12/15/21, 11:08 AM Task Authorization

## **Expense Reimbursement Authorization**

Attached Documents

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

		IRUSTEE EXPEN	SE REIMBURSEMEN	II FC	KWI—					
Task ID - Created 05-Nov-2021 03 23	3.10 PM - By Shal	i Baziuk - Processed	d 05-Nov-2021 03 23.10	) PM	- By Si	nali Baziuk				
Diam'r a chair	Rocky View Schools									
	TRUSTEE EXPENSE REIMBURSEMENT FORM									
	Baziuk, Shali									
Name:	Total and the second									
School/Department:	EC-Trustees									
Date:	05-Nov-2021									
				_						
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Mileage @ \$0.52/km				80			0.00	0.00	0.00	
C. (2000) 100 (100 (100 (100 (100 (100 (100 (	22			90			0.00	0.00	0.00	
		<u> </u>		80			0.00	0.00	0.00	Н
				80			0.00	0.00	0.00	
				90		г	0.00	0.00	0.00	
				-				0.00	0.00	
		Purpose	From/To Description		KMs	Roundtrip	Total	GST Auto	Amount	Clear
		67	**			_	KMs	Calc	Incl GST	_
Taxable Mileage @ \$0.52/km	-			80			0.00	0.00	0.00	_
				8			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
				80		С	0.00	0.00	0.00	
	2			90		Е	0.00	0.00	0.00	,
		02240040044800						0.00	0.00	_
	Date	Purpose			akfast 0.00	Lunch \$15.00	Dinner \$25.00	GST Auto Calc	Amount Incl GST	
Meal Allowances								0.00	0.00	
(Check box to select each required								0.00	0.00	
meal)					Г			0.00	0.00	
5.0								0.00	0.00	
	82							0.00	0.00	
				_				0.00	0.00	
	Date	Specify Expense Type	Description					GST Paid	Amount Incl GST	2
Other Expenses	05-Nov-2021	purchase for ASBA FGM	promo material for VP Bid labels					5	104.95	
(Input GST Paid & Attach Detailed Receipts)	05-Nov-2021	purchase for ASBA FGM	promo material for VP Bid candy					12.76	267.93	
				_			-			
	-	<del>                                     </del>						$\vdash$		
								17.76	372.88	
Submitting this form certifies that the	foregoing exp	enses were							3	
incurred by me for								Total	Total	
Rocky View Schools business and are in compliance with School Division policy and guidelines. Click here to view Board Policy 7 Appendix B Please allow at least 90 days for payment processing. Incomplete forms (or forms missing detailed receipts) will be returned to employee for resubmission.								GST	Claim	
								\$17.76	\$372.88	
			Note: Scanned receipts must be attached to support all expense claims (with the exception of mileage and meals)							
			Comments /							

12/15/21, 11:08 AM Task Authorization

	Enter GL C	Coding / Tax Amounts:		
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<b>≤</b>	372 88	1	17.76
			Total Without Taxes	355.12
			Tax Total	<u>17.76</u>
			Total With Taxes	372.88

→ GL DISTRIBUTION ENTRY WITH APPROVAL							
Task ID - Created 05-Nov-20	021 03 23.10 PM - By Shali Baziuk - Process	ed 06-Nov-2021 08 43.23 AM	- By Norma Lang				
	Action Ta	aken: No Objection					
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount			
	<b></b>	372.88	1	17.76			
			Total Without Taxes	355.12			
			Tax Total	<u>17.76</u>			
			Total With Taxes	372.88			
Comment:							

- ▼ GL DISTRIBUTION ENTRY WITH APPROVAL -Task ID - Created 06-Nov-2021 08 43.23 AM - By Norma Lang - Processed 15-Dec-2021 11 00.55 AM - By Jennifer Thompson Action Taken: No Objection **GL Account Number** Taxes Included Amount Tax Code **Tax Amount** 372.88 17.76 A) Total Without Taxes 355.12 Tax Total 17.76 **Total With Taxes** 372.88 Comment:

- ▼ ACCOUNTS PAYABLE CLERK SECTION-Task ID - Created 06-Nov-2021 08 43.23 AM - By Norma Lang - Processed 18-Nov-2021 03 15.54 PM - By Jaclyne Noseworthy Action Taken: Approve Expense Period: 202203 - Baziuk, Shali Vendor Number: **GL Account Number** Taxes Included Amount Tax Code **Tax Amount** 372.88 17.76 355.12 **Total Without Taxes** Tax Total 17.76 **Total With Taxes** 372.88 Comment:



Result: APPROVED

Order Date: 2021-10-29 11:55 AM

Time: 11:55:28 (EST)

**Authorization:** Sequence Number: Reference Number: Card Name: VISA

Order #: Type: Sale

Receipt Line: 01/027 a

**Client Information:** 

Preferred Store Location: #048

**Billing Address:** 

Baziuk, Shali

Store Pickup Location: S273 Calgary East Hills #1000, 250 East Hills SQ SE

Order #: d964c8

Calgary, AB T2A 7A7, Canada 403-204-3644

**Order Details:** 

ty	Prc duct/Sku	Delivery	Unit Price	Price	Taxes
5	Adult Original Labels 400010034529	pickup in AB	\$19.99	\$99.95	GST
5	ELI:CT Shali B for VP!!! Governance and Leadership		\$0.00	\$0.00	
		Subtotal GST (5%):		\$99.95 \$5.00	
		Total		\$104.95	

Bulk Barn # 713 409 East Hills Blvd. SE Calgary, Alberta (587) 470-7076

GST# 100689256RT0001 Lane: 002 Date: 11/05/2021 Time: 14:19 Cashier: 113 Transaction:

DARK ROSEBUDS \$1,189/100g \$29,96 GD 2.520 kg @ \$11.89 /kg Savings 5,32 JOLLY RANCHER - ASSTD \$49.28 GD \$1.410/100g 3.495 kg @ \$14.10 /kg Net: 3.495 kg Gross: 3.585 kg Savings 8.91 ROSEBUDS \$28.71 GD \$1.189/100g 2.415 kg @ \$11.89 /kg Savings 5.10 HERSHEY'S WHOPPERS \$60.26 GD \$1.555/100g 3.875 kg @ \$15.55 /kg TROPICAL JELLY DOTS \$19.40 \$0.815/100g 2.380 kg @ \$8.15 /kg FRUIT JUICE GUMMY BEA \$28.25 GD \$1.060/100g

2.665 kg @ \$10.60 /kg Savings 3.17 MILK CHOCOLATE CHRIST \$39.31 \$1.475/100g

2.665 kg @ \$14.75 /kg

Net: 2.665 kg Gross: 2.720 kg

> \$255.17 Sub-Total:

GST \$12.76

Total Amount: \$267.93 \$267.93 DEBIT

\$267.93 Total Tendered:

> Items Sold: 7 \$22.50 Savings:

B=BOTH TAXES G=GST

customerservice@bulkbarn.ca

THANK YOU FOR SHOPPING AT BULK BARN WWW.BULKBARN.CA