


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 11-Nov-2021 11 31.32 AM - By Fiona Gilbert - Processed 11-Nov-2021 11 31.32 AM - By Fiona Gilbert

 <div style="float: right; text-align: center;"> Rocky View Schools TRUSTEE EXPENSE REIMBURSEMENT FORM </div>																																																																																					
Name:		Gilbert, Fiona M.J.																																																																																			
School/Department:		EC-Trustees																																																																																			
Date:		31-Oct-2021																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 10%;">Date</th> <th style="width: 15%;">Purpose</th> <th style="width: 15%;">From/To Description</th> <th style="width: 5%;"></th> <th style="width: 5%;">KMs</th> <th style="width: 5%;">Roundtrip</th> <th style="width: 5%;">Total KMs</th> <th style="width: 5%;">GST Auto Calc</th> <th style="width: 5%;">Amount Incl GST</th> <th style="width: 5%;">Clear</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="text-align: center;">Mileage @ \$0.52/km</td> <td>21-Oct-2021</td> <td>Board Orientation</td> <td>Home to Genesis Place, Airdrie</td> <td><input checked="" type="checkbox"/></td> <td>45</td> <td><input checked="" type="checkbox"/></td> <td>90.00</td> <td>2.23</td> <td>46.80</td> <td></td> </tr> <tr> <td>26-Oct-2021</td> <td>Board Orientation</td> <td>Home to Genesis Place, Airdrie</td> <td><input checked="" type="checkbox"/></td> <td>45</td> <td><input checked="" type="checkbox"/></td> <td>90.00</td> <td>2.23</td> <td>46.80</td> <td></td> </tr> <tr> <td>28-Oct-2021</td> <td>Board Meeting</td> <td>Home to Genesis Place, Airdrie</td> <td><input checked="" type="checkbox"/></td> <td>45</td> <td><input checked="" type="checkbox"/></td> <td>90.00</td> <td>2.23</td> <td>46.80</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></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><input type="checkbox"/></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="8"></td> <td style="text-align: right;">6.69</td> <td style="text-align: right;">140.40</td> <td></td> </tr> </tbody> </table>												Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear	Mileage @ \$0.52/km	21-Oct-2021	Board Orientation	Home to Genesis Place, Airdrie	<input checked="" type="checkbox"/>	45	<input checked="" type="checkbox"/>	90.00	2.23	46.80		26-Oct-2021	Board Orientation	Home to Genesis Place, Airdrie	<input checked="" type="checkbox"/>	45	<input checked="" type="checkbox"/>	90.00	2.23	46.80		28-Oct-2021	Board Meeting	Home to Genesis Place, Airdrie	<input checked="" type="checkbox"/>	45	<input checked="" type="checkbox"/>	90.00	2.23	46.80						<input type="checkbox"/>			0.00	0.00	0.00						<input type="checkbox"/>			0.00	0.00	0.00										6.69	140.40	
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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.								Total GST	Total Claim																																																																												
								\$14.61	\$306.80																																																																												
								Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals)																																																																													
Comments / Instructions:																																																																																					

Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		140.40	1	6.69
		166.40	1	7.92
Total Without Taxes				292.19
Tax Total				<u>14.61</u>
Total With Taxes				306.80

▼ **GL DISTRIBUTION ENTRY WITH APPROVAL**

Task ID - Created 11-Nov-2021 11 31.32 AM - By Fiona Gilbert - Processed 11-Nov-2021 01 38.35 PM - By Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		140.40	1	6.69
		166.40	1	7.92
Total Without Taxes				292.19
Tax Total				<u>14.61</u>
Total With Taxes				306.80

Comment:

▼ **GL DISTRIBUTION ENTRY WITH APPROVAL**

Task ID - Created 11-Nov-2021 01 38.35 PM - By Norma Lang - Processed 15-Dec-2021 11 01.33 AM - By Jennifer Thompson

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		140.40	1	6.69
		166.40	1	7.92
Total Without Taxes				292.19
Tax Total				<u>14.61</u>
Total With Taxes				306.80

Comment:

▼ **ACCOUNTS PAYABLE CLERK SECTION**

Task ID - Created 11-Nov-2021 01 38.35 PM - By Norma Lang - Processed 22-Nov-2021 04 32.01 PM - By Jaclyne Noseworthy

Action Taken: Approve Expense

Period: 202203

Vendor Number: Gilbert, Fiona M.J.

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		140.40	1	6.69
		166.40	1	7.92
Total Without Taxes				292.19
Tax Total				<u>14.61</u>
Total With Taxes				306.80