


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: 07-Dec-2021 09:04.09 AM - By: Norma Lang - Processed: 07-Dec-2021 09:04.09 AM - By: Norma Lang

 Rocky View Schools																																																																																																																																																																																																																																																																																																													
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Name: Lang, Norma J.																																																																																																																																																																																																																																																																																																													
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<table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Purpose</th> <th>From/To Description</th> <th></th> <th>KMs</th> <th>Roundtrip</th> <th>Total KMs</th> <th>GST Auto Calc</th> <th>Amount Incl GST</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Mileage @ \$0.52/km</td> <td>09-Nov-2021</td> <td>Kathryn School Council</td> <td>to K School from Norma House</td> <td></td> <td>49</td> <td><input checked="" type="checkbox"/></td> <td>98.00</td> <td>2.43</td> <td>50.96</td> <td></td> </tr> <tr> <td>10-Nov-2021</td> <td>Board Orientation</td> <td>N House to Genesis Place, Airdrie</td> <td></td> <td>19</td> <td><input checked="" type="checkbox"/></td> <td>38.00</td> <td>0.94</td> <td>19.76</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="8"></td> <td>3.37</td> <td>70.72</td> <td></td> </tr> <tr> <td rowspan="6">Taxable Mileage @ \$0.52/km</td> <td></td> <td>Purpose</td> <td>From/To Description</td> <td></td> <td>KMs</td> <td>Roundtrip</td> <td>Total KMs</td> <td>GST Auto Calc</td> <td>Amount Incl GST</td> <td>Clear</td> </tr> <tr> <td>25-Nov-2021</td> <td>Board Meeting</td> <td>N House to Ed Centre</td> <td></td> <td>21</td> <td><input checked="" type="checkbox"/></td> <td>42.00</td> <td>1.04</td> <td>21.84</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="8"></td> <td>1.04</td> <td>21.84</td> <td></td> </tr> <tr> <td rowspan="5">Meal Allowances (Check box to select each required meal)</td> <td></td> <td></td> <td></td> <td></td> <td>Breakfast \$10.00</td> <td>Lunch \$15.00</td> <td>Dinner \$25.00</td> <td>GST Auto Calc</td> <td>Amount Incl GST</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="8"></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td rowspan="5">Other Expenses (Input GST Paid & Attach Detailed Receipts)</td> <td>Date</td> <td>Specify Expense Type</td> <td>Description</td> <td></td> <td></td> <td></td> <td></td> <td>GST Paid</td> <td>Amount Incl GST</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="8"> 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. 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Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		92.56	1	4.41
Total Without Taxes:				88.15
Tax Total:				4.41
Total With Taxes:				92.56

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 07-Dec-2021 09:04.09 AM - By: Norma Lang - Processed: 02-Feb-2022 08:52.54 AM - By: Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		21.84	1	1.04
		70.72	1	3.37
Total Without Taxes:				88.15
Tax Total:				4.41
Total With Taxes:				92.56

Comment:
Corrected GL coding - FG

ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 02-Feb-2022 08:52.54 AM - By: Fiona Gilbert - Processed: 22-Feb-2022 02:03.14 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
		21.84	1	1.04
		70.72	1	3.37
Total Without Taxes:				88.15
Tax Total:				4.41
Total With Taxes:				92.56

Comment: