

TRUSTEE EXPENSE REIMBURSEMENT FORM

Task ID - Created 13-Apr-2022 03 06.59 PM - By Jenelle Weisgarber - Processed 13-Apr-2022 03 12.14 PM - By Jenelle Weisgarber

		<b>Rocky View Schools</b>									
		<b>TRUSTEE EXPENSE REIMBURSEMENT FORM</b>									
<b>Name:</b>		Gilbert, Fiona M.J.									
<b>School/Department:</b>		EC-Trustees									
<b>Date:</b>		31-Mar-2022									
	<b>Date</b>	<b>Purpose</b>	<b>From/To Description</b>	<input type="checkbox"/>	<b>KMs</b>	<b>Roundtrip</b>	<b>Total KMs</b>	<b>GST Auto Calc</b>	<b>Amount Incl GST</b>	<b>Clear</b>	
<b>Mileage @ \$0.58/km</b>	01-Mar-2022	Board Tours - Chestermere Area	Home - Rainbow Creek - Prairie Waters - CLMS-Home	<input type="checkbox"/>	148	<input type="checkbox"/>	148.00	4.09	85.84		
	02-Mar-2022	Board Tours - Rural Chestermere	Home-Langdon-Indus-CHS-Prince of Peace-Home	<input type="checkbox"/>	190	<input type="checkbox"/>	190.00	5.25	110.20		
	22-Mar-2022	Board Tours - Airdrie	Home - GMHS-Muriel Clayton - Home	<input type="checkbox"/>	92	<input type="checkbox"/>	92.00	2.54	53.36		
	23-Mar-2022	Board Tours - Airdrie	Home-CW Perry-Ralph McCall - Home	<input type="checkbox"/>	43	<input type="checkbox"/>	43.00	1.19	24.94		
					<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	
								13.06	274.34		
		<b>Purpose</b>	<b>From/To Description</b>	<input type="checkbox"/>	<b>KMs</b>	<b>Roundtrip</b>	<b>Total KMs</b>	<b>GST Auto Calc</b>	<b>Amount Incl GST</b>	<b>Clear</b>	
<b>Taxable Mileage @ \$0.58/km</b>	03-Mar-2022	Planning Meetings x 2 (Mar 3 and Mar 17)	Home to EC x 2	<input type="checkbox"/>	80	<input checked="" type="checkbox"/>	160.00	4.42	92.80		
	09-Mar-2022	Advocacy Committee meetings x 2 (Mar 9 and Mar 30)	Home to EC x 2	<input type="checkbox"/>	80	<input checked="" type="checkbox"/>	160.00	4.42	92.80		
	10-Mar-2022	Board Meetings x 2 (Mar 10 and Mar 24)	Home to EC x 2	<input type="checkbox"/>	80	<input checked="" type="checkbox"/>	160.00	4.42	92.80		
	14-Mar-2022	Agenda Planning x 2 (Mar 14 and Mar 28)	Home to EC x 2	<input type="checkbox"/>	80	<input checked="" type="checkbox"/>	160.00	4.42	92.80		
	18-Mar-2022	Strategic Plan Working Group	Home to EC	<input type="checkbox"/>	40	<input checked="" type="checkbox"/>	80.00	2.21	46.40		
									19.89	417.60	
	<b>Date</b>	<b>Purpose</b>		<input type="checkbox"/>	<b>Breakfast \$10.00</b>	<b>Lunch \$15.00</b>	<b>Dinner \$25.00</b>	<b>GST Auto Calc</b>	<b>Amount Incl GST</b>		
<b>Meal Allowances</b> (Check box to select each required meal)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
	<b>Date</b>	<b>Specify Expense Type</b>	<b>Description</b>					<b>GST Paid</b>	<b>Amount Incl GST</b>		
<b>Other Expenses</b> (Input GST Paid & Attach Detailed Receipts)	13-Apr-2022	Per KM Rate Conversion - 0.52 / 0.58	MILEAGE - 473KM X \$0.06/KM					-1.35	-28.38		
	13-Apr-2022	Per KM Rate Conversion - 0.52 / 0.58	TAXABLE MILEAGE 720KM X .06					-2.06	-43.20		
								-3.41	-71.58		
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								<b>Total GST</b>	<b>Total Claim</b>		
Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission.								\$29.54	\$620.36		
				<b>Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals)</b>							
				<b>Comments / Instructions:</b>		JW - UPDATED MILEAGE RATE TO 0.52/KM (APPROVED RATE AT TIME OF TRAVEL)					

Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	274.34	1	13.06
	<input checked="" type="checkbox"/>	417.60	1	19.89
		-28.38	1	-1.35
		-43.20	1	-2.06
<b>Total Without Taxes</b>				590.82
<b>Tax Total</b>				<b>29.54</b>
<b>Total With Taxes</b>				<b>620.36</b>

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 13-Apr-2022 03 12.14 PM - By Jenelle Weisgarber - Processed 13-Apr-2022 03 12.40 PM - By Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202208

Vendor Number: - Gilbert, Fiona M.J.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	274.34	1	13.06
	<input checked="" type="checkbox"/>	417.60	1	19.89
		-28.38	1	-1.35
		-43.20	1	-2.06
<b>Total Without Taxes</b>				590.82
<b>Tax Total</b>				<b>29.54</b>
<b>Total With Taxes</b>				<b>620.36</b>

Comment:

JW - UPDATED MILEAGE RATE TO 0.52/KM (APPROVED RATE AT TIME OF TRAVEL)