


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 12-Dec-2021 11 39.28 PM - By Fiona Gilbert - Processed 12-Dec-2021 11 39.28 PM - By Fiona Gilbert


 Rocky View Schools																																																																																																																																																																																																																																																																																																																																							
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Name: Gilbert, Fiona M.J.																																																																																																																																																																																																																																																																																																																																							
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Date: 30-Nov-2021																																																																																																																																																																																																																																																																																																																																							
<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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></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="7">Taxable Mileage @ \$0.52/km</td> <td>10-Nov-2021</td> <td>Board Orientation</td> <td>Home to Education Centre (EC)</td> <td><input type="checkbox"/></td> <td>40</td> <td><input checked="" type="checkbox"/></td> <td>80.00</td> <td>1.98</td> <td>41.60</td> <td></td> </tr> <tr> <td>25-Nov-2021</td> <td>Board meeting x 2 (Nov 25 and Dec 9)</td> <td>Home to EC x 2</td> <td><input type="checkbox"/></td> <td>80</td> <td><input checked="" type="checkbox"/></td> <td>160.00</td> <td>3.96</td> <td>83.20</td> <td></td> </tr> <tr> <td>01-Dec-2021</td> <td>Curriculum Focus group w Superintendent</td> <td>Home to EC</td> <td><input type="checkbox"/></td> <td>40</td> <td><input checked="" type="checkbox"/></td> <td>80.00</td> <td>1.98</td> <td>41.60</td> <td></td> </tr> <tr> <td>02-Dec-2021</td> <td>Board Orientation</td> <td>Home to EC</td> <td><input type="checkbox"/></td> <td>40</td> <td><input checked="" type="checkbox"/></td> <td>80.00</td> <td>1.98</td> <td>41.60</td> <td></td> </tr> <tr> <td>08-Dec-2021</td> <td>Budget Committee meeting</td> <td>Home to EC</td> <td><input type="checkbox"/></td> <td>40</td> <td><input checked="" type="checkbox"/></td> <td>80.00</td> <td>1.98</td> <td>41.60</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>11.89</td> <td>249.60</td> <td></td> </tr> <tr> <td></td> <td>Date</td> <td>Purpose</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 rowspan="6">Meal Allowances (Check box to select each required meal)</td> <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></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></td> <td></td> <td></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> <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>0.00</td> <td>0.00</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. 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Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included 	Amount	Tax Code	Tax Amount
		249.60	1	11.89
			Total Without Taxes	237.71
			Tax Total	<u>11.89</u>
			Total With Taxes	249.60


GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID	- Created 12-Dec-2021 11 39.28 PM - By Fiona Gilbert - Processed 13-Dec-2021 07 16.48 AM - By Norma Lang			
	Action Taken: No Objection			
GL Account Number	Taxes Included 	Amount	Tax Code	Tax Amount
		249.60	1	11.89
			Total Without Taxes	237.71
			Tax Total	<u>11.89</u>
			Total With Taxes	249.60
Comment:				

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID	- Created 13-Dec-2021 07 16.49 AM - By Norma Lang - Processed 15-Dec-2021 11 04.01 AM - By Jennifer Thompson			
	Action Taken: No Objection			
GL Account Number	Taxes Included 	Amount	Tax Code	Tax Amount
		249.60	1	11.89
			Total Without Taxes	237.71
			Tax Total	<u>11.89</u>
			Total With Taxes	249.60
Comment:				

ACCOUNTS PAYABLE CLERK SECTION

Task ID	- Created 13-Dec-2021 07 16.49 AM - By Norma Lang - Processed 14-Dec-2021 04 36.25 PM - By Jaclyne Noseworthy			
	Action Taken: Approve Expense			
	Period:	202204		
	Vendor Number:	- Gilbert, Fiona M.J.		
GL Account Number	Taxes Included 	Amount	Tax Code	Tax Amount
		249.60	1	11.89
			Total Without Taxes	237.71
			Tax Total	<u>11.89</u>
			Total With Taxes	249.60
Comment:				