

Date: 29-Jun-2017 09:46

Pembina Hills Public Schools  
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000042517 - Created: 15-Sep-2016 08:39.49 AM - By: Mark Thiesen - Processed: 30-Sep-2016 04:36.26 PM - By: Mark Thiesen



PEMBINA HILLS PUBLIC SCHOOLS  
EXPENSE CLAIM FORM

MONTH: September  
NAME: Thiesen, Mark  
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

13-Sep-2016	Barhead To Westlock	43	Westlock To Barhead	43	Admin Team School Visit (RFS)					
15-Sep-2016	Barhead To Swan Hills	105	Swan Hills To Barhead	105	Admin Team School Visit (FA and SH)					
19-Sep-2016	Barhead To Dapp	63			School Visit (Walk-through)					
19-Sep-2016	Dapp To Neerlandia	66			School Visit (Walk-through)					
19-Sep-2016	Neerlandia To Barhead	22			School Visit (Walk-through)					
26-Sep-2016	Barhead To Dapp	63			Admin Team School Visit (PNCS and Colonies)					
26-Sep-2016	Dapp To Barhead	63			Admin Team School Visit (PNCS and Colonies)					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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593.00 0.00 0.00 0.00

SUB-TOTAL					
RATES	0.50	10.00	15.00	25.00	
TOTAL \$	296.50	0.00	0.00	0.00	0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	296.50
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000042517 - Created: 30-Sep-2016 04:36.26 PM - By: Mark Thiesen - Processed: 10-Oct-2016 10:16.36 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000042517 - Created: 10-Oct-2016 10:16.36 AM - By: Colleen Symyrozum-Watt - Processed: 11-Oct-2016 08:10.20 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201702

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		296.50	G	14.12
			<b>Total Without Taxes:</b>	<b>282.38</b>
			<b>Tax Total:</b>	<b><u>14.12</u></b>
			<b>Total With Taxes:</b>	<b>296.50</b>

Comment:  
SEPT 2016 893KMS(l)



TOTAL  
\$

347.00 0.00 0.00 0.00

480.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	827.00
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Note re CASS Registration for Fall conference (November 1-4, 2016) I used personal MasterCard because I had left the PHRD Visa safe at home and I was registering from work office. The registration process required an automatic payment. The receipt is printed and submitted to Lou Doris.

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044316 - Created: 29-Oct-2016 03:29.17 PM - By: Mark Thiesen - Processed: 29-Oct-2016 06:01.21 PM - By: Colleen Symyrozum-Watt

Comment:

Note re CASS Registration for Fall conference (November 1-4, 2016) I used personal MasterCard because I had left the PHRD Visa safe at home and I was registering from work office. The registration process required an automatic payment. The receipt is printed and submitted to Lou Doris.

EXPENSE CLAIM FORM

Task ID: 0000044316 - Created: 29-Oct-2016 06:01.21 PM - By: Colleen Symyrozum-Watt - Processed: 29-Oct-2016 06:02.27 PM - By: Colleen Symyrozum-Watt



PEMBINA HILLS PUBLIC SCHOOLS  
EXPENSE CLAIM FORM

MONTH: October  
NAME: Thiesen, Mark (PHSD)  
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
26-Oct-2016	Barrhead To Swan Hills	105	Swan Hills To Barrhead	105	Board Mtg Report on PAT and PDE results					
28-Oct-2016	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ERLC Advisory Committee Mtg					
31-Oct-2016	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ERLC Curriculum Contact mtg					
31-Oct-2016									CASS Fall Conference Registration	480

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	694.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	347.00	0.00	0.00	0.00

480.00

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:	827.00
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Note re CASS Registration for Fall conference (November 1-4, 2016) I used personal MasterCard because I had left the PHRD Visa safe at home and I was registering from work office. The registration process required an automatic payment. The receipt is printed and submitted to Lou Doris.

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044316 - Created: 29-Oct-2016 06:02.27 PM - By: Colleen Symyrozum-Watt - Processed: 29-Oct-2016 06:14.48 PM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

Note re CASS Registration for Fall conference (November 1-4, 2016) I used personal MasterCard because I had left the PHRD Visa safe at home and I was registering from work office. The registration process required an automatic payment. The receipt is printed and submitted to Lou Doris.

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000044316 - Created: 29-Oct-2016 06:14.48 PM - By: Colleen Symyrozum-Watt - Processed: 01-Nov-2016 09:30.04 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201703

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		347.00	G	16.52
5700000670000380		480.00	G	0.00
<b>Total Without Taxes:</b>				<b>810.48</b>

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
			Tax Total:	<u>16.52</u>
			Total With Taxes:	827.00
<b>Comment:</b> OCT 2016 210KMS(I) & 242KMS(E) & SAPD-CASS FALL PRE-CONF 2016				



TOTAL \$ 121.00 0.00 0.00 50.00 0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	171.00
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EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044644 - Created: 30-Nov-2016 05:11.18 PM - By: Mark Thiesen - Processed: 06-Dec-2016 09:12.53 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000044644 - Created: 06-Dec-2016 09:12.53 AM - By: Colleen Symyrozum-Watt - Processed: 06-Dec-2016 11:58.45 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	121.00	G	5.76
5700000670000460	<input checked="" type="checkbox"/>	50.00	G	2.38
<b>Total Without Taxes:</b>				<b>162.86</b>
<b>Tax Total:</b>				<b><u>8.14</u></b>
<b>Total With Taxes:</b>				<b>171.00</b>

