

Expense Reimbursement Authorization

Attached Documents

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

EMPLOYEE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT

Task ID: - Created: 06-Sep-2022 02:50.19 PM - By: Jennifer Thompson - Processed: 06-Sep-2022 03:15.35 PM - By: Gregory Luterbach

	Rocky View Schools									
	EMPLOYEE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT									
Name:	Luterbach, Gregory W									
School/Department:	EC-Superintendent									
Date:	06-Sep-2022									
	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear	
Mileage @ \$0.505/km	08-Jul-2022	Meeting with Cochrane CAO	Airdrie to Cochrane	44	<input checked="" type="checkbox"/>	88.00	2.12	44.44		
	22-Aug-2022	Board Strategic Plan Workshop	Airdrie to The Crossing at Ghost River	65	<input checked="" type="checkbox"/>	130.00	3.13	65.65		
	31-Aug-2022	Schools visits - Chestermere schools	Airdrie to Chestermere High	42	<input checked="" type="checkbox"/>	84.00	2.02	42.42		
						<input type="checkbox"/>	0.00	0.00	0.00	
						<input type="checkbox"/>	0.00	0.00	0.00	
							7.26	152.51		
	Date	Purpose		Breakfast \$9.20	Lunch \$11.60	Dinner \$20.75	GST Auto Calc	Amount Incl GST	Clear	
Meal Allowances (Check box to select each required meal)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00		
							0.00	0.00		
	Date	Specify Expense Type	Description				GST Paid	Amount Incl GST	Clear	
Other Expenses (Input GST Paid & Attach Detailed Receipts)	21-Aug-2022	Real Canadian Superstore	Strategic Planning Workshop Subsistence				1.52	75.42		

	1.52	75.42	
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. Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission.			
		Total GST	Total Claim
		\$8.78	\$227.93
Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meal allowances)			
Comments / Instructions:			

Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		75.42	1	1.52
		152.51	1	7.26
			Total Without Taxes:	219.15
			Tax Total:	<u>8.78</u>
			Total With Taxes:	227.93

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 06-Sep-2022 03:15.36 PM - By: Gregory Luterbach - Processed: 07-Sep-2022 01:49.47 PM - By: Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		75.42	1	1.52
		152.51	1	7.26
			Total Without Taxes:	219.15
			Tax Total:	<u>8.78</u>
			Total With Taxes:	227.93

Comment

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 07-Sep-2022 01:49.48 PM - By: Norma Lang - Processed: 07-Sep-2022 02:27.08 PM - By: Cinty Ramjattan

Action Taken: Approve Expense

Period: 202212

Vendor Number: Luterbach, Gregory W

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		75.42	1	1.52
		152.51	1	7.26
			Total Without Taxes:	219.15
			Tax Total:	<u>8.78</u>
			Total With Taxes:	227.93

Comment



RCSS 1540 - 300 Veterans Blvd.N.W. AIRDRIE
403-945-2319

Big on Fresh, Low on Price

Welcome #

21-GROCERY

05980057958	NESTLE FVRT SNK	GMRJ	
	\$17.99 Int 6, \$21.99 ea		
1 @ \$17.99 ea			17.99
06038319813	PC OLIVOIL SPRAY	MRJ	3.99
06038320956	P FOIL NS 25 FT	GMRJ	2.99
06038375557	PC BM SPRD	MRJ	
	\$2.99 Int 4, \$3.49 ea		
1 @ \$2.99 ea			2.99
06202000084	NUTELLA	MRJ	7.99
06404200642	LECLERC COOKIE	MRJ	
	\$1.97 Int 2, \$2.79 ea		
2 @ \$1.97 ea			3.94

22-DAIRY

06601358365	CRM TOPPING	MRJ	4.29
06870004505	DAIR BUTTER SLT	MRJ	6.29
(2)06970005220	PILLS CR ROL	MRJ	
2 @ \$2.49			4.98

23-FROZEN

(3)76367900023	ARTG CUBED ICE	MRJ	
3 @ \$2.99			8.97

41-HOME

05870364239	NN PLASTIC KNIFE	GMRJ	4.49
06940910113	ROYAL CHNET 6.75	GMRJ	4.99

SUBTOTAL 73.90
G-GST 5% 30.46 @ 5.000% 1.52

TOTAL 75.42

-----TRANSACTION RECORD-----

GLOBAL PAYMENTS MERCHANT # 4091074

Superstore
300 Veterans Blvd NE
Calgary AB

STORE 01540 REG 4

SLIP # 183900

RETAIN THIS COPY FOR YOUR RECORDS

** Purchase ** Proximity

CARD # [REDACTED] EXP **/**

MASTERCARD

REF # AUTH # ISO/ACI RESP
00 001

AID: [REDACTED]

DATE TIME AMOUNT
08/21/2022 11:45:12 \$ 75.42 CAD

APPROVED

No Signature Required

CREDIT TN 75.42

PC Optimum	
Points Redeemed	0
Closing Balance	34210



99154004183920220821114512

GST # 12223-5922 RT0001

THANK YOU FOR SHOPPING AT SUPERSTORE
STORE MANAGER SUZANNE
2022/08/21 Lauren 226 04 1839 11:45

TELL US HOW WE DID TODAY! VISIT
WWW.STOREOPINION.CA OR CALL
1-800-531-2928. WIN 1 of 2 MONTHLY
PRIZES OF 1 MILLION PC OPTIMUM POINTS
OR \$1000 IN PC GIFT CARDS. SEE
WWW.STOREOPINION.CA FOR FULL
CONTEST RULES. STORE: 01540
CODE: 082122 114504 1839 01540
