


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 04-Mar-2022 11 31.57 AM - By Norma Lang - Processed 04-Mar-2022 11 39.46 AM - By Norma Lang

 Rocky View Schools										
TRUSTEE EXPENSE REIMBURSEMENT FORM										
Name:		Lang, Norma J.								
School/Department:		EC-Trustees								
Date:		04-Mar-2022								
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Mileage @ \$0.52/km	15-Feb-2022	School Tours in Airdrie	to and from Norma House to schools for tours	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	16-Feb-2022	School Tours in Airdrie	to and from Norma House for tours in Airdrie	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
				<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	
							2.08		43.68	
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Taxable Mileage @ \$0.52/km	03-Feb-2022	Board and Planning	Norma House to and from Ed Centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	08-Feb-2022	Strategic Plan Meeting	Norma House to and from Ed Centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	10-Feb-2022	Planning Meeting	Norma House to and from Ed Centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	11-Feb-2022	Board Special Meeting	Norma House to and from Ed Centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	13-Feb-2022	board special meet / transfer hearing	Norma House to and from Ed Centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
								5.20		109.20
	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"/>	<input type="checkbox"/>	0.00	0.00	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
				<input type="checkbox"/>	<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 Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission.										
								Total GST	Total Claim	
								\$7.28	\$152.88	
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"/>	152.88	1	7.28
Total Without Taxes				145.60
Tax Total				<u>7.28</u>
Total With Taxes				152.88

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 04-Mar-2022 11 39.46 AM - By Norma Lang - Processed 05-Mar-2022 11 37.56 AM - By Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	43.68	1	2.08
	<input checked="" type="checkbox"/>	109.20	1	5.20
Total Without Taxes				145.60
Tax Total				<u>7.28</u>
Total With Taxes				152.88

Comment:
Adjusted GLs - FG

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 05-Mar-2022 11 37.56 AM - By Fiona Gilbert - Processed 10-Mar-2022 01 17.28 PM - By Teresa Firman

Action Taken: Approve Expense

Period: 202207

Vendor Number: - Lang, Norma J.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	43.68	1	2.08
	<input checked="" type="checkbox"/>	109.20	1	5.20
Total Without Taxes				145.60
Tax Total				<u>7.28</u>
Total With Taxes				152.88

Comment: