

Date: 29-Jun-2017 09:59

Pembina Hills Public Schools
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000042203 - Created: 08-Sep-2016 09:24.25 AM - By: Colleen Symyrozum-Watt - Processed: 08-Dec-2016 10:11.17 AM - By: Colleen Symyrozum-Watt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: September
NAME: Symyrozum-Watt, Colleen
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-Sep-2016					CASS Meeting with ADM	1				
25-Sep-2016					CASS New Members Academy			1		
30-Sep-2016					CASS Meetings with DM - AB Ed	1	1			
23-Sep-2016					CASS Zone 2/3 Meeting	1				

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	0.00	3.00	1.00	1.00
RATES	0.50	10.00	15.00	25.00
	0.00	30.00	16.00	25.00

TOTAL
\$

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: 70.00

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000042203 - Created: 08-Dec-2016 10:11.17 AM - By: Colleen Symyrozum-Watt - Processed: 08-Dec-2016 12:23.33 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:


▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000042203 - Created: 08-Dec-2016 12:23.33 PM - By: Jennifer Tuininga - Processed: 08-Dec-2016 02:41.38 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11184 - Symyrozum-Watt, Colleen

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		70.00	G	3.33
Total Without Taxes:				66.67
Tax Total:				<u>3.33</u>
Total With Taxes:				70.00

Comment:
SEP 2018 MEALS

Date: 29-Jun-2017 10:02

Pembina Hills Public Schools
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000044625 - Created: 04-Nov-2016 12:19.25 PM - By: Colleen Symyrozum-Watt - Processed: 08-Dec-2016 10:12.44 AM - By: Colleen Symyrozum-Watt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: October
NAME: Symyrozum-Watt, Colleen
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-Oct-2016					Experts Working Group	1	1			
12-Oct-2016					PHPS Board Meeting		1			
19-Oct-2016					PSBAA Conference	1				
28-Oct-2016					CASS Meeting		1			
02-Oct-2018					Experts Working Group			1		
31-Oct-2018					CASS Board of Directors Meeting			1		

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	0.00	2.00	3.00	2.00
RATES	0.50	10.00	15.00	25.00
	0.00	20.00	45.00	50.00

0.00

TOTAL
\$

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: 115.00

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044625 - Created: 08-Dec-2016 10:12.45 AM - By: Colleen Symyrozum-Watt - Processed: 15-Dec-2016 11:04.33 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000044625 - Created: 15-Dec-2016 11:04.33 PM - By: Jennifer Tuininga - Processed: 16-Dec-2016 07:36.20 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11154 - Symyrozum-Watt, Colleen

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		115.00	G	5.48
Total Without Taxes:				109.52
Tax Total:				<u>5.48</u>
Total With Taxes:				115.00

Comment:
OCT 2016 MEALS

Date: 29-Jun-2017 10:00

Pembina Hills Public Schools
Expense Form

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EXPENSE CLAIM FORM

Task ID: 0000044627 - Created: 04-Nov-2016 12:21.53 PM - By: Colleen Symyrozum-Watt - Processed: 08-Dec-2016 10:13.16 AM - By: Colleen Symyrozum-Watt



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: November
NAME: Symyrozum-Watt, Colleen
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-Nov-2016					CASS Board of Directors Meeting	1		1		
04-Nov-2016					CASS Fall Conference			1		
08-Nov-2016					School Remembrance Day ceremony		1			
18-Nov-2016					Instructional Leadership meeting - Stony Plain		1			

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	0.00	1.00	2.00	2.00
RATES	0.50	10.00	15.00	25.00
	0.00			

TOTAL \$ 10.00 30.00 50.00 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:	90.00
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EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044627 - Created: 08-Dec-2016 10:13.16 AM - By: Colleen Symyrozum-Watt - Processed: 08-Dec-2016 12:32.48 PM - By: Jennifer Tuininga

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000044627 - Created: 08-Dec-2016 12:32.48 PM - By: Jennifer Tuininga - Processed: 08-Dec-2016 02:42.52 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11154 - Symyrozum-Watt, Colleen

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	0	90.00	G	4.29
Total Without Taxes:				85.71
Tax Total:				4.29
Total With Taxes:				90.00

Comment:
NOV 2016 MEALS