

Date: 29-Jun-2017 09:47

Pembina Hills Public Schools
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000042201 - Created: 08-Sep-2016 09:07.35 AM - By: David Garbutt - Processed: 11-Oct-2016 05:27.53 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: September
NAME: Garbutt, David
LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount
06-Sep-2016	Barrhead To Edmonton	121			Human Rights Commission			1		
07-Sep-2016	Edmonton To Barrhead	121			Human Rights Commission	1	1			
08-Sep-2016	Barrhead To Busby	52	Busby To Barrhead	52	Principal Evaluation Meeting					
09-Sep-2016	Barrhead To Fort Assiniboine	41	Fort Assiniboine To Barrhead	41	Principal Evaluation Meeting					
12-Sep-2016	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	School Visit					
12-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Town of Westlock Meeting					
13-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	School Visit					
16-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting					
19-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting					
21-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	School Visits					
23-Sep-2016	Barrhead to Stony Plain	85	Stony Plain to Barrhead	85	CASS Zone Meeting					
28-Sep-2016	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ASBA Meeting					
28-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting					
29-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting					
30-Sep-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting					

Date: 29-Jun-2017 09:54

Pembina Hills Public Schools
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000043300 - Created: 05-Oct-2016 09:21.36 AM - By: David Garbutt - Processed: 21-Nov-2016 12:50.43 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: October
NAME: Garbutt, David (██████)
LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount
08-Oct-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	RFS Staff Meeting					
12-Oct-2016	Barrhead To Clyde	56	Clyde To Barrhead	56	EHS Staff Meeting					
13-Oct-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	RFS Staff Meeting					
14-Oct-2016	Barrhead To Busby	52	Busby To Barrhead	52	Parent Meeting					
17-Oct-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	RFS Student Teacher Meeting					
18-Oct-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	Recognition Committee					
24-Oct-2016	Barrhead To Edmonton	121	Edmonton To Barrhead	121	Commission Meeting	1	1			
26-Oct-2016	Barrhead To Clyde	56	Clyde To Barrhead	56	EHS School Council					
28-Oct-2016	Barrhead To Westlock	43	Westlock To Barrhead	43	RFS Staff Meeting					
31-Oct-2016	Barrhead		Canmore	507	Instructional Leadership Visit			1		

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)

SUB-TOTAL	1507.00	1.00	1.00	1.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	783.50	10.00	15.00	25.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines.

TOTAL EXPENSE CLAIM:	803.50
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000043300 - Created: 21-Nov-2016 12:50.43 PM - By: David Garbutt - Processed: 30-Nov-2016 09:38.01 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000043300 - Created: 30-Nov-2016 09:38.01 AM - By: Colleen Symyrozum-Watt - Processed: 01-Dec-2016 03:05.06 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM12887 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		753.50	G	35.88
5700000670000460		50.00	G	2.38
Total Without Taxes:				765.24
Tax Total:				<u>38.26</u>
Total With Taxes:				803.50

Comment:
NOV 2016 1265KMS(I) & 242KMS(E) AND MEALS

TOTAL
\$

462.50 0.00 0.00 0.00

0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines

TOTAL EXPENSE CLAIM:	462.50
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044730 - Created: 20-Dec-2016 02:42.36 PM - By: David Garbutt - Processed: 21-Dec-2016 08:22.53 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000044730 - Created: 21-Dec-2016 08:22.53 AM - By: Colleen Symyrozum-Watt - Processed: 21-Dec-2016 09:12.40 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	264.50	G	12.60
5700000670000460	<input checked="" type="checkbox"/>	198.00	G	9.43
Total Without Taxes:				440.47
Tax Total:				<u>22.03</u>
Total With Taxes:				462.50

Comment:
NOV 2016 828KMS(E) & 398KMS(I)

TOTAL
\$

198.00 0.00 0.00 0.00

0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines.

TOTAL EXPENSE CLAIM:	198.00
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000045767 - Created: 18-Jan-2017 08:33.47 PM - By: David Garbutt - Processed: 24-Jan-2017 11:48.42 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000045767 - Created: 24-Jan-2017 11:48.42 AM - By: Colleen Symyrozum-Watt - Processed: 24-Jan-2017 12:25.40 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201705

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	☑	198.00	G	9.43
Total Without Taxes:				188.57
Tax Total:				9.43
Total With Taxes:				198.00

Comment:
DEC 2016 396KM5(I)

Date: 29-Jun-2017 10:33

Pembina Hills Public Schools
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000048818 - Created: 27-Feb-2017 01:02.36 PM - By: David Garbutt - Processed: 27-Feb-2017 01:03.19 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: January
NAME: Garbutt, David
LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount

10-Jan-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ADLC Edmonton Staff Meeting					
18-Jan-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ASBA Bargaining Boot Camp					
27-Jan-2017	Barrhead To Clyde	56	Clyde To Barrhead	56	Staff Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	596.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00

TOTAL \$ 298.00 0.00 0.00 0.00 0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines.

TOTAL EXPENSE CLAIM:	298.00
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EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000048818 - Created: 27-Feb-2017 01:03.19 PM - By: David Garbutt - Processed: 27-Feb-2017 08:58.33 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000048818 - Created: 27-Feb-2017 08:58.33 PM - By: Jennifer Tuininga - Processed: 01-Mar-2017 10:28.55 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201707

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		298.00	G	14.19
Total Without Taxes:				283.81
Tax Total:				<u>14.19</u>
Total With Taxes:				298.00

Comment:
JAN 2017 484KMS(E) & 112KMS(I)

Date: 29-Jun-2017 10:36

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EXPENSE CLAIM FORM

Task ID: 0000047829 - Created: 01-Feb-2017 03:58.55 PM - By: David Garbutt - Processed: 09-Mar-2017 01:23.55 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM

MONTH: February
 NAME: Garbutt, David
 LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount
01-Feb-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	Recognition Committee					
03-Feb-2017	Barrhead To Clyde	56	Clyde To Barrhead	56	Staff Meeting					
14-Feb-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ADLC Budget Planning					
15-Feb-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ADLC Budget Planning					
22-Feb-2017	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	Board Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)

SUB-TOTAL		726.00	0.00	0.00	0.00
RATES		0.50	10.00	15.00	25.00

TOTAL \$	363.00 0.00 0.00 0.00	0.00
TOTAL KILOMETERS	TOTAL MEALS	TOTAL RECEIPTS
Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines		TOTAL EXPENSE CLAIM: 363.00

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000047829 - Created: 09-Mar-2017 01:23.55 PM - By: David Garbutt - Processed: 11-Mar-2017 10:33.23 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000047829 - Created: 11-Mar-2017 10:33.23 PM - By: Jennifer Tuininga - Processed: 13-Mar-2017 07:21.34 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201707

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	☑	363.00	G	17.29
Total Without Taxes:				345.71
Tax Total:				<u>17.29</u>
Total With Taxes:				363.00

Comment:

Feb 2017 242kms(I) & 484kms(E)

Date: 29-Jun-2017 10:54

Pembina Hills Public Schools
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EXPENSE CLAIM FORM

Task ID: 0000049116 - Created: 03-Mar-2017 11:32.00 AM - By: David Garbutt - Processed: 10-Apr-2017 08:54.50 AM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: March
NAME: Garbutt, David
LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount
02-Mar-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	WES - Staff Meeting					
07-Mar-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	RFS - Student Issue					
09-Mar-2017	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	100 Year Anniversary					
09-Mar-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	CASS / ADLC Edmonton					
15-Mar-2017	Barrhead To Dapp	63	Dapp To Barrhead	63	Sunny Bend Staff Meeting					
15-Mar-2017	Barrhead To Edmonton	121			Travel to Lethbridge - ADLC Staff Meeting			1		
16-Mar-2017			Edmonton To Barrhead	121	Return from Lethbridge - ADLC Staff Meeting	1	1		Parking (\$19.00) and Taxi (\$30.00)	49.00
22-Mar-2017	Barrhead To Clyde	56	Clyde To Barrhead	56	EHS - School Council Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)

SUB-TOTAL	938.00	1.00	1.00	1.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	469.00	10.00	15.00	25.00

49.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines.