Comment:  
NOV 2016 242KMS(E) & MEALS





SUB-TOTAL					
RATES	0.50	10.00	15.00	25.00	
TOTAL \$	387.00	0.00	30.00	0.00	0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	417.00
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EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000045827 - Created: 14-Dec-2016 08:20.05 AM - By: Mark Thiesen - Processed: 21-Dec-2016 08:21.45 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000045827 - Created: 21-Dec-2016 08:21.46 AM - By: Colleen Symyrozum-Watt - Processed: 21-Dec-2016 09:17.07 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	132.00	G	6.29
5700000670000460	<input checked="" type="checkbox"/>	255.00	G	12.14
5700000670000460	<input checked="" type="checkbox"/>	30.00	G	1.43
<b>Total Without Taxes:</b>				<b>397.14</b>
<b>Tax Total:</b>				<b><u>19.86</u></b>
<b>Total With Taxes:</b>				<b>417.00</b>

Comment:

DEC 2016 264KMS(E) & 510KMS(I)/MEALS



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:

85.50

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000047680 - Created: 30-Jan-2017 10:01.25 AM - By: Mark Thiesen - Processed: 30-Jan-2017 10:46.05 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000047680 - Created: 30-Jan-2017 10:46.05 AM - By: Colleen Symyrozum-Watt - Processed: 30-Jan-2017 12:21.31 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201705

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		85.50	G	4.07
<b>Total Without Taxes:</b>				<b>81.43</b>
<b>Tax Total:</b>				<b>4.07</b>
<b>Total With Taxes:</b>				<b>85.50</b>

Comment:  
JAN 2017 171KMS(I)

Date: 29-Jun-2017 10:38

Pembina Hills Public Schools  
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EXPENSE CLAIM FORM

Task ID: 0000049191 - Created: 06-Mar-2017 04:45.06 PM - By: Mark Thiesen - Processed: 30-Mar-2017 11:45.09 AM - By: Mark Thiesen



PEMBINA HILLS PUBLIC SCHOOLS  
EXPENSE CLAIM FORM

MONTH: March  
NAME: Thiesen, Mark  
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-Mar-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	CASS Zone Meeting (W/ Garbutt, Cooper, McGarva)					
08-Mar-2017	Barrhead To Edmonton	121			to CASS Annual Conference		1	1		
10-Mar-2017	Edmonton To Barrhead	121			from CASS Annual Conference					
16-Mar-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	2Learn Society - (Brd of Directors Mtg)					

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

SUB-TOTAL	726.00	0.00	1.00	1.00
RATES	0.50	10.00	15.00	25.00

TOTAL \$ 383.00 0.00 15.00 25.00 0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	403.00
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EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000049191 - Created: 30-Mar-2017 11:45.09 AM - By: Mark Thiesen - Processed: 02-Apr-2017 06:14.11 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000049191 - Created: 02-Apr-2017 06:14.11 PM - By: David Garbutt - Processed: 03-Apr-2017 07:45.02 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201706

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	18	403.00	G	19.19
<b>Total Without Taxes:</b>				<b>383.81</b>
<b>Tax Total:</b>				<b><u>19.19</u></b>
<b>Total With Taxes:</b>				<b>403.00</b>

Comment:  
MAR 2017 726KMS(E)



TOTAL  
\$

363.00 0.00 0.00 0.00

0.00

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	363.00
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000051988 - Created: 01-Jun-2017 08:26.01 AM - By: Mark Thiesen - Processed: 01-Jun-2017 08:55.17 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000051988 - Created: 01-Jun-2017 08:55.18 AM - By: David Garbutt - Processed: 01-Jun-2017 09:44.45 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201710

Vendor Number: EM11344 - Thiesen, Mark

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:  
MAY 2017 726KMS(E)



Date: 29-Jun-2017 11:26

Pembina Hills Public Schools  
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000054095 - Created: 08-Jun-2017 10:38.18 AM - By: Mark Thiesen - Processed: 27-Jun-2017 08:26.34 AM - By: Mark Thiesen



PEMBINA HILLS PUBLIC SCHOOLS  
EXPENSE CLAIM FORM

MONTH: June  
NAME: Thiesen, Mark  
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

05-Jun-2017	Barrhead To Edmonton	121	Edmonton Airport To Barrhead	145	Rep on 2Learn.ca Board of Directors - meeting		1			
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07-Jun-2017	Edmonton				Alberta Ed - Assurance meeting - Parking				Parking downtown Edmonton for full day	23.00
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DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	266.00	0.00	1.00	0.00
RATES	0.50	10.00	15.00	25.00
	133.00	0.00	15.00	0.00

TOTAL  
\$

TOTAL KILOMETERS	TOTAL MEALS
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TOTAL RECEIPTS
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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:	171.00
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▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000054095 - Created: 27-Jun-2017 08:26.34 AM - By: Mark Thiesen - Processed: 28-Jun-2017 09:19.25 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000054095 - Created: 28-Jun-2017 09:19.25 AM - By: David Garbutt - Processed: 28-Jun-2017 02:18.32 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201710

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	133.00	G	6.33
5700000670000460	<input checked="" type="checkbox"/>	15.00	G	0.71
5700000670000460	<input checked="" type="checkbox"/>	23.00	G	1.10
<b>Total Without Taxes:</b>				<b>162.86</b>
<b>Tax Total:</b>				<b><u>8.14</u></b>
<b>Total With Taxes:</b>				<b>171.00</b>

Comment:  
JUNE 2017 266KMS(E)MEAL/PARKING