

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: 16-Feb-2022 10:24.36 AM - By: Jennifer Thompson - Processed: 16-Feb-2022 04:32.58 PM - By: Gregory Luterbach

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

Name:	Luterbach, Gregory W
School/Department:	EC-Superintendent
Date:	16-Feb-2022

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Mileage @ \$0.505/km	03-Dec-2021	Canadian Rockies Schools Visit	Airdrie to Banff	150	<input checked="" type="checkbox"/>	300.00	7.21	151.50	
					<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	
							7.21	151.50	

	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)						
				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.](#)

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	
	\$7.21	\$151.50	

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
		151.50	1	7.21
Total Without Taxes:				144.29
Tax Total:				<u>7.21</u>
Total With Taxes:				151.50

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 16-Feb-2022 04:32.58 PM - By: Gregory Luterbach - Processed: 20-Feb-2022 09:48.18 AM - By: Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		151.50	1	7.21
Total Without Taxes:				144.29
Tax Total:				<u>7.21</u>
Total With Taxes:				151.50

Comment

ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 20-Feb-2022 09:48.18 AM - By: Norma Lang - Processed: 22-Feb-2022 01:39.31 PM - By: Teresa Firman

Action Taken: Approve Expense

Period: 202206

Vendor Number: Luterbach, Gregory W

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		151.50	1	7.21
Total Without Taxes:				144.29
Tax Total:				<u>7.21</u>
Total With Taxes:				151.50

Comment