

TRUSTEE EXPENSE REIMBURSEMENT FORM

Name:	Baziuk, Shali (
School/Department:	EC-Trustees
Date:	07-Nov-2021

	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Mileage @ \$0.52/km				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
								0.00	0.00	

	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Taxable Mileage @ \$0.52/km	13-Sep-2021	agenda planning meeting	Chestermere to Ed Centre	<input type="checkbox"/>	41	<input checked="" type="checkbox"/>	82.00	2.03	42.64	
	21-Oct-2021	Board Orientation	Chestermere to Genesis Centre Airdrie	<input type="checkbox"/>	41	<input checked="" type="checkbox"/>	82.00	2.03	42.64	
	26-Oct-2021	Board Orientation	Chestermere to Genesis Centre Airdrie	<input type="checkbox"/>	41	<input checked="" type="checkbox"/>	82.00	2.03	42.64	
	28-Oct-2021	Organizational and Board and Planning meeting	Chestermere to Genesis Centre Airdrie	<input type="checkbox"/>	41	<input checked="" type="checkbox"/>	82.00	2.03	42.64	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
								8.12	170.56	
	Date	Purpose			Breakfast \$10.00	Lunch \$15.00	Dinner \$25.00	GST Auto Calc	Amount Incl GST	

	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Meal Allowances (Check box to select each required meal)				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00		
							0.00	0.00		

	Date	Specify Expense Type	Description				GST Paid	Amount Incl GST	Clear
Other Expenses (Input GST Paid & Attach Detailed Receipts)									
							0.00	0.00	


Submitting this form certifies that the foregoing expenses were incurred by me for Rocky View Schools business and are in compliance with School Division policy and guidelines. Click here to view Board Policy 7 Appendix B	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">Total GST</td> </tr> <tr> <td></td> <td style="text-align: right;">\$8.12</td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">Total Claim</td> </tr> <tr> <td></td> <td style="text-align: right;">\$170.56</td> </tr> </table>		Total GST		\$8.12		Total Claim		\$170.56
	Total GST								
	\$8.12								
	Total Claim								
	\$170.56								

Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals)

Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission.

Comments / Instructions:


Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		170.56	1	8.12
Total Without Taxes:				162.44
Tax Total:				<u>8.12</u>
Total With Taxes:				170.56

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 11-Nov-2021 08:30.03 AM - By: Fiona Gilbert - Processed: 11-Nov-2021 08:30.58 AM - By: Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		170.56	1	8.12
Total Without Taxes:				162.44
Tax Total:				<u>8.12</u>
Total With Taxes:				170.56


Comment

Corrected dates and GL

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 11-Nov-2021 08:30.58 AM - By: Fiona Gilbert - Processed: 15-Dec-2021 10:59.29 AM - By: Jennifer Thompson

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		170.56	1	8.12
Total Without Taxes:				162.44
Tax Total:				<u>8.12</u>
Total With Taxes:				170.56

Comment


Corrected dates and GL

ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 11-Nov-2021 08:30.58 AM - By: Fiona Gilbert - Processed: 15-Nov-2021 04:27.09 PM - By: Jaclyne Noseworthy

Action Taken: Approve Expense

Period: 202203
Vendor Number: Baziuk, Shali

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		170.56	1	8.12
			Total Without Taxes:	162.44
			Tax Total:	<u>8.12</u>
			Total With Taxes:	170.56

Comment