3/11/22, 1:35 PM Task Authorization

- Created 04-Feb-2022 02 03.44 PM - By Norma Lang - Processed 04-Feb-2022 02 03.44 PM - By Norma Lang

Task ID

Expense Reimbursement Authorization Attached Documents

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

TRUSTEE EXPENSE REIMBURSEMENT FORM

	Rocky Viev	w Schools								
	TRUST	EE EXPENS	E REIMBUR	SEM	IEN1	Γ FOR	М			
Name:	Lang, Norma J.									\Box
School/Department:	EC-Trustees									-
Date:	04-Feb-2022									
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
Mileage @ \$0.52/km				90			0.00	0.00	0.00	
				90			0.00	0.00	0.00	
				90			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
		Durness	From/To Description	+	VMo	Doundtrin	Total KMs	0.00	0.00	Clear
Tayable Mileage @ \$650/km	14-Jan-2022	Purpose IT Appt to fix computer	From/To Description Norma House to Ed Centre	950	KMs 21	Roundtrip	42.00	1.04	Amount Incl GST 21.84	Clear
Taxable Mileage @ \$0.52/km	17-5411-2522	Trappe to the computer	Norma Floudo to Eu contro	95			0.00	0.00	0.00	
				90			0.00	0.00	0.00	-
				90			0.00	0.00	0.00	
				90			0.00	0.00	0.00	
								1.04	21.84	
	Date	Purpose			eakfast 10.00	Lunch \$15.00	Dinner \$25.00	GST Auto Calc	Amount Incl GST	
Meal Allowances								0.00	0.00	
(Check box to select each required meal)								0.00	0.00	
(Check box to select each required meal)				+				0.00	0.00	
		+		+-				0.00	0.00	-
				+				0.00	0.00	-
	Date	Specify Expense Type	Description					GST Paid	Amount Incl GST	
Other Expenses										
(Input GST Paid & Attach Detailed Receipts)		1		+				 		-
										\Box
Submitting this form certifies that the foregoing exp	enses were insur-	ed by me for		+				0.00	0.00	\dashv
Rocky View Schools business and are in compliance v		+				Total GST	Total Claim	\dashv		
and guidelines. Click here to view Board Policy 7 App				+				\$1.04	\$21.84	
Please allow at least 90 days for payment processing	. Incomplete form	s (or forms missing	Note: Scanned rece pts	must be		d to support	ta expense			
					attatne	a to suppor				- 1
			of m eage and mea s)		attache	to support	- Схрепте			
detailed receipts) will be returned to employee for resubmission.			of m eage and mea s) Comments /		attache	и со заррого				\dashv
		Enter GL Co	of m eage and mea s) Comments / Instructions:		attache	a to support				
		Included	of m eage and mea s) Comments / Instructions: ding / Tax Amounts:		rattathe	Tax Code				Tax Amou
will be returned to employee for resubmission.		Included	of m eage and mea s) Comments / Instructions: ding / Tax Amounts: Amount 21.84		attatine	Tax Code	Total Withou	ax Total		Tax Amou 1. 20. <u>1.</u> 21.
will be returned to employee for resubmission.		Included	of m eage and mea s) Comments / Instructions: ding / Tax Amounts:		attatile	Tax Code	Total Withou	ax Total		1. 20. <u>1.</u>
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