

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000079433 - Created: 18-Oct-2018 01:15.29 PM - By: David Garbutt - Processed: 01-Nov-2018 04:48.59 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH:	October
NAME:	Garbutt, David (12687)
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

18-Oct-2018	Barrhead To Westlock		43	Westlock To Barrhead		43	RFS Principal Meeting					
18-Oct-2018	Barrhead To Busby		52	Busby To Barrhead		52	Busby Staff Meeting					

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

SUB-TOTAL	190.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00

TOTAL
\$

95.00 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:

95.00

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000079433 - Created: 01-Nov-2018 04:48.59 PM - By: David Garbutt - Processed: 02-Nov-2018 08:24.12 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		95.00	G	4.52
Total Without Taxes:				90.48
Tax Total:				<u>4.52</u>
Total With Taxes:				95.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 000079433 - Created: 02-Nov-2018 08:24.12 AM - By: Charlotte Watson - Processed: 02-Nov-2018 02:44.31 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 000079433 - Created: 02-Nov-2018 02:44.32 PM - By: Jennifer Tuininga - Processed: 05-Nov-2018 09:32.31 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201903

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		95.00	G	4.52
Total Without Taxes:				90.48
Tax Total:				<u>4.52</u>
Total With Taxes:				95.00

Comment:
OCT 2018 190KMS(I)

Pembina Hills Public Schools
Expense Form

Number of Uploaded Documents: (1)

EXPENSE CLAIM FORM

Task ID: 0000080976 - Created: 09-Nov-2018 09:36.51 AM - By: David Garbutt - Processed: 30-Nov-2018 01:13.58 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH:	November
NAME:	Garbutt, David (12687)
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-Nov-2018					School Visits				Fuel	31.18
15-Nov-2018	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting					
21-Nov-2018	Barrhead To Clyde	56	Clyde To Barrhead	56	Parent Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)				
SUB-TOTAL					198.00 0.00 0.00 0.00
RATES					0.50 10.00 15.00 25.00

TOTAL
\$

99.00 0.00 0.00 0.00

31.18

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:

130.18

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000080976 - Created: 30-Nov-2018 01:13.58 PM - By: David Garbutt - Processed: 30-Nov-2018 01:27.24 PM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5010010340000460		130.18	G	6.20
Total Without Taxes:				123.98
Tax Total:				<u>6.20</u>
Total With Taxes:				130.18

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 000080976 - Created: 30-Nov-2018 01:27.25 PM - By: Charlotte Watson - Processed: 03-Dec-2018 09:24.55 AM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 000080976 - Created: 03-Dec-2018 09:24.56 AM - By: Jennifer Tuininga - Processed: 03-Dec-2018 10:29.54 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201904

Vendor Number: EM12687 - Garbutt, David


GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		198.00	G	9.43
5700000670417610		31.18	G	1.49
Total Without Taxes:				218.26
Tax Total:				<u>10.92</u>
Total With Taxes:				229.18

Comment:
NOV 2018 198KMS(I) & FUEL PURCHASE

Number of Uploaded Documents: [\(0\)](#)

EXPENSE CLAIM FORM

Task ID: 0000085751 - Created: 28-Jan-2019 02:22.17 PM - By: David Garbutt - Processed: 12-Feb-2019 11:58.23 AM - By: David Garbutt

	 Pembina Hills PUBLIC SCHOOLS	PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM	
MONTH:	January		
NAME:	Garbutt, David (12687)		
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
28-Jan-2019	Barrhead To Westlock	43	Westlock To Barrhead	43	RFS Staff Meeting					
30-Jan-2019	Barrhead To Westlock	43	Westlock To Barrhead	43	WES Staff Meeting					
31-Jan-2019	Barrhead To Busby	52	Busby To Barrhead	52	BUS Staff Meeting					

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

276.00 0.00 0.00 0.00
0.50

RATES 10.00 15.00 25.00

TOTAL 138.00 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:	138.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000085751 - Created: 12-Feb-2019 11:58.23 AM - By: David Garbutt - Processed: 13-Feb-2019 10:52.29 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		138.00	G	6.57
Total Without Taxes:				131.43
Tax Total:				<u>6.57</u>
Total With Taxes:				138.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000085751 - Created: 13-Feb-2019 10:52.29 AM - By: Charlotte Watson - Processed: 14-Feb-2019 01:02.32 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000085751 - Created: 14-Feb-2019 01:02.33 PM - By: Jennifer Tuininga - Processed: 19-Feb-2019 09:07.19 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201906

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		138.00	G	6.57
Total Without Taxes:				131.43
Tax Total:				<u>6.57</u>
Total With Taxes:				138.00

Comment:

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000087249 - Created: 20-Feb-2019 11:51.39 AM - By: David Garbutt - Processed: 04-Mar-2019 02:50.11 PM - By: David Garbutt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: February
NAME: Garbutt, David (12687)
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	

14-Feb-2019	Barrhead To Busby	52	Busby To Barrhead	52	Busby School Staff Meeting					
14-Feb-2019	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	Neerlandia Principal Meeting					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL						148.00	0.00	0.00	0.00	
RATES						0.50	10.00	15.00	25.00	
TOTAL						74.00	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:**

74.00

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000087249 - Created: 04-Mar-2019 02:50.11 PM - By: David Garbutt - Processed: 04-Mar-2019 02:52.40 PM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		74.00	G	3.52
Total Without Taxes:				70.48
Tax Total:				<u>3.52</u>
Total With Taxes:				74.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000087249 - Created: 04-Mar-2019 02:52.41 PM - By: Charlotte Watson - Processed: 06-Mar-2019 11:18.20 AM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000087249 - Created: 06-Mar-2019 11:18.20 AM - By: Jennifer Tuininga - Processed: 06-Mar-2019 12:23.03 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201907

Vendor Number: EM12687 - Garbutt, David


GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		74.00	G	3.52
Total Without Taxes:				70.48
Tax Total:				<u>3.52</u>
Total With Taxes:				74.00

Comment:
FEB 2019 148KMS(I)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000090402 - Created: 09-Apr-2019 07:59.35 AM - By: David Garbutt - Processed: 03-May-2019 07:59.02 AM - By: David Garbutt

		<p>PEMBINA HILLS PUBLIC SCHOOLS</p> <p>EXPENSE CLAIM FORM</p>	
MONTH:	April		
NAME:	Garbutt, David (12687)		
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-Apr-2019	Barrhead To Westlock	43	Westlock To Barrhead	43	Staff Meeting						
09-Apr-2019	Barrhead To Westlock	43	Westlock To Barrhead	43	Principal Meeting						
10-Apr-2019	Barrhead To Westlock	43	Westlock To Barrhead	43	French Immersion Meeting						
11-Apr-2019	Barrhead To Neerlandia	22			Associate Principal Meeting						
11-Apr-2019	Neerlandia To Clyde	73	Clyde To Barrhead	56	Associate Principal Meeting						
15-Apr-2019	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	Staff Meeting						
16-Apr-2019	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	Principal Meeting						
29-Apr-2019	Barrhead To Sunny Bend	47	Sunny Bend To Barrhead	47	Staff Meeting						
29-Mar-2021	Barrhead To Fort Assiniboine	41	Fort Assiniboine To Barrhead	41	Staff Meeting						
30-Apr-2019	Barrhead To Dunstable	31	Dunstable To Barrhead	31	Staff Meeting						

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)					
23-Apr-2019	Barrhead To Dapp	63	Dapp To Barrhead	63	Staff Meeting	
26-Apr-2019	Barrhead To Busby	52	Busby To Barrhead	52	Staff Meeting	



SUB-TOTAL	965.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	425.00	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:

425.00

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000090402 - Created: 03-May-2019 07:59.02 AM - By: David Garbutt - Processed: 06-May-2019 11:35.24 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
Total Without Taxes:				0.00
Tax Total:				0.00
Total With Taxes:				0.00

Comment

EXPENSE CLAIM FORM

Task ID: 0000090402 - Created: 06-May-2019 11:35.24 AM - By: Charlotte Watson - Processed: 06-May-2019 11:38.12 AM - By: Charlotte Watson



**PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM**

MONTH:	April
NAME:	Garbutt, David (12687)
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-Apr-2019	Barrhead To	43	Westlock	43	Staff Meeting					

	Westlock			To Barrhead			
09-Apr-2019	Barrhead To Westlock		43	Westlock To Barrhead		43	Principal Meeting
10-Apr-2019	Barrhead To Westlock		43	Westlock To Barrhead		43	French Immersion Meeting
11-Apr-2019	Barrhead To Neerlandia		22				Associate Principal Meeting
11-Apr-2019	Neerlandia To Clyde		73	Clyde To Barrhead		56	Associate Principal Meeting
15-Apr-2019	Barrhead To Neerlandia		22	Neerlandia To Barrhead		22	Staff Meeting
16-Apr-2019	Barrhead To Neerlandia		22	Neerlandia To Barrhead		22	Principal Meeting
29-Apr-2019	Barrhead To Sunny Bend		47	Sunny Bend To Barrhead		47	Staff Meeting
29-Mar-2021	Barrhead To Fort Assiniboine		41	Fort Assiniboine To Barrhead		41	Staff Meeting
30-Apr-2019	Barrhead To Dunstable		31	Dunstable To Barrhead		31	Staff Meeting

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)					
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23-Apr-2019	Barrhead To Dapp		63	Dapp To Barrhead		63	Staff Meeting
26-Apr-2019	Barrhead To Busby		52	Busby To Barrhead		52	Staff Meeting

SUB-TOTAL	965.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	425.00	0.00	0.00	0.00

0.00

TOTAL KILOMETERS	TOTAL MEALS	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:	425.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000090402 - Created: 06-May-2019 11:38.12 AM - By: Charlotte Watson - Processed: 06-May-2019 11:38.47 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		425.00	G	20.24
			Total Without Taxes:	404.76
			Tax Total:	20.24
			Total With Taxes:	425.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000090402 - Created: 06-May-2019 11:38.47 AM - By: Charlotte Watson - Processed: 06-May-2019 08:11.03 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000090402 - Created: 06-May-2019 08:11.03 PM - By: Jennifer Tuininga - Processed: 07-May-2019 08:46.00 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201909

Vendor Number: EM12687 - Garbutt, David


GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		425.00	G	20.24
Total Without Taxes:				404.76
Tax Total:				<u>20.24</u>
Total With Taxes:				425.00

Comment:
APRIL 2019 965KMS(I)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000093022 - Created: 16-May-2019 08:56.59 AM - By: David Garbutt - Processed: 02-Jun-2019 09:38.47 PM - By: David Garbutt

		<p>PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</p>	
MONTH:	May		
NAME:	Garbutt, David (12687)		
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	
15-May-2019	Barrhead To Busby	52	Busby To Barrhead	52	Maintenance Issue						
27-May-2019	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	School Council Meeting						

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)							
24-May-2019	Barrhead To Edmonton	121	Edmonton To Barrhead	121	Edwin Parr			
29-May-2019	Barrhead To Dapp	63	Dapp To Barrhead	63	School Visit (am)			
29-May-2019	Barrhead To Dapp	63	Dapp To Barrhead	63	School Visit (pm)			
			SUB-TOTAL			642.00	0.00	0.00
			RATES			0.50	10.00	15.00
						197.50		

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:	197.50
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GL DISTRIBUTION ENTRY WITH CODING


Task ID: 0000093022 - Created: 02-Jun-2019 09:38.47 PM - By: David Garbutt - Processed: 03-Jun-2019 09:06.13 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
			Total Without Taxes:	0.00
			Tax Total:	0.00
			Total With Taxes:	0.00

Comment

EXPENSE CLAIM FORM

Task ID: 0000093022 - Created: 03-Jun-2019 09:06.13 AM - By: Charlotte Watson - Processed: 03-Jun-2019 09:09.49 AM - By: Charlotte Watson

		<h2>PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
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MONTH:	May
NAME:	Garbutt, David (12687)
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
15-May-2019	Barrhead To Busby	52	Busby To Barrhead	52	Maintenance Issue					
27-May-2019	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	School Council Meeting					



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

24-May-2019	Barrhead To Edmonton		121	Edmonton To Barrhead		121	Edwin Parr
29-May-2019	Barrhead To Dapp		63	Dapp To Barrhead		63	School Visit (am)
29-May-2019	Barrhead To Dapp		63	Dapp To Barrhead		63	School Visit (pm)

SUB-TOTAL	642.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	197.50	0.00	0.00	0.00

TOTAL KILOMETERS	TOTAL MEALS	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:	197.50
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000093022 - Created: 03-Jun-2019 09:09.49 AM - By: Charlotte Watson - Processed: 03-Jun-2019 09:12.35 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		197.50	G	9.41
Total Without Taxes:				188.09
Tax Total:				9.41
Total With Taxes:				197.50

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 000093022 - Created: 03-Jun-2019 09:12.35 AM - By: Charlotte Watson - Processed: 05-Jun-2019 09:26.55 AM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000093022 - Created: 05-Jun-2019 09:26.56 AM - By: Jennifer Tuininga - Processed: 05-Jun-2019 02:33.25 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201910

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		197.50	G	9.41
Total Without Taxes:				188.09
Tax Total:				<u>9.41</u>
Total With Taxes:				197.50

Comment:
MAY 2019 400KMS(I) & 242KMS(E)

Number of Uploaded Documents: (1)

EXPENSE CLAIM FORM

Task ID: 0000095945 - Created: 27-Jun-2019 04:22.59 PM - By: David Garbutt - Processed: 28-Jun-2019 05:12.34 PM - By: David Garbutt

	PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM
MONTH: June	
NAME: Garbutt, David (12687)	
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-Jun-2019					ASBA General Meeting - Dinner				ASBA Group Dinner	166.04	

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)										
13-Jun-2019	Barrhead To Westlock		43	Westlock To Barrhead		43	RFS - Staff Meeting				
19-Jun-2019	Barrhead To Westlock		43	Westlock To Barrhead		43	RFS - Student Meeting				
							SUB-TOTAL	172.00	0.00	0.00	0.00
							RATES	0.50	10.00	15.00	25.00

TOTAL
\$

43.00 0.00 0.00 0.00

166.04

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:

209.04

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000095945 - Created: 28-Jun-2019 05:12.35 PM - By: David Garbutt - Processed: 02-Jul-2019 08:02.40 AM - By: Charlotte Watson

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		209.04	G	9.95
Total Without Taxes:				199.09
Tax Total:				9.95
Total With Taxes:				209.04

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000095945 - Created: 02-Jul-2019 08:02.40 AM - By: Charlotte Watson - Processed: 02-Jul-2019 08:11.13 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000095945 - Created: 02-Jul-2019 08:11.13 PM - By: Jennifer Tuininga - Processed: 05-Jul-2019 08:03.21 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201911

Vendor Number: EM12687 - Garbutt, David

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		209.04	G	9.17
Total Without Taxes:				199.87
Tax Total:				9.17
Total With Taxes:				209.04

Comment:
JUNE 2019 172KMS(I) & ASBA GROUP MEAL