7/27/22, 11:59 AM Task Authorization

Expense Reimbursement Authorization

─ ▼ EMPLOYEE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT -

Attached Documents

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

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	Rocky View S	Schools								
	EMPLO		PENSE REIN ENT	ЛE	BUR	SEI	MEN	IT FO	RM-	
Name:	Luterbach, Gregory W									
School/Department:	EC-Superintendent									
Date:	12-Jul-2022									
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	Clear
M'' O Éo sos!!	<del> </del>		<u> </u>	<50			0.00	0.00	0.00	
Mileage @ \$0.505/km				90			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	
	D.				D 16 4		l n	0.00	0.00	CI
	Date	Purpose			Breakfast \$9.20	Lunch \$11.60	Dinner \$20.75	GST Auto Calc	Amount Incl GST	Clear
Meal Allowances								0.00	0.00	
(Check box to select each			-					0.00	0.00	$\vdash \vdash \vdash$
required meal)	<u> </u>		-					0.00	0.00	$\vdash \vdash \vdash$
			<del> </del>					0.00	0.00	$\vdash \vdash$
								0.00	0.00	
	Date	Specify Expense Type	Description					GST Paid	Amount Incl GST	Clear
Other Expenses	12-Jul-2022	Roaming Charges	Easy Roam charges from PL event in	USA				3.60	75.60	
(Input GST Paid & Attach										
Detailed Receipts)										
								3.60	75.60	
Submitting this form certifies that the foreg Rocky View Schools business and are in co and guidelines. Click here to view AP5110 Please allow at least 90 days for payment p detailed receipts) will be returned to employee for resubt	ompliance with School D  One of the control of the	Division policy						Total GST \$3.60	Total Claim \$75.60	
			Note: Scanned receipts must be atta allowances)  Comments / Instructions:	iched t	to support a	II expense c	laims (with t	the exception of m	ileage and meal	
		Ent	allowances)	iched t	o support a	ll expense c	laims (with t	the exception of m	ileage and meal	
GL Account Number		Taxes Included	Comments / Instructions:  ter GL Coding / Tax Amounts:  Amount	ched t		ax Code	laims (with t	the exception of m		mount
GL Account Number			allowances)  Comments / Instructions:  ter GL Coding / Tax Amounts:	nched t		ax Code				3.60
GL Account Number		Taxes Included	Comments / Instructions:  ter GL Coding / Tax Amounts:  Amount	nched t		ax Code	Total Withou			- 1
GL Account Number		Taxes Included	Comments / Instructions:  ter GL Coding / Tax Amounts:  Amount	ached t		ax Code	Total Withou	ıt Taxes: ax Total:		3.60 <b>72.00</b>
Task ID: - Created: 12-Jul-2022 0	14:01.33 PM - By: Gregory	Taxes Included	allowances)  Comments / Instructions:  Amount: 75.60  RIBUTION ENTRY WITH APPROVA 1-2022 02:48.20 PM - By: Norma Lang tion Taken: No Objection		Т	ax Code 1	Total Withou	ıt Taxes: ax Total:	Tax A	3.60 72.00 3.60 75.60
	14:01.33 PM - By: Gregory	Taxes Included	allowances) Comments / Instructions:  ter GL Coding / Tax Amounts: Amount 75.60  RIBUTION ENTRY WITH APPROVA		Т	ax Code	Total Withou	ıt Taxes: ax Total:	Tax A	3.60 <b>72.00</b> <u>3.60</u>
Task ID: - Created: 12-Jul-2022 0	14:01.33 PM - By: Gregory	Taxes Included  GL DISTI  y Luterbach - Processed: 17-Ju  Ac  Taxes Included	allowances) Comments / Instructions:  ter GL Coding / Tax Amounts:  Amount 75.60  RIBUTION ENTRY WITH APPROVA 1-2022 02:48.20 PM - By: Norma Lang tion Taken: No Objection Amount		Т	ax Code 1 ax Code	Total Withou	ut Taxes: fax Total: th Taxes:	Tax A	3.60 72.00 <u>3.60</u> 75.60
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Task ID: - Created: 12-Jul-2022 0  GL Account Number  Comment  Task ID - Created: 17-Jul-2022 0  Period: 2022  Vendor Number: Invoice Number:	12:48.20 PM - By: Norma	Taxes Included  GL DISTI  y Luterbach - Processed: 17-Ju  Ac  Taxes Included  ACCOL  Lang - Processed: 20-Jul-2022  Actio	Amount 75.60  RIBUTION ENTRY WITH APPROVA 1-2022 02:48.20 PM - By: Norma Lang tion Taken: No Objection Amount 75.60  JINTS PAYABLE CLERK SECTION 09:46.06 AM - By: Cinty Ramjattan In Taken: Approve Expense		T	ax Code 1 ax Code 1	Total Withou Total Withou Total Withou	ut Taxes: 'ax Total: th Taxes:  ut Taxes: 'ax Total: th Taxes:	Tax A	3.60 72.00 3.60 75.60 75.60