

Expense Reimbursement Authorization

Attached Documents

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

▼ MILEAGE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT

Task ID: - Created: 18-May-2022 11:50.24 AM - By: Jennifer Thompson - Processed: 18-May-2022 03:18.19 PM - By: Gregory Luterbach

	Rocky View Schools <h2 style="text-align: center; margin: 0;">MILEAGE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT</h2>
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Name:	Luterbach, Gregory W
School/Department:	EC-Superintendent
Date:	18-May-2022

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	
Mileage @ \$0.505/km	05-Apr-2022	School Tours - Fairview Colony	Airdrie to Fairview Colony	-	30	<input type="checkbox"/>	30.00	0.72	15.15
	05-Apr-2022	School Tours - Beiseker Colony	Fairview Colony to Beiseker Colony	-	12	<input type="checkbox"/>	12.00	0.29	6.06
	05-Apr-2022	School Tours - Beiseker Community School	Beiseker Colony to Beiseker Community School	-	10	<input type="checkbox"/>	10.00	0.24	5.05
	05-Apr-2022	School Tours - Tschetter Colony	Beiseker Community School to Tschetter Colony	-	15	<input type="checkbox"/>	15.00	0.36	7.58
	05-Apr-2022	School Tours - return to Ed Centre	Tschetter Colony to Airdrie	-	44	<input type="checkbox"/>	44.00	1.06	22.22
	06-Apr-2022	School Tours - Crossfield Elem/WG Murdoch	Airdrie to Crossfield	-	18	<input type="checkbox"/>	18.00	0.43	9.09
	06-Apr-2022	School Tours - Kathryn School	Crossfield to Kathryn	-	46.18	<input type="checkbox"/>	46.18	1.11	23.32
	06-Apr-2022	School Tours - Return to Ed Centre	Kathryn to Airdrie	-	30	<input type="checkbox"/>	30.00	0.72	15.15
	08-Apr-2022	Grad meeting with Cochrane High	Airdrie to Cochrane	-	44	<input checked="" type="checkbox"/>	88.00	2.12	44.44
	14-Apr-2022	East Lake - Reading Celebration	Airdrie to Chestermere	-	42	<input checked="" type="checkbox"/>	84.00	2.02	42.42
	26-Apr-2022	Indigenous Learnings at Nose Hill Park	Airdrie to Calgary	-	30	<input checked="" type="checkbox"/>	60.00	1.44	30.30
				-		<input type="checkbox"/>	0.00	0.00	0.00
				-		<input type="checkbox"/>	0.00	0.00	0.00
			-		<input type="checkbox"/>	0.00	0.00	0.00	

			*		<input type="checkbox"/>	0.00	0.00	0.00
			*		<input type="checkbox"/>	0.00	0.00	0.00
			*		<input type="checkbox"/>	0.00	0.00	0.00
			*		<input type="checkbox"/>	0.00	0.00	0.00
			*		<input type="checkbox"/>	0.00	0.00	0.00
			*		<input type="checkbox"/>	0.00	0.00	0.00

Submitting this form certifies that the foregoing expenses were incurred by me for Rocky View Schools business and are in compliance with School Division policy and guidelines. Click here to view AP5110.		Total GST	Total Claim
		\$10.51	\$220.78
	Comments / Instructions:		

Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		220.78	1	10.51
Total Without Taxes:				210.27
Tax Total:				<u>10.51</u>
Total With Taxes:				220.78

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: - Created: 18-May-2022 03:18.19 PM - By: Gregory Luterbach - Processed: 24-May-2022 04:23.19 PM - By: Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		220.78	1	10.51
Total Without Taxes:				210.27
Tax Total:				<u>10.51</u>
Total With Taxes:				220.78

Comment

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 24-May-2022 04:23.20 PM - By: Norma Lang - Processed: 26-May-2022 12:23.19 PM - By: Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202209

Vendor Number: - Luterbach, Gregory W

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		220.78	1	10.51
Total Without Taxes:				210.27
Tax Total:				<u>10.51</u>
Total With Taxes:				220.78

Comment