


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 30-Mar-2022 02 08.32 PM - By Norma Lang - Processed 30-Mar-2022 02 08.32 PM - By Norma Lang

 <b>Rocky View Schools</b>										
<b>TRUSTEE EXPENSE REIMBURSEMENT FORM</b>										
<b>Name:</b>		Lang, Norma J.								
<b>School/Department:</b>		EC-Trustees								
<b>Date:</b>		30-Mar-2022								
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
<b>Mileage @ \$0.52/km</b>	01-Mar-2022	Board Tours Chestermere	Norma House to various Chestermere area schools	<input checked="" type="checkbox"/>	75	<input checked="" type="checkbox"/>	150.00	3.71	78.00	
	02-Mar-2022	Board Tours Chestmere area	Norma House to various Chestermere area schools	<input checked="" type="checkbox"/>	82	<input checked="" type="checkbox"/>	164.00	4.06	85.28	
	22-Mar-2022	Board Tours Airdrie	Norma House to various Airdrie schools	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	23-Mar-2022	Board Tours in Airdrie Schools	Norma House to various Airdrie schools	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	60.00	1.49	31.20	
					<input type="checkbox"/>			0.00	0.00	0.00
							10.30		216.32	
		Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
<b>Taxable Mileage @ \$0.52/km</b>	03-Mar-2022	Budget and Planning Committees	Norma House to ed centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	17-Mar-2022	Planning Committee and Special Hearing	Norma House to ed centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	18-Mar-2022	Strategic Plan Committee	Norma House to ed centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	24-Mar-2022	Board and Planning Meetings	Norma House to ed centre	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	42.00	1.04	21.84	
	28-Mar-2022	Agenda Planning Meeting	Norma House to 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	
<b>Meal Allowances</b> (Check box to select each required meal)					<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	
					<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	
<b>Other Expenses</b> (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.										
								<b>Total GST</b>	<b>Total Claim</b>	
								\$15.50	\$325.52	
<b>Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals)</b>										
<b>Comments / Instructions:</b>										

Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	325.52	1	15.50
<b>Total Without Taxes</b>				310.02
<b>Tax Total</b>				<u>15.50</u>
<b>Total With Taxes</b>				325.52

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 30-Mar-2022 02 08.32 PM - By Norma Lang - Processed 08-Apr-2022 11 19.36 AM - By Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	216.32	1	10.30
	<input checked="" type="checkbox"/>	109.20	1	5.20
<b>Total Without Taxes</b>				310.02
<b>Tax Total</b>				<u>15.50</u>
<b>Total With Taxes</b>				325.52

Comment:  
Adjusted GL codes - FG

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 08-Apr-2022 11 19.36 AM - By Fiona Gilbert - Processed 13-Apr-2022 03 05.08 PM - By Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202208

Vendor Number: - Lang, Norma J.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	216.32	1	10.30
	<input checked="" type="checkbox"/>	109.20	1	5.20
<b>Total Without Taxes</b>				310.02
<b>Tax Total</b>				<u>15.50</u>
<b>Total With Taxes</b>				325.52

Comment: