


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-Feb-2022 02 03.44 PM - By Norma Lang - Processed 04-Feb-2022 02 03.44 PM - By Norma Lang

 Rocky View Schools																																																																																																																																																																																																																																																																																																																																																						
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Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	21.84	1	1.04
Total Without Taxes				20.80
Tax Total				1.04
Total With Taxes				21.84

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 04-Feb-2022 02 03.44 PM - By Norma Lang - Processed 07-Feb-2022 10 12.07 AM - By Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	21.84	1	1.04
Total Without Taxes				20.80
Tax Total				1.04
Total With Taxes				21.84

Comment:
Adjusted GL code - FG

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 07-Feb-2022 10 12.07 AM - By Fiona Gilbert - Processed 22-Feb-2022 03 16.08 PM - By Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202206

Vendor Number: - Lang, Norma J.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	21.84	1	1.04
Total Without Taxes				20.80
Tax Total				1.04
Total With Taxes				21.84

Comment: