

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: 04-Apr-2022 10:12.33 AM - By: Jennifer Thompson - Processed: 04-Apr-2022 10:25.04 AM - By: Gregory Luterbach

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

Name:	Luterbach, Gregory W
School/Department:	EC-Superintendent
Date:	04-Apr-2022

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST
Mileage @ \$0.505/km	01-Mar-2022	School Tours w/ Board of Trustees - East Lake	Airdrie to Chestermere	42	<input type="checkbox"/>	42.00	1.01	21.21
	01-Mar-2022	School Tours w/Board of Trustees - Rainbow Creek	East Lake School to Rainbow Creek	7	<input type="checkbox"/>	7.00	0.17	3.54
	01-Mar-2022	School Tours w/Board of Trustees - Prairie Waters	Rainbow Creek to Prairie Waters	3	<input type="checkbox"/>	3.00	0.07	1.52
	01-Mar-2022	School Tours w/Board of Trustees - CLMS	Prairie Waters to Chest Lake Middle	3	<input type="checkbox"/>	3.00	0.07	1.52
	01-Mar-2022	School Tours w/Board of Trustees - return trip	Airdrie to Chestermere	42	<input type="checkbox"/>	42.00	1.01	21.21
	02-Mar-2022	School Tours w/Board of Trustees - Sarah Thompson	Airdrie to Langdon Sarah Thompson	56	<input type="checkbox"/>	56.00	1.35	28.28
	02-Mar-2022	School Tours w/Board of Trustees - Indus	Langdon Sarah Thompson to Indus	13.65	<input type="checkbox"/>	13.65	0.33	6.89
	02-Mar-2022	School Tours w/Board of Trustees - Chest HS	Indus to Chestermere	17	<input type="checkbox"/>	17.00	0.41	8.59
	02-Mar-2022	School Tours w/Board of Trustees - Prince of Peace	Chestermere to Prince of Peace	8	<input type="checkbox"/>	8.00	0.19	4.04
	02-Mar-2022	School Tours w/Board of Trustees - return trip	Airdrie to Prince of Peace	34	<input type="checkbox"/>	34.00	0.82	17.17
	14-Mar-2022	FNMI Gathering	Airdrie to Edmonton	280	<input checked="" type="checkbox"/>	560.00	13.47	282.80
	22-Mar-2022	Meeting with Beiseker School Administration	Airdrie to Beiseker	42	<input checked="" type="checkbox"/>	84.00	2.02	42.42
	25-Mar-2022	Meeting with Kathryn School Administration	Airdrie to Kathryn	30	<input checked="" type="checkbox"/>	60.00	1.44	30.30
	30-Mar-2022	West Area Meeting	Airdrie to Cochrane	44	<input checked="" type="checkbox"/>	88.00	2.12	44.44
					<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
	\$24.47	\$513.91
	Comments / Instructions:	

Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	513.91	1	24.47
Total Without Taxes:				489.44
Tax Total:				24.47
Total With Taxes:				513.91

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 04-Apr-2022 10:25.04 AM - By: Gregory Luterbach - Processed: 11-Apr-2022 07:32.53 AM - By: Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	513.91	1	24.47
Total Without Taxes:				489.44
Tax Total:				24.47
Total With Taxes:				513.91

Comment
please adjust mileage for march to the 52 cents - thanks norma lang

ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 11-Apr-2022 07:32.53 AM - By: Norma Lang - Processed: 12-Apr-2022 03:01.05 PM - By: Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202208
Vendor Number: - Luterbach, Gregory W
Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	513.91	1	24.47
Total Without Taxes:				489.44
Tax Total:				24.47
Total With Taxes:				513.91

Comment
JW - no rate adjustment required / based on contract