


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

Task ID - Created 05-Mar-2022 12 04.29 PM - By Fiona Gilbert - Processed 05-Mar-2022 12 04.29 PM - By Fiona Gilbert

 Rocky View Schools																																																																																																																																																																																																																																																																																																																																																
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Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	96.72	1	4.61
	<input checked="" type="checkbox"/>	208.00	1	9.91
Total Without Taxes				290.20
Tax Total				14.52
Total With Taxes				304.72

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 05-Mar-2022 12 04.30 PM - By Fiona Gilbert - Processed 07-Mar-2022 07 25.41 AM - By Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	96.72	1	4.61
	<input checked="" type="checkbox"/>	208.00	1	9.91
Total Without Taxes				290.20
Tax Total				14.52
Total With Taxes				304.72

Comment:

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 07-Mar-2022 07 25.41 AM - By Norma Lang - Processed 10-Mar-2022 01 05.20 PM - By Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202207

Vendor Number: - Gilbert, Fiona M.J.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	96.72	1	4.61
	<input checked="" type="checkbox"/>	208.00	1	9.90
Total Without Taxes				290.21
Tax Total				14.51
Total With Taxes				304.72

Comment: