



Battle River School Division EXPENSE CLAIM FORM

Name: Holoien, Rhae-Ann S [redacted] **Location:** Div Office **Month:** June

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"/>		
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-Jun-2024	School Visit	Camrose to Viking Colony	208	<input type="checkbox"/>	208.00	145.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
14-Jun-2024	School Visit	Camrose to Tofield	112	<input type="checkbox"/>	112.00	78.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
12-Jun-2024	Concert	Camrose to Forestburg	180	<input type="checkbox"/>	180.00	126.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
24-Jun-2024	School Visit	Camrose to Lougheed Colony	210	<input type="checkbox"/>	210.00	147.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Jun-2024	School Visits	Camrose to Ryley & Holden Colony	160	<input type="checkbox"/>	160.00	112.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50

10-Jun-2024	Band Concert	Camrose to Forestburg		180	<input type="checkbox"/>	180.00	126.00	<input type="checkbox"/>	11.00	<input type="checkbox"/>	15.00	<input type="checkbox"/>	23.50
17-Jun-2024	Science Fair PM	Camrose to New Norway		56	<input type="checkbox"/>	56.00	39.20	<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"/>	
					<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"/>	
					<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	1106.00	774.20		0.00		0.00		0.00

Totals		
For Office Use Only:		Total Mileage 774.20
Total Subsistence GST Auto Calculation	36.87	Total Subsistence 0.00
Total Other Expense GST Entered	0.00	Total Other Expenses 0.00
Grand Total GST	36.87	Total Claim 774.20

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		774.20	G	36.87
			Total Without Taxes:	737.33
			Tax Total:	<u>36.87</u>
			Total With Taxes:	774.20

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: 0000093752 - Created: 25-Jun-2024 06:02.55 PM - By: Rhae-Ann Holoien - Processed: 25-Jun-2024 06:03.21 PM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		774.20	G	36.87
			Total Without Taxes:	737.33
			Tax Total:	<u>36.87</u>
			Total With Taxes:	774.20

Authorizer Comment:

▼ FINAL AP SECTION

Task ID: 0000093752 - Created: 25-Jun-2024 06:03.21 PM - By: Rhae-Ann Holoien - Processed: 26-Jun-2024 09:24.43 AM - By: Lana Delorey


Action Taken: Approve Expense

Fiscal Period:202410

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

Invoice Description:

Mileage

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		774.20	G	36.87
Total Without Taxes:				737.33
Tax Total:				<u>36.87</u>
Total With Taxes:				774.20