


Number of Uploaded Documents: (1)

EXPENSE CLAIM FORM

Task ID: 000059177 - Created: 23-Oct-2017 09:34.12 AM - By: Brett Cooper - Processed: 23-Oct-2017 09:34.12 AM - By: Brett Cooper

	 Pembina Hills PUBLIC SCHOOLS	<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS</h2> <h2 style="margin: 0;">EXPENSE CLAIM FORM</h2>	
MONTH:	September		
NAME:	Cooper, Brett (11455)		
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	
12-Sep-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	staffing issue				CASS	139.22	
13-Sep-2017	Barrhead To Westlock	43			school visits						
24-Sep-2017	Home to Radison	114			CASS						



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	243.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	121.50	0.00	0.00	0.00

139.22

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:	260.72
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000059177 - Created: 23-Oct-2017 09:34.12 AM - By: Brett Cooper - Processed: 23-Oct-2017 09:37.33 AM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		260.72		0.00
			Total Without Taxes:	260.72
			Tax Total:	<u>0.00</u>
			Total With Taxes:	260.72

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000059177 - Created: 23-Oct-2017 09:37.33 AM - By: Tiffany Nanninga - Processed: 23-Oct-2017 10:18.22 AM - By: David Garbutt

Action Taken: Approve Expense



Comment:

Task ID: 0000059177 - Created: 23-Oct-2017 10:18.22 AM - By: David Garbutt - Processed: 23-Oct-2017 02:38.33 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201802

Vendor Number: EM11455 - Cooper, Brett

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		121.50	G	5.79
5700000670000460		139.22	G	6.39
Total Without Taxes:				248.54
Tax Total:				<u>12.18</u>
Total With Taxes:				260.72

Comment:

SEP 2017 129KMS(I) & 114KMS(E) HOTEL FOR CASS

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 000060493 - Created: 15-Nov-2017 08:24.31 AM - By: Brett Cooper - Processed: 15-Nov-2017 08:25.12 AM - By: Brett Cooper



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH:	October
NAME:	Cooper, Brett (11455)
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	
18-Oct-2017	Barrhead		Lethbridge		ADLC/VV Awards, Staff Visits	1	1	1			
19-Oct-2017					Lethbridge staff visits	1	1	1			
20-Oct-2017					Calgary staff visits	1	1	1			
24-Oct-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	BlendEd Conference			1			

25-Oct-2017				BlendEd Conference	1
26-Oct-2017				BlendEd Conference	1
27-Oct-2016				BlendEd Conferece	1
30-Oct-2017				FEPAC Meeting	1
31-Oct-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	Meeting with RF Pricncipal

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	328.00	3.00	4.00	7.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	164.00	30.00	60.00	175.00

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:	429.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000060493 - Created: 15-Nov-2017 08:25.12 AM - By: Brett Cooper - Processed: 17-Nov-2017 10:09.22 AM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		429.00	G	20.43
Total Without Taxes:				408.57
Tax Total:				<u>20.43</u>
Total With Taxes:				429.00

Comment

Oct 2017 Miles and Meals

EXPENSE CLAIM APPROVAL NO GL

Task ID: 000060493 - Created: 17-Nov-2017 10:09.22 AM - By: Tiffany Nanninga - Processed: 22-Nov-2017 08:20.35 AM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000060493 - Created: 22-Nov-2017 08:20.35 AM - By: David Garbutt - Processed: 23-Nov-2017 10:06.11 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201803

Vendor Number: EM11455 - Cooper, Brett

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		429.00	G	20.43
Total Without Taxes:				408.57
Tax Total:				<u>20.43</u>
Total With Taxes:				429.00


Comment:

OCT 2017 242KMS(E) & 86KMS(I) & MEALS

Number of Uploaded Documents: (1)

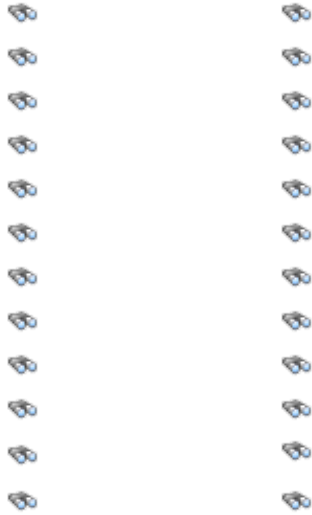
EXPENSE CLAIM FORM

Task ID: 000064253 - Created: 23-Jan-2018 03:32.47 PM - By: Brett Cooper - Processed: 01-Feb-2018 10:00.42 AM - By: Brett Cooper

