

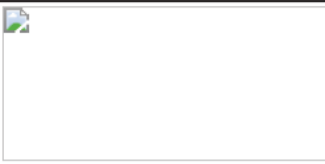
Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEE EXPENSE REIMBURSEMENT FORM

Task ID - Created 27-Mar-2022 10 47.50 AM - By Shali Baziuk - Processed 27-Mar-2022 10 47.50 AM - By Shali Baziuk

 Rocky View Schools										
TRUSTEE EXPENSE REIMBURSEMENT FORM										
Name:		Baziuk, Shali								
School/Department:		EC-Trustees								
Date:		27-Mar-2022								
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Mileage @ \$0.52/km	22-Mar-2022	Board Tours - Airdrie	Chestermere to various Airdrie schools	<input checked="" type="checkbox"/>	41	<input checked="" type="checkbox"/>	82.00	2.03	42.64	
	23-Mar-2022	Board Tours - Airdrie	Chestermere to various Airdrie schools	<input checked="" 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	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
								4.06	85.28	
		Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Taxable Mileage @ \$0.52/km	09-Mar-2022	Board meeting	Chestermere to Ed Centre	<input checked="" type="checkbox"/>	41	<input checked="" type="checkbox"/>	82.00	2.03	42.64	
	24-Mar-2022	board meeting	Chestermere to Ed Centrer	<input checked="" 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	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
				<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
								4.06	85.28	
	Date	Purpose			Breakfast \$10.00	Lunch \$15.00	Dinner \$25.00	GST Auto Calc	Amount Incl GST	
Meal Allowances (Check box to select each required meal)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
								0.00	0.00	
	Date	Specify Expense Type	Description					GST Paid	Amount Incl GST	
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								Total GST	Total Claim	
Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission.								\$8.12	\$170.56	
Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals)										
Comments / Instructions:										

Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	85 28	1	4.06
	<input checked="" type="checkbox"/>	85 28	1	4.06
			Total Without Taxes	162.44
			Tax Total	8.12
			Total With Taxes	170.56

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 27-Mar-2022 10 47.50 AM - By Shali Baziuk - Processed 27-Mar-2022 12 51.15 PM - By Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	85 28	1	4.06
	<input checked="" type="checkbox"/>	85 28	1	4.06
			Total Without Taxes	162.44
			Tax Total	8.12
			Total With Taxes	170.56

Comment:

ACCOUNTS PAYABLE CLERK SECTION

Task ID Created 27-Mar-2022 12 51.16 PM - By Norma Lang - Processed 28-Mar-2022 09 42.07 AM - By Jaclyne Noseworthy

Action Taken: Approve Expense

Period: 202207

Vendor Number: Baziuk, Shali

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	85 28	1	4.06
	<input checked="" type="checkbox"/>	85 28	1	4.06
			Total Without Taxes	162.44
			Tax Total	8.12
			Total With Taxes	170.56

Comment: