

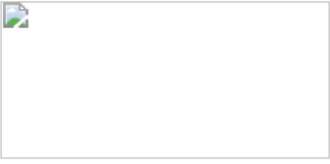
Expense Reimbursement Authorization

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 02-Jan-2022 09 14.36 PM - By Todd Brand - Processed 02-Jan-2022 09 14.36 PM - By Todd Brand

 Rocky View Schools										
TRUSTEE EXPENSE REIMBURSEMENT FORM										
Name:		Brand, Todd D.								
School/Department:		EC-Trustees								
Date:		02-Jan-2022								
Mileage @ \$0.52/km	Date	Purpose	From/To Description	<input type="checkbox"/>	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
				<input type="checkbox"/>			0.00	0.00	0.00	
				<input type="checkbox"/>			0.00	0.00	0.00	
				<input type="checkbox"/>			0.00	0.00	0.00	
				<input type="checkbox"/>			0.00	0.00	0.00	
								0.00	0.00	
Taxable Mileage @ \$0.52/km	Date	Purpose	From/To Description	<input type="checkbox"/>	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
				<input type="checkbox"/>			0.00	0.00	0.00	
				<input type="checkbox"/>			0.00	0.00	0.00	
				<input type="checkbox"/>			0.00	0.00	0.00	
				<input type="checkbox"/>			0.00	0.00	0.00	
								0.00	0.00	
Meal Allowances (Check box to select each required meal)	Date	Purpose	From/To Description	<input type="checkbox"/>	Breakfast \$10.00	Lunch \$15.00	Dinner \$25.00	GST Auto Calc	Amount Incl GST	Clear
				<input type="checkbox"/>				0.00	0.00	
				<input type="checkbox"/>				0.00	0.00	
				<input type="checkbox"/>				0.00	0.00	
				<input type="checkbox"/>				0.00	0.00	
								0.00	0.00	
Other Expenses (Input GST Paid & Attach Detailed Receipts)	Date	Specify Expense Type	Description					GST Paid	Amount Incl GST	
	06-Dec-2021	Indigenous Corporate Training Course Fee	Indigenous Awareness self guided course					3.25	68.25	
								3.25	68.25	
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								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.								\$3.25	\$68.25	
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
		68.25	1	3.25
				Total Without Taxes
				65.00
				Tax Total
				<u>3.25</u>
				Total With Taxes
				68.25

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 02-Jan-2022 09 14.36 PM - By Todd Brand - Processed 03-Jan-2022 09 43.24 AM - By Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		68.25	1	3.25
				Total Without Taxes
				65.00
				Tax Total
				<u>3.25</u>
				Total With Taxes
				68.25

Comment:

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 03-Jan-2022 09 43.25 AM - By Norma Lang - Processed 22-Feb-2022 02 03.49 PM - By Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202206

Vendor Number: - Brand, Todd D.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		68.25	1	3.25
				Total Without Taxes
				65.00
				Tax Total
				<u>3.25</u>
				Total With Taxes
				68.25

Comment:

Order confirmed

Indigenous Relations Academy Inc. powered by Indigenous Corporate Training Inc.
<info@ictinc.ca>

Mon 06-Dec-21 4:45 PM

To:



INDIGENOUS RELATIONS ACADEMY

ORDER

Thank you for your purchase!

[View your order](#)

[or Visit our store](#)

Order Summary



Indigenous Awareness - Certificate Course - Self-Guided
Training × 1

\$65.00

Subtotal	\$65.00
Shipping	\$0.00
Taxes	\$3.25

Total **\$68.25 CAD**