TOTAL EXPENSE CLAIM:	568.00
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000049116 - Created: 10-Apr-2017 08:54.50 AM - By: David Garbutt - Processed: 17-Apr-2017 11:02.40 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000049116 - Created: 17-Apr-2017 11:02.41 PM - By: Jennifer Tuininga - Processed: 18-Apr-2017 08:09.03 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201708

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	469.00	G	22.33
5700000670000460	<input checked="" type="checkbox"/>	99.00	G	4.71
Total Without Taxes:				540.96
Tax Total:				<u>27.04</u>
Total With Taxes:				568.00

Comment:

MAR 2017 568KMS(I) & 242KMS(E) MEALS/PARKING

Date: 29-Jun-2017 11:17

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EXPENSE CLAIM FORM

Task ID: 0000050388 - Created: 03-Apr-2017 06:30.31 PM - By: David Garbutt - Processed: 01-May-2017 12:57.42 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: April
NAME: Garbutt, David
LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount

03-Apr-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	Legal Meeting					
25-Apr-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	Municipality Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	328.00	0.00	0.00	0.00
RATES	0.50	19.00	18.00	25.00
	164.00			

TOTAL \$ 0.00 0.00 0.00 0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines

TOTAL EXPENSE CLAIM:	164.00
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000050388 - Created: 01-May-2017 12:57.42 PM - By: David Garbutt - Processed: 02-May-2017 10:54.04 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000050388 - Created: 02-May-2017 10:54.05 PM - By: Jennifer Tuininga - Processed: 03-May-2017 03:09.34 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201709

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	☑	164.00	G	7.81
Total Without Taxes:				156.19
Tax Total:				<u>7.81</u>
Total With Taxes:				164.00

Comment:
APRIL 2017 88KMS(I) & 242KMS(E)

Date: 29-Jun-2017 11:26

Pembina Hills Public Schools
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EXPENSE CLAIM FORM

Task ID: 0000051806 - Created: 01-May-2017 12:58.33 PM - By: David Garbutt - Processed: 26-Jun-2017 09:08.13 AM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: May
NAME: Garbutt, David
LOCATION: Regional Office

DATE	TRAVEL					MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount
01-May-2017	Barrhead To Busby	52			Principal Meeting					
02-May-2017	Barrhead To Calgary	411			TEBA Meeting			1		
03-May-2017			Calgary To Barrhead	411	TEBA Meeting			1		
04-May-2017	Barrhead To Dunstable	31			Dunstable Spring Tea					
08-May-2017	Barrhead To Westlock	43			Staff Meeting					
09-May-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	School Council Meeting					
11-May-2017	Barrhead To Clyde	58			Staff Meeting					
15-May-2017	Barrhead To Fort Assiniboine	41			Staff Meeting					
16-May-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	Parent Meeting					
18-May-2017	Barrhead To Westlock	43			Staff Meeting					
25-May-2017	Barrhead To Dapp	63			Staff Meeting					
25-May-2017	Dapp To Busby	56	Busby To Barrhead	52	Staff Meeting					
25-May-2017	Barrhead To Dunstable	31	Dunstable To Barrhead	31	Staff Meeting					
26-May-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	Edwin Parr Banquet					
30-May-2017	Barrhead To Westlock	43			Staff Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)

SUB-TOTAL	1778.00	0.00	1.00	1.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	889.00	0.00	15.00	25.00

TOTAL KILOMETERS		TOTAL MEALS	

TOTAL RECEIPTS	0.00
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Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Public Schools business and are in compliance with School District Policy and Guidelines	TOTAL EXPENSE CLAIM:	929.00
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EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000051806 - Created: 26-Jun-2017 09:08.13 AM - By: David Garbutt - Processed: 28-Jun-2017 08:42.42 AM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000051806 - Created: 28-Jun-2017 08:42.42 AM - By: Jennifer Tuininga - Processed: 28-Jun-2017 02:12.42 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201710

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	532.00	G	25.33
5700000670000460	<input checked="" type="checkbox"/>	357.00	G	17.00
5700000670000460	<input checked="" type="checkbox"/>	40.00	G	1.91
Total Without Taxes:				884.76
Tax Total:				<u>44.24</u>
Total With Taxes:				929.00

Comment:

MAY 2017 1064KMS(E) & 714KMS(I) & MEALS