

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
08-Nov-2024	Principal Evaluation	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
26-Nov-2024	School Visits	Camrose to Southbend Colony	266	<input type="checkbox"/>	266.00	186.20	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Dec-2024	School Visits	Camrose to Tofield Colony	92	<input type="checkbox"/>	92.00	64.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
29-Nov-2024	School Visits	Camrose to Bawlf & JSS	58	<input type="checkbox"/>	58.00	40.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
02-Dec-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
03-Dec-2024	Board with Wet'n Board	Days Inn	8	<input type="checkbox"/>	8.00	5.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
25-Nov-2024	Principal Evaluation	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
18-Dec-2024	Christmas Program	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
09-Dec-2024	School Visits	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
11-Dec-2024	Holiday Program	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
12-Dec-2024	Holiday Program	Camrose to New Norway and CRS	56	<input type="checkbox"/>	56.00	39.20	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
13-Dec-2024	CASS Zone 4	Camrose to Red Deer	294	<input type="checkbox"/>	294.00	205.80	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Dec-2024	Meet Dean	Augustana		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Dec-2024	Christmas Visits	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
17-Dec-2024	Holiday Evening Program	Camrose to Viking	160	<input type="checkbox"/>	160.00	112.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
06-Dec-2024	School Visit	ECKS		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	School Visit	Camrose to Iron Creek Colony	122	<input type="checkbox"/>	122.00	85.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	Basketball Game	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
11-Dec-2024	School 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
17-Dec-2024	Christmas Visits	Camrose to Bawlf	58	<input type="checkbox"/>	58.00	40.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
Subtotals					1559.20	1091.44	0.00	0.00	0.00
Totals									
		For Office Use Only:			Total Mileage 1091.44				
		Total Subsistence	51.97		Total Subsistence 0.00				
		GST Auto Calculation							

Total Other Expense GST Entered 0.00
Grand Total GST 51.97

Total Other Expenses 133.25
Total Claim 1224.69

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1224.69	G	58.32
Total Without Taxes:				1166.37
Tax Total:				<u>58.32</u>
Total With Taxes:				1224.69

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: 0000101606 - Created: 19-Dec-2024 09:37.00 AM - By: Rhae-Ann Holoien - Processed: 19-Dec-2024 09:38.54 AM - By: Rhae-Ann Holoien

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1224.69	G	58.32
Total Without Taxes:				1166.37
Tax Total:				<u>58.32</u>
Total With Taxes:				1224.69

Authorizer Comment:

FINAL AP SECTION

Task ID: 0000101606 - Created: 19-Dec-2024 09:38.54 AM - By: Rhae-Ann Holoien - Processed: 19-Dec-2024 10:30.56 AM - By: Lana Delorey

Fiscal Period:202504

Vendor Number: EM13518 - Holoien, Rhae-Ann S

Subtotals 0.00 133.25


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
08-Nov-2024	Principal Evaluation	Camrose to Forestburg	180	<input type="checkbox"/>	180.00	115.20	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
26-Nov-2024	School Visits	Camrose to Southbend Colony	266	<input type="checkbox"/>	266.00	170.24	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Dec-2024	School Visits	Camrose to Tofield Colony	92	<input type="checkbox"/>	92.00	58.88	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
29-Nov-2024	School Visits	Camrose to Bawlf & JSS	58	<input type="checkbox"/>	58.00	37.12	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
02-Dec-2024	School Visits	Camrose to Wavy Lake Colony	104	<input type="checkbox"/>	104.00	66.56	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
03-Dec-2024	Board with Wet'n Board	Days Inn	8	<input type="checkbox"/>	8.00	5.12	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
25-Nov-2024	Principal Evaluation	Division Office to Sparling	6.8	<input type="checkbox"/>	6.80	4.35	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
18-Dec-2024	Christmas Program	Division Office to Sparling	6.8	<input type="checkbox"/>	6.80	4.35	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
09-Dec-2024	School Visits	Camrose to New Norway	56	<input type="checkbox"/>	56.00	35.84	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
11-Dec-2024	Holiday Program	Division Office to Sifton	5.2	<input type="checkbox"/>	5.20	3.33	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
12-Dec-2024	Holiday Program	Camrose to New Norway and CRS	56	<input type="checkbox"/>	56.00	35.84	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
13-Dec-2024	CASS Zone 4	Camrose to Red Deer	294	<input type="checkbox"/>	294.00	188.16	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Dec-2024	Meet Dean	Augustana		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Dec-2024	Christmas Visits	Camrose to New Norway	56	<input type="checkbox"/>	56.00	35.84	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	Holiday Evening Program	Camrose to Viking	160	<input type="checkbox"/>	160.00	102.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
06-Dec-2024	School Visit	ECKS		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	School Visit	Camrose to Iron Creek Colony	122	<input type="checkbox"/>	122.00	78.08	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	Basketball Game	Division Office to CCHS	8.4	<input type="checkbox"/>	8.40	5.38	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
11-Dec-2024	School Visit	Camrose to Camrose Colony	22	<input type="checkbox"/>	22.00	14.08	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	Christmas Visits	Camrose to Bawlf	58	<input type="checkbox"/>	58.00	37.12	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50

Totals		
For Office Use Only:		Total Mileage 997.89
Total	47.52	Total Subsistence 0.00
Subsistence GST Auto Calculation		
Total Other Expense GST Entered	0.00	Total Other Expenses 133.25
Grand Total GST	47.52	Total Claim 1131.14

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1131.14	G	47.52
			Total Without Taxes:	1083.62
			Tax Total:	<u>47.52</u>
			Total With Taxes:	1131.14

Comments:

Updated for over 5,000 km/yr

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▼ FINAL AP SECTION

Task ID: 0000101606 - Created: 19-Dec-2024 10:35.35 AM - By: Lana Delorey - Processed: 20-Dec-2024 11:04.24 AM - By: Lana Delorey

Fiscal Period:202504

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

Invoice Description:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1131.14	G	47.52
			Total Without Taxes:	1083.62
			Tax Total:	<u>47.52</u>
			Total With Taxes:	1131.14

Mileage and Meal Information:

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Date (YYYYMMDD)	Purpose	From/To Destination	Km's Round Trip	One Way Only	Total KMs	Total Mileage Expense	Breakfast	Lunch	Dinner
08-Nov-2024	Principal Evaluation	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
26-Nov-2024	School Visits	Camrose to Southbend Colony	266	<input type="checkbox"/>	266.00	186.20	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
05-Dec-2024	School Visits	Camrose to Tofield Colony	92	<input type="checkbox"/>	92.00	64.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
29-Nov-2024	School Visits	Camrose to Bawlf & JSS	58	<input type="checkbox"/>	58.00	40.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
02-Dec-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
03-Dec-2024	Board with Wet'n Board	Days Inn	8	<input type="checkbox"/>	8.00	5.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
25-Nov-2024	Principal Evaluation	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
18-Dec-2024	Christmas Program	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
09-Dec-2024	School Visits	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
11-Dec-2024	Holiday Program	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
12-Dec-2024	Holiday Program	Camrose to New Norway and CRS	56	<input type="checkbox"/>	56.00	39.20	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
13-Dec-2024	CASS Zone 4	Camrose to Red Deer	294	<input type="checkbox"/>	294.00	205.80	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Dec-2024	Meet Dean	Augustana		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
16-Dec-2024	Christmas Visits	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
17-Dec-2024	Holiday Evening Program	Camrose to Viking	160	<input type="checkbox"/>	160.00	112.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
06-Dec-2024	School Visit	ECKS		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	School Visit	Camrose to Iron Creek Colony	122	<input type="checkbox"/>	122.00	85.40	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
17-Dec-2024	Basketball Game	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
11-Dec-2024	School 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
17-Dec-2024	Christmas Visits	Camrose to Bawlf	58	<input type="checkbox"/>	58.00	40.60	<input type="checkbox"/> 11.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 23.50
Subtotals					1559.20	1091.44	0.00	0.00	0.00
Totals									
		For Office Use Only:			Total Mileage 1091.44				
		Total Subsistence GST Auto Calculation	51.97		Total Subsistence 0.00				

Total Other Expense GST Entered 0.00

Total Other Expenses 133.25

Grand Total GST 51.97

Total Claim 1224.69

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1224.69	G	58.32
Total Without Taxes:				1166.37
Tax Total:				<u>58.32</u>
Total With Taxes:				1224.69

Comments:

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FINAL AP SECTION

Task ID: 0000101606 - Created: 20-Dec-2024 11:05.33 AM - By: Lana Delorey - Processed: 20-Dec-2024 11:05.58 AM - By: Lana Delorey

Action Taken: Approve Expense

Fiscal Period:202504

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

Invoice Description: Mileage & Expenses

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
13044000148000001		1224.69	G	58.32
Total Without Taxes:				1166.37
Tax Total:				<u>58.32</u>
Total With Taxes:				1224.69