	 Pembina Hills PUBLIC SCHOOLS	<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS</h2> <h2 style="margin: 0;">EXPENSE CLAIM FORM</h2>	
MONTH:	January		
NAME:	Cooper, Brett (11455)		
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
23-Jan-2018	Barrhead To Westlock	43			RF Staples Parent Council Meeting			1		
24-Jan-2018	Barrhead To Dunstable	31	Dunstable To Barrhead	31	Board Meeting					
30-Jan-2018	Barrhead To Westlock	43	Westlock To	43	Meet with Principal					

Barrhead



782.00

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	191.00	0.00	0.00	1.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	95.50	0.00	0.00	25.00

782.00

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:	902.50
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000064253 - Created: 01-Feb-2018 10:00.42 AM - By: Brett Cooper - Processed: 01-Feb-2018 01:54.50 PM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		120.50		0.00
5700000670000380		782.00	G	37.24
Total Without Taxes:				865.26
Tax Total:				<u>37.24</u>
Total With Taxes:				902.50

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000064253 - Created: 01-Feb-2018 01:54.50 PM - By: Tiffany Nanninga - Processed: 01-Feb-2018 03:03.41 PM - By: David Garbutt

Action Taken: Approve Expense



Comment:

Task ID: 000064253 - Created: 01-Feb-2018 03:03.41 PM - By: David Garbutt - Processed: 01-Feb-2018 03:42.50 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201806

Vendor Number: EM11455 - Cooper, Brett

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		120.50	G	5.74
5700000670000380		782.00	E	0.00
Total Without Taxes:				896.76
Tax Total:				<u>5.74</u>
Total With Taxes:				902.50


Comment:

JAN 2018 191KMS(I)/MEAL/UNIVERSITY OF ATHABASCA

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000066526 - Created: 02-Mar-2018 10:40.17 AM - By: Brett Cooper - Processed: 02-Mar-2018 11:05.06 AM - By: Brett Cooper

		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	February		
NAME:	Cooper, Brett (11455)		
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-Feb-2018	Barrhead To Dapp	63			Board meeting					
28-Feb-2018	Dapp To Pibroch	18			School visit					
28-Feb-2018	Pibroch To Westlock	14			School visit					



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	95.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	47.50	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:	47.50
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000066526 - Created: 02-Mar-2018 11:05.06 AM - By: Brett Cooper - Processed: 02-Mar-2018 03:42.21 PM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		47.50	E	0.00
Total Without Taxes:				47.50
Tax Total:				<u>0.00</u>
Total With Taxes:				47.50

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000066526 - Created: 02-Mar-2018 03:42.21 PM - By: Tiffany Nanninga - Processed: 05-Mar-2018 07:49.45 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000066526 - Created: 05-Mar-2018 07:49.45 AM - By: David Garbutt - Processed: 05-Mar-2018 12:20.32 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201807

Vendor Number: EM11455 - Cooper, Brett

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		47.50	E	0.00
Total Without Taxes:				47.50
Tax Total:				<u>0.00</u>
Total With Taxes:				47.50

Comment:

FEB 2018 95KMS(I)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 000068149 - Created: 28-Mar-2018 02:42.00 PM - By: Brett Cooper - Processed: 28-Mar-2018 02:42.27 PM - By: Brett Cooper



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH:	March
NAME:	Cooper, Brett (11455)
LOCATION:	Regional Office

DATE	TRAVEL					FUNCTION	MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
	Place of Origin		KM's	Place of Visit			KM's	Breakfast	Lunch	Supper	DESCRIPTION
14-Mar-2018	Barrhead To Westlock		43			Recognition committee meeting WES					
14-Mar-2018	Westlock To Busby		29			School Visit to Busby					
14-Mar-2018	Busby To Barrhead		52			School Visit to Dunstable					
15-Mar-2018	Barrhead to					Meet with Edmonton					

