

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
School/Department:	EC-Business and Operations
Date:	21-Dec-2021

	Date	Purpose	From/To Description	KM's	Roundtrip	Total KM's	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. Click here to view AP5110.		Total GST	Total Claim
		\$19.33	\$405.86
	Comments / Instructions:		

Enter GL Coding / Tax Amounts:			
Taxes Included	Amount	Tax Code	Tax Amount
	405.86	1	19.33
Total Without Taxes:			386.53
Tax Total:			19.33
Total With Taxes:			405.86

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

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: - Paul, Lawrence S

Invoice Number:

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

Comment: