


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 18-Nov-2021 09 30.57 AM - By Norma Lang - Processed 18-Nov-2021 09 30.57 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="6">Mileage @ \$0.52/km</td> <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></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></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td rowspan="6">Taxable Mileage @ \$0.52/km</td> <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></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></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td rowspan="6">Meal Allowances (Check box to select each required meal)</td> <th>Date</th> <th>Purpose</th> <th></th> <th></th> <th>Breakfast \$10.00</th> <th>Lunch \$15.00</th> <th>Dinner \$25.00</th> <th>GST Auto Calc</th> <th>Amount Incl GST</th> <th></th> </tr> <tr> <td>14-Nov-2021</td> <td>supper ASBA Edwin Parr event - Edmonton ASBA</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td>1.19</td> <td>25.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></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> <th>Date</th> <th>Specify Expense Type</th> <th>Description</th> <th></th> <th></th> <th></th> <th></th> <th>GST Paid</th> <th>Amount Incl GST</th> <th></th> </tr> <tr> <td>16-Nov-2021</td> <td>hotel for ASBA AGM</td> <td>ASBA AGM in Edmonton</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>413.15</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>0.00</td> <td>413.15</td> <td></td> </tr> <tr> <td colspan="8" rowspan="3"> 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 Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission. </td> <td>Total GST</td> <td>Total Claim</td> <td></td> </tr> <tr> <td>\$1.19</td> <td>\$438.15</td> <td></td> </tr> <tr> <td colspan="3"> Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals) </td> </tr> <tr> <td colspan="2">Comments / Instructions:</td> <td colspan="9"></td> </tr> </tbody> </table>												Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear	Mileage @ \$0.52/km						<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							<input type="checkbox"/>	0.00	0.00	0.00									0.00	0.00		Taxable Mileage @ \$0.52/km						<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							<input type="checkbox"/>	0.00	0.00	0.00									0.00	0.00		Meal Allowances (Check box to select each required meal)	Date	Purpose			Breakfast \$10.00	Lunch \$15.00	Dinner \$25.00	GST Auto Calc	Amount Incl GST		14-Nov-2021	supper ASBA Edwin Parr event - Edmonton ASBA		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1.19	25.00					<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		Other Expenses (Input GST Paid & Attach Detailed Receipts)	Date	Specify Expense Type	Description					GST Paid	Amount Incl GST		16-Nov-2021	hotel for ASBA AGM	ASBA AGM in Edmonton						413.15																													0.00	413.15		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
		25.00	1	1.19
		413.15	1	19.67
Total Without Taxes				417.29
Tax Total				<u>20.86</u>
Total With Taxes				438.15

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 18-Nov-2021 09 30.58 AM - By Norma Lang - Processed 22-Nov-2021 07 34.40 PM - By Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		25.00	1	1.19
		413.15	1	19.67
Total Without Taxes				417.29
Tax Total				<u>20.86</u>
Total With Taxes				438.15

Comment:
Adjusted GL code to Board PL funds not Ward 4

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 22-Nov-2021 07 34.41 PM - By Fiona Gilbert - Processed 15-Dec-2021 11 02.19 AM - By Jennifer Thompson

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		25.00	1	1.19
		413.15	1	19.67
Total Without Taxes				417.29
Tax Total				<u>20.86</u>
Total With Taxes				438.15

Comment:
Adjusted GL code to Board PL funds not Ward 4

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 22-Nov-2021 07 34.41 PM - By Fiona Gilbert - Processed 03-Dec-2021 02 43.24 PM - By Jaclyne Noseworthy

Action Taken: Approve Expense

Period: 202204
Vendor Number: Lang, Norma J.

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		25.00	1	1.19
		413.15	1	19.67
Total Without Taxes				417.29
Tax Total				<u>20.86</u>
Total With Taxes				438.15

D
DELTA
 HOTELS
 MARRIOTT

EDMONTON SOUTH
 CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Ms Norma Lang
 2651 Chinook Winds Dr Sw
 Airdrie AB T4B0B4
 Canada

Room:
 Folio:
 Cashier:
 Arrival: 11-14-21
 Departure: 11-16-21

Date	Description	Additional Information	Charges	Credits
11-14-21	Room Charge		179.00	
11-14-21	Room Destination Marketing Fee		5.37	
11-14-21	Room GST		9.22	
11-14-21	AB Tourism Levy		7.37	
11-15-21	Room Charge		189.00	
11-15-21	Room Destination Marketing Fee		5.67	
11-15-21	Room GST		9.73	
11-15-21	AB Tourism Levy		7.79	
11-16-21	Master Card			413.15
GST Summary			Total	413.15
Registration No: 889835161			Balance Due	0.00 CDN
Room	18.95			
F&B	0.00			
Other	26.20			
Total	45.15			

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.