

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- SUPERINTENDENT

Task ID: - Created: 17-Mar-2022 10:47.29 AM - By: Jennifer Thompson - Processed: 17-Mar-2022 06:21.51 PM - By: Gregory Luterbach

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

Name:	Luterbach, Gregory W
School/Department:	EC-Superintendent
Date:	17-Mar-2022

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	
Mileage @ \$0.505/km	01-Feb-2022	Manachaban, Elizabeth Barrett School Visits	Airdrie to Cochrane	44	<input type="checkbox"/>	44.00	1.06	22.22	
	01-Feb-2022	CCA/Mitford School Visit	Elizabeth Barrett to Mitford	4	<input type="checkbox"/>	4.00	0.10	2.02	
	01-Feb-2022	Return from school visits	Cochrane to Airdrie	44	<input type="checkbox"/>	44.00	1.06	22.22	
	08-Feb-2022	Chestermere Lake Middle School Visit	Airdrie to Chestermere	42	<input type="checkbox"/>	42.00	1.01	21.21	
	08-Feb-2022	Prince of Peace School Visit	Chestermere to Prince of Peace	8	<input type="checkbox"/>	8.00	0.19	4.04	
	08-Feb-2022	Return from school visits	Airdrie to Chestermere	42	<input type="checkbox"/>	42.00	1.01	21.21	
						<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.	<b>Total GST</b>	<b>Total Claim</b>
	<b>\$4.42</b>	<b>\$92.92</b>
	Comments / Instructions:	

Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		92 92	1	4.43
<b>Total Without Taxes:</b>				88.49
<b>Tax Total:</b>				<u>4.43</u>
<b>Total With Taxes:</b>				92.92

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: Created: 17-Mar-2022 06:21.51 PM - By: Gregory Luterbach - Processed: 27-Mar-2022 12:51.39 PM - By: Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		92 92	1	4.43
<b>Total Without Taxes:</b>				88.49
<b>Tax Total:</b>				<u>4.43</u>
<b>Total With Taxes:</b>				92.92

Comment

ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 27-Mar-2022 12:51.40 PM - By: Norma Lang - Processed: 28-Mar-2022 09:39.45 AM - By: Jaclyne Noseworthy

Action Taken: Approve Expense

Period: 202207

Vendor Number: Luterbach, Gregory W

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		92 92	1	4.43
<b>Total Without Taxes:</b>				88.49
<b>Tax Total:</b>				<u>4.43</u>
<b>Total With Taxes:</b>				92.92

Comment