	Edmonton			staff	1	1	
15-Mar-2018	Edmonton to Calgary			Meet with Calgary/Lethbridge staff			1
16-Mar-2018				Working in Calgary ADLC location	1	1	1
21-Mar-2018	Barrhead To Edmonton	121		CASS Spring Conference - no district vehicle avail			1
22-Mar-2018				CASS conference			1
23-Mar-2018			Edmonton To Barrhead	CASS conference		1	

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	366.00	2.00	3.00	4.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	183.00	20.00	45.00	100.00

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


TOTAL EXPENSE	348.00
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and are in compliance with School District Policy and Guidelines.

CLAIM:

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000068149 - Created: 28-Mar-2018 02:42.27 PM - By: Brett Cooper - Processed: 03-Apr-2018 09:00.05 AM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		348.00		0.00
			Total Without Taxes:	348.00
			Tax Total:	<u>0.00</u>
			Total With Taxes:	348.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 000068149 - Created: 03-Apr-2018 09:00.05 AM - By: Tiffany Nanninga - Processed: 03-Apr-2018 10:04.17 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000068149 - Created: 03-Apr-2018 10:04.17 AM - By: David Garbutt - Processed: 04-Apr-2018 08:12.08 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201808

Vendor Number: EM11455 - Cooper, Brett

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		348.00		0.00
Total Without Taxes:				348.00
Tax Total:				<u>0.00</u>
Total With Taxes:				348.00


Comment:

MARCH 2018 124KMS(I) & 242KMS(E) & MEALS

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000070978 - Created: 09-May-2018 08:11.10 AM - By: Brett Cooper - Processed: 09-May-2018 08:11.10 AM - By: Brett Cooper

		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	April		
NAME:	Cooper, Brett (11455)		
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	
17-Apr-2018	Barrhead To Clyde	56	Clyde To Barrhead	56	Meet with Admin						
24-Apr-2018	Barrhead To Clyde	56	Clyde To Barrhead	56	Staffing visit						



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	224.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	112.00	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:	112.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000070978 - Created: 09-May-2018 08:11.10 AM - By: Brett Cooper - Processed: 09-May-2018 09:12.26 AM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		112.00		0.00
			Total Without Taxes:	112.00
			Tax Total:	<u>0.00</u>
			Total With Taxes:	112.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000070978 - Created: 09-May-2018 09:12.26 AM - By: Tiffany Nanninga - Processed: 09-May-2018 09:43.03 AM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000070978 - Created: 09-May-2018 09:43.03 AM - By: David Garbutt - Processed: 09-May-2018 12:36.08 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201809

Vendor Number: EM11455 - Cooper, Brett


GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		112.00		0.00
Total Without Taxes:				112.00
Tax Total:				<u>0.00</u>
Total With Taxes:				112.00

Comment:
APRIL 2018 224KMS(I)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000072781 - Created: 05-Jun-2018 09:50.37 AM - By: Brett Cooper - Processed: 03-Jul-2018 03:27.43 PM - By: Brett Cooper

		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	June		
NAME:	Cooper, Brett (11455)		
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-Jun-2018	Barrhead	86	Stony Plain	86	CASS zone 2/3						
29-Jun-2018	Barrhead To Westlock	43			RF Grad						



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	215.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	107.50	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:	107.50
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000072781 - Created: 03-Jul-2018 03:27.43 PM - By: Brett Cooper - Processed: 04-Jul-2018 08:31.13 AM - By: Tiffany Nanninga

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		107.50		0.00
			Total Without Taxes:	107.50
			Tax Total:	<u>0.00</u>
			Total With Taxes:	107.50

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000072781 - Created: 04-Jul-2018 08:31.14 AM - By: Tiffany Nanninga - Processed: 04-Jul-2018 08:39.39 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000072781 - Created: 04-Jul-2018 08:39.39 AM - By: David Garbutt - Processed: 05-Jul-2018 08:13.47 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201811

Vendor Number: EM11455 - Cooper, Brett

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		107.50		0.00
			Total Without Taxes:	107.50
			Tax Total:	<u>0.00</u>
			Total With Taxes:	107.50

Comment:

JUNE 2018 43KMS(I) & 172KMS(E)