

Date: 29-Jun-2017 09:47

Pembina Hills Public Schools
Expense Form

Page: 1

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

EXPENSE CLAIM FORM

Task ID: 0000043401 - Created: 07-Oct-2016 09:04.02 AM - By: Tracy Meunier - Processed: 07-Oct-2016 09:04.02 AM - By: Tracy Meunier



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: September
NAME: Meunier, Tracy
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	Barrhead To Westlock	43	Westlock To Barrhead	43	CUPE Agreement - signing					
09-Sep-2016	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	Review budget with Principal Gehring					
12-Sep-2016	Barrhead To Neerlandia	22	Neerlandia To Barrhead	22	Fall school visits					
21-Sep-2016	Barrhead To Dunstable	31	Dunstable To Busby	16	Fall school visits					
21-Sep-2016	Busby To Westlock	29	Westlock To Clyde	14	Fall school visits					
21-Sep-2016	Clyde To Barrhead	56			Fall school visits					
27-Sep-2016	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ASBA Provincial Issues Forum					

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

SUB-TOTAL 662.00 0.00 0.00 0.00

RATES	0.00	10.00	15.00	25.00
TOTAL \$	281.00	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:	281.00
----------------------	--------

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000043401 - Created: 07-Oct-2016 09:04.02 AM - By: Tracy Meunier - Processed: 10-Oct-2016 10:15.36 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000043401 - Created: 10-Oct-2016 10:15.36 AM - By: Colleen Symyrozum-Watt - Processed: 11-Oct-2016 08:23.38 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201702

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	☑	281.00	G	13.38
Total Without Taxes:				267.62
Tax Total:				<u>13.38</u>
Total With Taxes:				281.00

Comment:
SEP 2016 242KMS(E) & 320KMS(I)

TOTAL	269.00	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:		269.00	

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000044373 - Created: 31-Oct-2016 12:20.24 PM - By: Tracy Meunier - Processed: 30-Nov-2016 09:39.13 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000044373 - Created: 30-Nov-2016 09:39.14 AM - By: Colleen Symyrozum-Watt - Processed: 01-Dec-2016 03:07.18 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	☑	269.00	G	12.81
Total Without Taxes:				256.19
Tax Total:				<u>12.81</u>
Total With Taxes:				269.00

Comment:

NOV 2016 296KMS(I) & 242KMS(E)

TOTAL \$	363.00	0.00	0.00	25.00	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:		388.00		

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000045878 - Created: 05-Dec-2016 11:57.27 AM - By: Tracy Meunier - Processed: 06-Dec-2016 09:12.04 AM - By: Colleen Symyrozum-Watt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000045878 - Created: 06-Dec-2016 09:12.04 AM - By: Colleen Symyrozum-Watt - Processed: 06-Dec-2016 01:07.55 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201704

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	363.00	G	17.29
5700000670000460	<input checked="" type="checkbox"/>	25.00	G	1.19
			Total Without Taxes:	369.52
			Tax Total:	<u>18.48</u>
			Total With Taxes:	388.00

Comment:
NOV 2016 726KMB(E) A ND MEAL

	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:	121.00	

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000049189 - Created: 06-Mar-2017 04:38.05 PM - By: Tracy Meunier - Processed: 06-Mar-2017 06:45.01 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000049189 - Created: 06-Mar-2017 06:45.01 PM - By: David Garbutt - Processed: 07-Mar-2017 11:36.52 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201707

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		121.00	G	5.76
Total Without Taxes:				115.24
Tax Total:				<u>5.76</u>
Total With Taxes:				121.00

Comment:
DEC 2016 242KMS(E)

Date: 29-Jun-2017 10:35

Pembina Hills Public Schools
Expense Form

Page: 1

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

EXPENSE CLAIM FORM

Task ID: 0000049190 - Created: 06-Mar-2017 04:42.34 PM - By: Tracy Meunier - Processed: 06-Mar-2017 04:42.34 PM - By: Tracy Meunier



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: January
NAME: Meunier, Tracy
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

25-Jan-2017	Barrhead To Fort Assiniboine	41	Fort Assiniboine To Barrhead	41	Board Meeting					
-------------	------------------------------	----	------------------------------	----	---------------	--	--	--	--	--

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

SUB-TOTAL	82.00	0.00	0.00	0.00	
RATES	0.50	10.00	15.00	25.00	
TOTAL \$	41.00	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:	41.00	

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000049190 - Created: 06-Mar-2017 04:42.34 PM - By: Tracy Meunier - Processed: 06-Mar-2017 06:45.51 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000049190 - Created: 06-Mar-2017 06:45.52 PM - By: David Garbutt - Processed: 07-Mar-2017 11:38.42 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201707

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		41.00	G	1.95
Total Without Taxes:				39.05
Tax Total:				<u>1.95</u>
Total With Taxes:				41.00

Comment:
JAN 2017 82KMS(I)

TOTAL \$	0.00	15.00	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:	279.00	

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000049192 - Created: 06-Mar-2017 04:47.19 PM - By: Tracy Meunier - Processed: 06-Mar-2017 06:45.30 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000049192 - Created: 06-Mar-2017 06:45.30 PM - By: David Garbutt - Processed: 07-Mar-2017 11:41.52 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201707

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	☑	264.00	G	12.57
5820000700000460	☑	15.00	G	0.71
Total Without Taxes:				265.72
Tax Total:				<u>13.28</u>
Total With Taxes:				279.00

Comment:
FEB 2017 484KMS(E) 44KMS(I) & MEAL

Date: 29-Jun-2017 11:16

Pembina Hills Public Schools
Expense Form

Page: 1

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

EXPENSE CLAIM FORM

Task ID: 0000051802 - Created: 01-May-2017 12:28.16 PM - By: Tracy Meunier - Processed: 01-May-2017 12:28.15 PM - By: Tracy Meunier



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH: April
NAME: Meunier, Tracy
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

22-Apr-2017	Barrhead	360	Jasper		ASBOA - pre-conference - Apr 23			1		
24-Apr-2017					ASBOA conference - Apr 24			1		
25-Apr-2017	Jasper		Barrhead	360	return from ASBOA conference - Apr 25			1		
27-Apr-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	ADLC - Edmonton Campus		1			

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

SUB-TOTAL	962.00	0.00	1.00	3.00
RATES	0.50	10.00	15.00	25.00
	481.00	0.00	15.00	75.00

TOTAL
\$

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: 571.00

▼ EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000051802 - Created: 01-May-2017 12:28.16 PM - By: Tracy Meunier - Processed: 01-May-2017 12:56.54 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:

▼ GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000051802 - Created: 01-May-2017 12:56.54 PM - By: David Garbutt - Processed: 02-May-2017 07:13.54 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201709

Vendor Number: EM11207 - Meunier, Tracy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460	<input checked="" type="checkbox"/>	481.00	G	22.91
5700000670000460	<input checked="" type="checkbox"/>	90.00	G	4.29
Total Without Taxes:				543.80
Tax Total:				<u>27.20</u>
Total With Taxes:				571.00

Comment:
APRIL 2017 962KMS(E) & MEALS