Total Other Expense GST Entered	79.99	Total Other Expenses	1427.97
Grand Total GST	100.18	Total Claim	1851.97

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1851.97	G	88.19
Total Without Taxes:				1763.78
Tax Total:				<u>88.19</u>
Total With Taxes:				1851.97

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: 0000091424 - Created: 10-Jun-2024 12:17.44 PM - By: Rhae-Ann Holoien - Processed: 10-Jun-2024 12:21.19 PM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1851.97	G	88.19
Total Without Taxes:				1763.78
Tax Total:				<u>88.19</u>
Total With Taxes:				1851.97

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FINAL AP SECTION

Task ID: 0000091424 - Created: 12-Jun-2024 09:12.50 AM - By: Lana Delorey - Processed: 12-Jun-2024 09:16.43 AM - By: Lana Delorey


Action Taken: Approve Expense

Fiscal Period:202410

Vendor Number: [REDACTED] - Holoien, Rhae-Ann S

Invoice Description:

Mileage & Supplies

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1851.97	G	88.19
			Total Without Taxes:	1763.78
			Tax Total:	<u>88.19</u>
			Total With Taxes:	1851.97