5/20/22, 1:55 PM Task Authorization

Task ID:

Expense Reimbursement Authorization

— ▼ MILEAGE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT –

Attached Documents

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

- Created: 04-Apr-2022 10:12.33 AM - By: Jennifer Thompson - Processed: 04-Apr-2022 10:25.04 AM - By: Gregory Luterbach

	Rocky Vie	w Schools								
		AGE EXPENSE ERINTENDENT	REIMBUR	SI	ΞΝ	MEN	IT F	ORM	1-	
Namo	Luterback Crago	a. W								
Name: School/Department:	Luterbach, Gregory W  EC-Superintendent									
Date:	04-Apr-2022									
	Date	Purpose	From/To Description		KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST	
Mileage @ \$0.505/km	01-Mar-2022	School Tours w/ Board of Trustees - East Lake	Airdrie to Chestermere	8	42		42.00	1.01	21.21	
	01-Mar-2022	School Tours w/Board of Trustees - Rainbow Creek	East Lake School to Rainbow Creek	80	7		7.00	0.17	3.54	
	01-Mar-2022	School Tours w/Board of Trustees - Prairie Waters	Rainbow Creek to Prairie Waters	80	3		3.00	0.07	1.52	
	01-Mar-2022 01-Mar-2022	School Tours w/Board of Trustees - CLMS	Prairie Waters to Chest Lake Middle  Airdrie to Chestermere	-	3		3.00	0.07 1.01	1.52 21.21	
	01-Mar-2022 02-Mar-2022	School Tours w/Board of Trustees - return trip  School Tours w/Board of Trustees - Sarah	Airdrie to Chestermere  Airdrie to Langdon Sarah	400	42 56		42.00 56.00	1.01	28.28	
	02-Mai-2022	Thompson	Thompson	-000	50		30.00	1.55	20.20	
	02-Mar-2022	School Tours w/Board of Trustees - Indus	Langdon Sarah Thompson to Indus	-	13.65		13.65	0.33	6.89	
	02-Mar-2022	School Tours w/Board of Trustees - Chest HS	Indus to Chestermere	80	17		17.00	0.41	8.59	
	02-Mar-2022	School Tours w/Board of Trustees - Prince of Peace	Chestermere to Prince of Peace	80	8		8.00	0.19	4.04	
	02-Mar-2022	School Tours w/Board of Trustees - return trip	Airdrie to Prince of Peace	80	280		34.00	0.82 13.47	17.17 282.80	
	14-Mar-2022 22-Mar-2022	FNMI Gathering  Meeting with Beiseker School Administration	Airdrie to Edmonton  Airdrie to Beiseker	80	42	<u>v</u>	560.00 84.00	2.02	282.80 42.42	
	25-Mar-2022	Meeting with Kathyrn School Administration	Airdrie to Beiseker	Ø	30	V	60.00	1.44	30.30	
	30-Mar-2022	West Area Meeting	Airdrie to Cochrane	80	44	~	88.00	2.12	44.44	
	33 2322	Treat rate meaning	7 in and to occinatio	80			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
				80			0.00	0.00	0.00	
			1							
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								Total GST \$24.47	Total Claim \$513.91	
and guidelines. Click here to view AP51								<b>424.41</b>	ψ313.31	
			Comments / Instructions:							
		Enter GL Coding / Ta								
GL Account Number		Taxes included	Amount 513.91	Tax 0	oae				Tax Amount 24.47	
		2				Total With	out Taxes:		489.44	
					Tax Total:		24.47			
						lotal W	/ith Taxes:		513.91	
		─────────────────────────────────────	RY WITH APPROVAL							
Task ID: - Created: 04-Apr-202	2 10:25.04 AM - By: 0	Gregory Luterbach - Processed: 11-Apr-2022 07:32.	53 AM - By: Norma Lang							
		Action Taken: No	Objection							
GL Account Number		Taxes Included	Amount Tax Code			Tax Amount				
		₫	513.91	1					24.47	
						Total With	out Taxes:		489.44	
						Total W	Tax Total: Vith Taxes:		<u>24.47</u> 513.91	
Comment						iotal i	inii iuxes.		010.01	
please adjust mileage for march to the 52 ce	nts - thanks norma la	ng								
		- ACCOUNTS BAYARI	CLEDK SECTION							
		→ ACCOUNTS PAYABLE	CLERK SECTION							
Task ID: - Created: 11-Apr-202	2 07:32.53 AM - By: N	lorma Lang - Processed: 12-Apr-2022 03:01.05 PM	- By: Jenelle Weisgarber							
		Action Taken: Appro	ve Expense							
		Action Taken, Appro								
Period: 20 Vendor Number: Invoice Number:	02208 - Luterbach, Gr	Action Taken: Appro								
Vendor Number: Invoice Number:		egory W	Amount	<b>.</b>						
Vendor Number:		egory W Taxes Included	<b>Amount</b> 513.91	Tax 0					Tax Amount 24.47	
Vendor Number: Invoice Number:		egory W				Total With	out Taxes:			
Vendor Number: Invoice Number:		egory W Taxes Included					Tax Total:		24.47 <b>489.44</b> <u>24.47</u>	
Vendor Number: Invoice Number:		egory W Taxes Included							24.47 <b>489.44</b>	
Vendor Number: Invoice Number:	- Luterbach, Gr	egory W Taxes Included					Tax Total:		24.47 <b>489.44</b> <u>24.47</u>	