


Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000056502 - Created: 31-Aug-2017 03:13.45 PM - By: Mark Thiesen - Processed: 27-Sep-2017 08:40.09 AM - By: Mark Thiesen

		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	September		
NAME:	Thiesen, Mark (11344)		
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-2017	Barrhead To Westlock	43	Westlock To Barrhead	43	Career Expo mtg, School visit to RF and WES						
25-Sep-2017	Barrhead To Westlock	43	One way - Used own vehicle		Career Expo, School Visit to WES						

26-Sep-2017

Barrhead To Westlock



43

One way
- Used own vehicle



Board Meeting items
- with Alex



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



SUB-TOTAL

172.00 0.00 0.00 0.00

RATES

0.50 10.00 15.00 25.00

TOTAL

86.00 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

TOTAL EXPENSE CLAIM:

86.00

Schools business and are in compliance with School District Policy and Guidelines.

GL DISTRIBUTION ENTRY WITH CODING


Task ID: 0000056502 - Created: 27-Sep-2017 08:40.09 AM - By: Mark Thiesen - Processed: 18-Oct-2017 01:09.21 PM - By: Kathleen Properzi

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

Comment

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000056502 - Created: 18-Oct-2017 01:09.21 PM - By: Kathleen Properzi - Processed: 23-Oct-2017 09:26.26 AM - By: Deborah Westman


GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5010030340000460		86.00	G	4.10
			Total Without Taxes:	81.90
			Tax Total:	<u>4.10</u>
			Total With Taxes:	86.00

Comment

2017-09 Mileage

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000056502 - Created: 23-Oct-2017 09:26.27 AM - By: Deborah Westman - Processed: 18-Dec-2017 11:44.44 AM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		86.00	G	4.10
			Total Without Taxes:	81.90
			Tax Total:	<u>4.10</u>
			Total With Taxes:	86.00

Comment

SEP 17 172 KMS (I)

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000056502 - Created: 18-Dec-2017 11:44.45 AM - By: Deborah Westman - Processed: 18-Dec-2017 12:06.42 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000056502 - Created: 18-Dec-2017 12:06.42 PM - By: David Garbutt - Processed: 18-Dec-2017 02:15.41 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201804

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		86.00	G	4.10
Total Without Taxes:				81.90
Tax Total:				<u>4.10</u>
Total With Taxes:				86.00

Comment:

SEP 2017 172KMS(I)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000059598 - Created: 31-Oct-2017 09:40.59 AM - By: Mark Thiesen - Processed: 31-Oct-2017 09:40.59 AM - By: Mark Thiesen



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH:	October
NAME:	Thiesen, Mark (11344)
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	Amount	

18-Oct-2017	Barrhead To Edmonton	121	Edmonton To Barrhead	121	AAC Leadership event plus AGM					



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	242.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	121.00	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:	121.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000059598 - Created: 31-Oct-2017 09:40.59 AM - By: Mark Thiesen - Processed: 31-Oct-2017 04:23.23 PM - By: Deborah Westman


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

2017-10 Mark's Expenses

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000059598 - Created: 31-Oct-2017 04:23.23 PM - By: Deborah Westman - Processed: 06-Nov-2017 09:43.47 AM - By: Kathleen Properzi


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

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000059598 - Created: 06-Nov-2017 09:43.48 AM - By: Kathleen Properzi - Processed: 09-Nov-2017 08:10.21 AM - By: David Garbutt

Action Taken: Approve Expense

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:

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000059598 - Created: 09-Nov-2017 08:10.21 AM - By: David Garbutt - Processed: 09-Nov-2017 08:10.38 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000059598 - Created: 09-Nov-2017 08:10.38 AM - By: David Garbutt - Processed: 09-Nov-2017 08:51.46 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201803

Vendor Number: EM11344 - Thiesen, Mark

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:

OCT 2017 242KMS(E)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 000060808 - Created: 17-Nov-2017 02:30.37 PM - By: Mark Thiesen - Processed: 30-Nov-2017 04:46.30 PM - By: Mark Thiesen

	 Pembina Hills PUBLIC SCHOOLS	<h2>PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	November		
NAME:	Thiesen, Mark (11344)		
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-2017								1	Meal enroute to CASS Conference - Calgary (Oct 31)	
03-Nov-2017								1	Meal enroute - returning from Calgary (Nov 3)	
22-Nov-2017	Barrhead To Busby	52	Busby	52	Meet AI Ed Rep to view Nutrition					

