

Expense Reimbursement Authorization

Attached Documents
















Review all sections of the form and then complete the last section at the bottom of the page.

▼ MILEAGE EXPENSE REIMBURSEMENT FORM- DISTRICT OFFICE


Task ID: 0000346217 - Created: 21-Dec-2021 10:30.33 AM - By: Lawrence Paul - Processed: 21-Dec-2021 10:30.33 AM - By: Lawrence Paul

	Rocky View Schools
MILEAGE EXPENSE REIMBURSEMENT FORM	

Name:	Paul, Lawrence S (11682)
School/Department:	EC-Business and Operations
Date:	21-Dec-2021

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	
Mileage @ \$0.52/km	22-Oct-2021	IMR project inspection	EC - Westbrook - Manachaban - EC 	106	<input type="checkbox"/>	106.00	2.62	55.12	
	15-Nov-2021	ASBA FGM	EC - Edmonton - EC 	263	<input checked="" type="checkbox"/>	526.00	13.02	273.52	
	05-Nov-2021	IMR project inspection	EC - Beiseker - CHS - Indus - EC 	148.5	<input type="checkbox"/>	148.50	3.68	77.22	
						<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
						<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
						<input type="checkbox"/>	0.00	0.00	0.00
						<input type="checkbox"/>	0.00	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. <a href="#">Click here to view AP5110.</a>		Total GST	Total Claim
		\$19.33	\$405.86
	Comments / Instructions:		

Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14604200381085		405.86	1	19.33
			Total Without Taxes:	386.53
			Tax Total:	<u>19.33</u>
			Total With Taxes:	405.86

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000346217 - Created: 21-Dec-2021 10:30.33 AM - By: Lawrence Paul - Processed: 03-Jan-2022 12:55.49 PM - By: Gregory Luterbach

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14604200381085		405.86	1	19.33
<b>Total Without Taxes:</b>				<b>386.53</b>
<b>Tax Total:</b>				<b><u>19.33</u></b>
<b>Total With Taxes:</b>				<b>405.86</b>

Comment:

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000346217 - Created: 03-Jan-2022 12:55.50 PM - By: Gregory Luterbach - Processed: 04-Jan-2022 08:52.03 AM - By: Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202204

Vendor Number: EM11682 - Paul, Lawrence S

Invoice Number: EXP211221

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14604200381085		405.86	1	19.33
<b>Total Without Taxes:</b>				<b>386.53</b>
<b>Tax Total:</b>				<b><u>19.33</u></b>
<b>Total With Taxes:</b>				<b>405.86</b>

Comment:

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000346217 - Created: 03-Jan-2022 12:55.49 PM - By: Gregory Luterbach

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
1-460-420-0381-085 --- OP-MILEAGE-SAS-ASSOC. SUPER BUSINE		405.86	GST	19.33
<b>Total Without Taxes:</b>				<b>386.53</b>
<b>Tax Total:</b>				<b><u>19.33</u></b>
<b>Total With Taxes:</b>				<b>405.86</b>

Add GL

Comment: