

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-Aug-2024	Professional Learning Day	Camrose to Daysland	84	<input type="checkbox"/>	84.00	58.80	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
03-Sep-2024	Start Up visit	Division Office to Facility Shop/Trans	2.4	<input type="checkbox"/>	2.40	1.68	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
04-Sep-2024	Start Up visit	Camrose to Camrose Colony	22	<input type="checkbox"/>	22.00	15.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Sep-2024	Start Up visit	Camrose to Holden Colony	120	<input type="checkbox"/>	120.00	84.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Sep-2024	BBQ Open House evening	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
06-Sep-2024	Pancake Breakfast	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
06-Sep-2024	School Visits	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
10-Sep-2024	School Visits	Bawlf, Killam, Viking	226	<input type="checkbox"/>	226.00	158.20	<input type="checkbox"/> 11.00	<input checked="" type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
13-Sep-2024	School Visits	Camrose to Sedgewick	172	<input type="checkbox"/>	172.00	120.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
13-Sep-2024	School Visits	Division Office to Jack Stuart	8	<input type="checkbox"/>	8.00	5.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
04-Sep-2024	School Visits	Division Office to Sparling	6.8	<input type="checkbox"/>	6.80	4.76	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
03-Sep-2024	School Visits	Division Office to Sifton	5.2	<input type="checkbox"/>	5.20	3.64	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
03-Sep-2024	Start Up Visit	Division Office to Facility Shop/Trans	2.4	<input type="checkbox"/>	2.40	1.68	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
15-Sep-2024	CASS & Mentorship rtn 17	Camrose to Edmonton	200	<input type="checkbox"/>	200.00	140.00	<input type="checkbox"/> 11.00	<input checked="" 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
24-Sep-2024	School Visits	Division Office to Chester Ronning	9.6	<input type="checkbox"/>	9.60	6.72	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
23-Sep-2024	School Visits	Camrose to Ryley	144	<input type="checkbox"/>	144.00	100.80	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
24-Sep-2024	School Council - evening	Division Office to Charlie Killam	4.2	<input type="checkbox"/>	4.20	2.94	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
24-Sep-2024	School Visits - am	Division Office to Charlie Killam	4.2	<input type="checkbox"/>	4.20	2.94	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
14-Sep-2024	Athletic Event attendance	Division Office to CCHS	8.4	<input type="checkbox"/>	8.40	5.88	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
Subtotals					1521.20	1064.84	0.00	30.00	0.00

Totals

For Office Use Only:

Total Mileage 1064.84

Total Subsistence GST Auto Calculation	52.14	Total Subsistence	30.00
Total Other Expense GST Entered	27.31	Total Other Expenses	601.79
Grand Total GST	79.45	Total Claim	1696.63

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1696.63	G	80.79
Total Without Taxes:				1615.84
Tax Total:				<u>80.79</u>
Total With Taxes:				1696.63

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: 0000096474 - Created: 26-Sep-2024 05:10.40 PM - By: Rhae-Ann Holoien - Processed: 26-Sep-2024 05:11.04 PM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1696.63	G	80.79
Total Without Taxes:				1615.84
Tax Total:				<u>80.79</u>
Total With Taxes:				1696.63

Authorizer Comment:

FINAL AP SECTION


Task ID: 0000096474 - Created: 26-Sep-2024 05:11.04 PM - By: Rhae-Ann Holoien - Processed: 27-Sep-2024 09:30.11 AM - By: Lana Delorey

Action Taken: Approve Expense

Fiscal Period:202501

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

Invoice Description:
Mileage & Supplies

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1696.63	G	80.79
			Total Without Taxes:	1615.84
			Tax Total:	<u>80.79</u>
			Total With Taxes:	1696.63