

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 Created 19-Oct-2021 02 48.38 PM - By Michelle O'Neill - Processed 26-Nov-2021 08 12.53 AM - By Laurie Copeland

	Rocky View Schools
<h1>MILEAGE EXPENSE REIMBURSEMENT FORM</h1>	

Name	Copeland, Laurie A
School/Department	EC-Human Resources
Date	26-Oct-2021

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	
Mileage @ \$0.52/km	19-Oct-2021	School Visit - Cochrane High	Airdrie to Cochrane	44	<input checked="" type="checkbox"/>	88.00	2.18	45.76	
	23-Nov-2021	School Visit - CLC	Airdrie to Cochrane	44	<input checked="" type="checkbox"/>	88.00	2.18	45.76	
						<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
						<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
			\$4.36	\$91.52
	Comments / Instructions			

Enter GL Coding / Tax Amounts				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		91.52	1	4.36
Total Without Taxes				87.16
Tax Total				4.36
Total With Taxes				91.52

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 26-Nov-2021 08 12.53 AM - By Michelle O'Neill - Processed 08-Dec-2021 01 26.13 PM - By Gregory Luterbach

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		91.52	1	4.36
Total Without Taxes				87.16
Tax Total				<u>4.36</u>
Total With Taxes				91.52
Comment:				

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID	Created 08-Dec-2021 01 26.13 PM - By Gregory Luterbach - Processed 13-Dec-2021 10 02.09 AM - By Jaclyne Noseworthy			
	Action Taken: Approve Expense			
	Period: 202204			
	Vendor Number: Copeland, Laurie A			
	Invoice Number: exp211026			
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		91.52	1	4.36
Total Without Taxes				87.16
Tax Total				<u>4.36</u>
Total With Taxes				91.52
Comment:				