4/19/22, 12:34 PM 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.

Task ID - Created 30-Mar-2022 02 08.32 PM - By	/ Norma Land Dr	ocessed 30-Mar-2022 02 08.32 PM - By Nor								
- Cleated 30-Mai-2022 02 06.32 PM - D	Norma Lang - Pi	ocessed 30-Mdi-2022 02 00.32 PW - By NOI	ilid Lalig							
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	Rocky View Schools									
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	TDIIC	TEE EVDENCE DE	IMBURSEMENT F	- O E	D IVA					
	IKUS	IEE EXPENSE KE	IMBORSEMENT	O.	r IVI					
Name:	Lang, Norma J.									_
School/Department:	EC-Trustees 30-Mar-2022									-
Date:	30-Mai-2022									\dashv
	Date	Purpose	From/To Description	П	KMs	Roundtrip	Total KMs	GST Auto		Clear
Mileage @ \$0.52/km	01-Mar-2022	Board Tours Chestermere	Norma House to various Chestermere area	90	75	⊽	150.00	Calc 3.71	G S T 78.00	\dashv
Mileage @ \$0.527 kill			schools							_
	02-Mar-2022	Board Tours Chestmere area	Norma House to various Chestermere area schools	90	82	~	164.00	4.06	85.28	
	22-Mar-2022	Board Tours Airdrie	Norma House to various Airdrie schools	80	21	~	42.00	1.04	21.84	_
	23-Mar-2022	Board Tours in Airdrie Schools	Norma House to various Airdrie schools	90	30	E -	60.00	1.49	31.20 0.00	_
				90			0.00	0.00 10.30	216.32	-
	+	Purpose	From/To Description	\vdash	KMs	Roundtrip	Total KMs	GST Auto	Amount Incl	Clear
Taxable Mileage @ \$0.52/km	03-Mar-2022	Budget and Planning Committees	Norma House to ed centre	90	21	<u>~</u>	42.00	Calc 1.04	G S T 21.84	\dashv
Taxable Mileage @ \$0.52/ Kill	17-Mar-2022	Planning Committee and Special Hearing	Norma House to ed centre	60	21	V	42.00	1.04	21.84	\dashv
	18-Mar-2022	Strategic Plan Committee	Norma House to ed centre	90	21	~	42.00	1.04	21.84	
	24-Mar-2022	Board and Planning Meetings	Norma House to ed centre	90	21	<u>~</u>	42.00	1.04	21.84	
	28-Mar-2022	Agenda Planning Meeting	Norma House to ed centre	100	21	~	42.00	1.04	21.84	
		_		_				5.20	109.20	
	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)				\vdash				0.00	0.00	-
		+		\vdash				0.00	0.00	\dashv
								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)				\vdash						\dashv
								0.00	0.00	_
Submitting this form certifies that the foregoin	g expenses we	re incurred by me for		\vdash				0.00	0.00	\dashv
Rocky View Schools business and are in complia	ance with Scho			\vdash				Total GST	Total Claim	
and guidelines. Click here to view Board Policy								\$1 5.50	\$325.52	
Please allow at least 90 days for payment proce	ssing. Incomp	lete forms (or forms missing	Note: Scanned receipts must be at	tache	to sup	ort all exp	ense claims	(with the exc	ption of milea	ge
detailed receipts) will be returned to employee for resubmission.			and meals)							_
			Comments / Instructions:							
		Francis C	adina / Tau Amanusta							
		Enter de c	oding / Tax Amounts:							
GL Account Number		Taxes Included	Amount 325 52							Tax Amour 15.5
		₩	323 32			To	tal Without Ta	xes		310.0
							Tax T			<u>15.5</u>
							Total With Ta	xes		325.5
		▼ GL DISTRIBUT	ION ENTRY WITH APPROVAL							
Task ID - Created 30-Mar-2022 02 08.32 PM - By	Norma Lang - Pr	ocessed 08-Apr-2022 11 19.36 AM - By Fior								
		Action To	aken: No Objection							
Cl. Account Number										Tax Amour
GL Account Number		Taxes Included	Amount		Tax Co	ode				
GL ACCOUNT NUMBER		d	216 32		1	ode				103
GL ACCOUNT NUMBER							otal Without Ta	xes		5 2
GL Account Number		d	216 32		1		otal Without Ta Tax T	otal		5 2 310.0 <u>15.5</u>
		d	216 32		1			otal		5 2 310 .0
Comment		d	216 32		1		Tax T	otal		5 2 310.0 <u>15.5</u>
		d	216 32		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment		d	216 32		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment:		d	216 32		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment		1	216 32 109 20		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment		1	216 32		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment: Adjusted GL codes - FG	· Fiona Gilbert - P	1	216 32 109 20 PAYABLE CLERK SECTION————————————————————————————————————		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment: Adjusted GL codes - FG	· Fiona Gilbert - Pr	✓ ACCOUNTS rocessed 13-Apr-2022 03 05.08 PM - By Jer	216 32 109 20 PAYABLE CLERK SECTION————————————————————————————————————		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment: Adjusted GL codes - FG	Fiona Gilbert - Po	✓ ACCOUNTS rocessed 13-Apr-2022 03 05.08 PM - By Jer	216 32 109 20 PAYABLE CLERK SECTION————————————————————————————————————		1		Tax T	otal		5 2 310.0 <u>15.5</u>
Comment: Adjusted GL codes - FG Task ID - Created 08-Apr-2022 11 19.36 AM - By Period: 202208 Vendor Number: - Lang, Norm		✓ ACCOUNTS rocessed 13-Apr-2022 03 05.08 PM - By Jer	216 32 109 20 PAYABLE CLERK SECTION————————————————————————————————————		1		Tax T	otal		5 2 310.0 <u>15.5</u>
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