

Form Report

Number of Attachments

Attached Documents

▼ MILEAGE EXPENSE REIMBURSEMENT FORM- DISTRICT OFFICE

Task ID - Created 07-Oct-2021 10 59.05 AM - By Michelle O'Neill - Processed 07-Oct-2021 11 01.39 AM - By Laurie Copeland

	Rocky View Schools									
	<b>MILEAGE EXPENSE REIMBURSEMENT FORM</b>									
<b>Name</b>	Copeland, Laurie A									
<b>School/Department</b>	EC-Human Resources									
<b>Date</b>	16-Sep-2021									
	<b>Date</b>	<b>Purpose</b>	<b>From/To Description</b>		<b>KMs</b>	<b>Roundtrip</b>	<b>Total KMs</b>	<b>GST Auto Calc</b>	<b>Amount Incl GST</b>	
Mileage @ \$0.52/km	10-Sep-2021	Travel for school visits	Airdrie to Cochrane		44	<input type="checkbox"/>	44.00	1.09	22.88	
	10-Sep-2021	School Visits	Cochane HS to Mitford		4	<input type="checkbox"/>	4.00	0.10	2.08	
	10-Sep-2021	School Visits	Mitford to Elizabeth Barrett		4	<input type="checkbox"/>	4.00	0.10	2.08	
	10-Sep-2021	Travel from school visits	Cochrane to Airdrie		44	<input type="checkbox"/>	44.00	1.09	22.88	
	16-Sep-2021	School Visit	Airdrie to Kathryn		30	<input checked="" type="checkbox"/>	60.00	1.49	31.20	
							<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
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							<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.							<b>Total GST</b>	<b>Total Claim</b>	
							\$3.86	\$81.12		
<b>Comments / Instructions</b>										


Enter GL Coding / Tax Amounts

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		81.12	1	3.86
<b>Total Without Taxes</b>				77.26
<b>Tax Total</b>				<u>3.86</u>
<b>Total With Taxes</b>				81.12

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 07-Oct-2021 11 01.39 AM - By Michelle O'Neill - Processed 12-Oct-2021 08 08.18 AM - By Gregory Luterbach

Action Taken: No Objection


GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		81.12	1	3.86
			<b>Total Without Taxes</b>	<b>77.26</b>
			<b>Tax Total</b>	<b><u>3.86</u></b>
			<b>Total With Taxes</b>	<b>81.12</b>
<b>Comment:</b>				

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 12-Oct-2021 08 08.18 AM - By Gregory Luterbach - Processed 13-Oct-2021 03 35.33 PM - By Jaclyne Noseworthy

Action Taken: Approve Expense

Period: 202202  
 Vendor Number: Copeland, Laurie A  
 Invoice Number: exp210916

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		81.12	1	3.86
			<b>Total Without Taxes</b>	<b>77.26</b>
			<b>Tax Total</b>	<b><u>3.86</u></b>
			<b>Total With Taxes</b>	<b>81.12</b>
<b>Comment:</b>				