To
Barrhead program



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	104.00	0.00	1.00	1.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	52.00	0.00	15.00	25.00

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:	92.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000060808 - Created: 30-Nov-2017 04:46.30 PM - By: Mark Thiesen - Processed: 07-Dec-2017 04:29.49 PM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		92.00	G	4.38
Total Without Taxes:				87.62
Tax Total:				<u>4.38</u>
Total With Taxes:				92.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000060808 - Created: 07-Dec-2017 04:29.50 PM - By: Deborah Westman - Processed: 07-Dec-2017 04:31.23 PM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000060808 - Created: 07-Dec-2017 04:31.23 PM - By: David Garbutt - Processed: 08-Dec-2017 07:46.22 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201804

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		92.00	G	4.38
Total Without Taxes:				87.62
Tax Total:				<u>4.38</u>
Total With Taxes:				92.00


Comment:

NOV 2017 104KMS(I) & MEALS

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 000062608 - Created: 14-Dec-2017 04:55.27 PM - By: Mark Thiesen - Processed: 14-Dec-2017 04:55.27 PM - By: Mark Thiesen

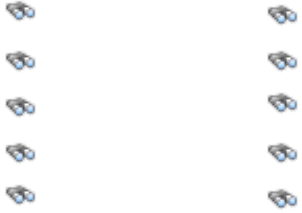
		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	December		
NAME:	Thiesen, Mark (11344)		
LOCATION:	Regional Office		

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-Dec-2017	Barrhead To Dapp	63	Dapp To Barrhead	63	Concert and mtg with Principal and teacher re CTF					



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	126.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	63.00	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:	63.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000062608 - Created: 14-Dec-2017 04:55.27 PM - By: Mark Thiesen - Processed: 18-Dec-2017 11:36.13 AM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5010030340000460		63.00	G	3.00
Total Without Taxes:				60.00
Tax Total:				<u>3.00</u>
Total With Taxes:				63.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000062608 - Created: 18-Dec-2017 11:36.13 AM - By: Deborah Westman - Processed: 18-Dec-2017 12:06.33 PM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000062608 - Created: 18-Dec-2017 12:06.33 PM - By: David Garbutt - Processed: 19-Dec-2017 07:36.08 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201804

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		63.00	G	3.00
Total Without Taxes:				60.00
Tax Total:				<u>3.00</u>
Total With Taxes:				63.00


Comment:

DEC 2017 126KMS(I)

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000066507 - Created: 02-Mar-2018 08:20.53 AM - By: Mark Thiesen - Processed: 02-Mar-2018 08:20.53 AM - By: Mark Thiesen

		<p>PEMBINA HILLS PUBLIC SCHOOLS</p> <p>EXPENSE CLAIM FORM</p>	
MONTH:	February		
NAME:	Thiesen, Mark (11344)		
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

27-Feb-2018





DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)			
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27-Feb-2018	Barrhead To Edmonton Airport	145		to AE Assurance Consultation mtg - Grand Prairie	1
28-Feb-2018	Edmonton Airport To Barrhead	145		mtg was all day 28th, returned in evening	1



SUB-TOTAL	290.00	1.00	0.00	2.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	72.50	10.00	0.00	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:	132.50
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000066507 - Created: 02-Mar-2018 08:20.53 AM - By: Mark Thiesen - Processed: 20-Mar-2018 09:53.04 AM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		132.50	G	6.31
Total Without Taxes:				126.19
Tax Total:				<u>6.31</u>
Total With Taxes:				132.50

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000066507 - Created: 20-Mar-2018 09:53.05 AM - By: Deborah Westman - Processed: 20-Mar-2018 11:27.58 AM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000066507 - Created: 20-Mar-2018 11:27.58 AM - By: David Garbutt - Processed: 20-Mar-2018 12:41.32 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201807

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		132.50	G	6.31
Total Without Taxes:				126.19
Tax Total:				<u>6.31</u>
Total With Taxes:				132.50


Comment:

FEB 2018 290KMS(E) AND MEALS

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 000068036 - Created: 26-Mar-2018 08:25.10 AM - By: Mark Thiesen - Processed: 05-Apr-2018 08:33.26 AM - By: Mark Thiesen

		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	March		
NAME:	Thiesen, Mark (11344)		
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
21-Mar-2018					At CASS/Alberta Ed Conference			1		
22-Mar-2018					At CASS/Alberta Ed Conference			1		
23-Mar-2018					Returning from CASS/Alberta Ed Conference		1			



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	0.00	0.00	1.00	2.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	0.00	0.00	15.00	50.00

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:**

65.00

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 000068036 - Created: 05-Apr-2018 08:33.26 AM - By: Mark Thiesen - Processed: 05-Apr-2018 08:59.48 AM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		65.00	G	3.10
			Total Without Taxes:	61.90
			Tax Total:	<u>3.10</u>
			Total With Taxes:	65.00

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 000068036 - Created: 05-Apr-2018 08:59.48 AM - By: Deborah Westman - Processed: 05-Apr-2018 10:06.15 AM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000068036 - Created: 05-Apr-2018 10:06.15 AM - By: David Garbutt - Processed: 05-Apr-2018 11:21.53 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201808

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		65.00	G	3.10
Total Without Taxes:				61.90
Tax Total:				<u>3.10</u>
Total With Taxes:				65.00


Comment:

MARCH 2018 MEALS

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 000070276 - Created: 30-Apr-2018 02:26.32 PM - By: Mark Thiesen - Processed: 30-Apr-2018 02:26.32 PM - By: Mark Thiesen

	 Pembina Hills PUBLIC SCHOOLS	<h2>PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	April		
NAME:	Thiesen, Mark (11344)		
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

27-Apr-2018



see below



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)			
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27-Apr-2018	Barrhead To Westlock	43	43	Westlock To Barrhead	Meeting with Nutrition Team from Al Ed
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SUB-TOTAL	86.00	0.00	0.00	0.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	21.50	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:	21.50
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000070276 - Created: 30-Apr-2018 02:26.32 PM - By: Mark Thiesen - Processed: 01-May-2018 01:09.17 PM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		21.50	G	1.02
Total Without Taxes:				20.48
Tax Total:				<u>1.02</u>
Total With Taxes:				21.50

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000070276 - Created: 01-May-2018 01:09.18 PM - By: Deborah Westman - Processed: 01-May-2018 01:09.42 PM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000070276 - Created: 01-May-2018 01:09.43 PM - By: David Garbutt - Processed: 01-May-2018 02:55.50 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201809

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		21.50	G	1.02
Total Without Taxes:				20.48
Tax Total:				<u>1.02</u>
Total With Taxes:				21.50


Comment:

APRIL 2018 86KMS(I)






Number of Uploaded Documents:  (1)

EXPENSE CLAIM FORM

Task ID: 0000071353 - Created: 14-May-2018 10:13.37 AM - By: Mark Thiesen - Processed: 30-May-2018 08:13.41 AM - By: Mark Thiesen

		<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS EXPENSE CLAIM FORM</h2>	
MONTH:	May		
NAME:	Thiesen, Mark (11344)		
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	

30-May-2018									Flight Edmonton to Ottawa (July 4-7)	579.6
										
										
										



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

579.60

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:	579.60
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Re flight to Ottawa for CASSA. I will be in Kelowna the day prior. I will fly from Kelowna. I pulled quote from Westjet at the same time as flights were booked. Selected most reasonable and least expensive fare of Edm - Ott. This process and quote was discussed with Sec Treasurer.

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000071353 - Created: 30-May-2018 08:13.42 AM - By: Mark Thiesen - Processed: 07-Jun-2018 10:35.02 AM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		579.60	G	27.60
Total Without Taxes:				552.00
Tax Total:				<u>27.60</u>
Total With Taxes:				579.60

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000071353 - Created: 07-Jun-2018 10:35.02 AM - By: Deborah Westman - Processed: 07-Jun-2018 10:56.30 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


Re flight to Ottawa for CASSA. I will be in Kelowna the day prior. I will fly from Kelowna. I pulled quote from Westjet at the same time as flights were booked. Selected most reasonable and least expensive fare of Edm - Ott. This process and quote was discussed with Sec Treasurer.

Task ID: 0000071353 - Created: 07-Jun-2018 10:56.30 AM - By: David Garbutt - Processed: 12-Jun-2018 02:43.22 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 201810

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		579.60	G	27.60
Total Without Taxes:				552.00
Tax Total:				<u>27.60</u>
Total With Taxes:				579.60

Comment:
MAY 2018 FLIGHT

Number of Uploaded Documents: (0)

EXPENSE CLAIM FORM

Task ID: 0000072549 - Created: 01-Jun-2018 10:48.14 AM - By: Mark Thiesen - Processed: 09-Jul-2018 09:28.35 AM - By: Mark Thiesen



PEMBINA HILLS PUBLIC SCHOOLS
EXPENSE CLAIM FORM

MONTH:	June
NAME:	Thiesen, Mark (11344)
LOCATION:	Regional Office

DATE	TRAVEL			MEALS (Please select all that apply)			MISC EXPENSES	EXPENSE AMOUNT
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	Place of Origin	KM's	Place of Visit	KM's	FUNCTION	Breakfast	Lunch	Supper	DESCRIPTION	Amount
01-Jun-2018	Barrhead To Fort Assiniboine	41	Fort Assiniboine To Barrhead	41	No vehicle available, Brett needed to go to FA					



DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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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
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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:	41.00
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000072549 - Created: 09-Jul-2018 09:28.35 AM - By: Mark Thiesen - Processed: 09-Jul-2018 09:50.20 AM - By: Deborah Westman

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

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000072549 - Created: 09-Jul-2018 09:50.21 AM - By: Deborah Westman - Processed: 09-Jul-2018 10:24.14 AM - By: David Garbutt

Action Taken: Approve Expense

Comment:


GL DISTRIBUTION FINAL APPROVAL (AP)

Task ID: 0000072549 - Created: 09-Jul-2018 10:24.14 AM - By: David Garbutt - Processed: 10-Jul-2018 07:16.24 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201811

Vendor Number: EM11344 - Thiesen, Mark

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:

JUN 2018 82KMS(I)

























Number of Uploaded Documents: (1)

EXPENSE CLAIM FORM




Task ID: 0000074932 - Created: 09-Jul-2018 09:20.56 AM - By: Mark Thiesen - Processed: 10-Jul-2018 03:44.05 PM - By: Mark Thiesen

	 Pembina Hills PUBLIC SCHOOLS	<h2 style="margin: 0;">PEMBINA HILLS PUBLIC SCHOOLS</h2> <h2 style="margin: 0;">EXPENSE CLAIM FORM</h2>	
MONTH:	July		
NAME:	Thiesen, Mark (11344)		
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
04-Jul-2018					Travel day - enroute to CASSA in Ottawa	1		1	Taxi from Airport to Hotel	49.15
05-Jul-2018					At CASSA in Ottawa			1		
06-Jul-2018					At CASSA in Ottawa			1		
07-Jul-2018					Return Travel from Ottawa	1	1	1	UBER from hotel to	25.73

07-Jul-2018			Related to CASSA Conference:	Airport Hotel for three nights as per approved F4-18	736.86
07-Jul-2018			Related to CASSA Conference:	Airport Parking for duration of trip	48.00
					
					
					
					
					
					
					
					
					
					

DATE	TRAVEL USING PERSONAL VEHICLE WHEN DIVISION VEHICLE AVAILABLE (P30 - 08)
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SUB-TOTAL	0.00	1.00	2.00	4.00
RATES	0.50	10.00	15.00	25.00
TOTAL \$	0.00	10.00	30.00	100.00

859.74


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:	999.74
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GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000074932 - Created: 10-Jul-2018 03:44.05 PM - By: Mark Thiesen - Processed: 10-Jul-2018 06:15.22 PM - By: Deborah Westman

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		999.74	G	47.61
			Total Without Taxes:	952.13
			Tax Total:	<u>47.61</u>
			Total With Taxes:	999.74

Comment

EXPENSE CLAIM APPROVAL NO GL

Task ID: 0000074932 - Created: 10-Jul-2018 06:15.22 PM - By: Deborah Westman - Processed: 10-Jul-2018 06:56.38 PM - By: David Garbutt

Action Taken: Approve Expense


Comment:

Task ID: 0000074932 - Created: 10-Jul-2018 06:56.38 PM - By: David Garbutt - Processed: 11-Jul-2018 07:34.28 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 201811

Vendor Number: EM11344 - Thiesen, Mark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000670000460		999.74	G	40.61
Total Without Taxes:				959.13
Tax Total:				<u>40.61</u>
Total With Taxes:				999.74

Comment:

JULY 2018 HOTEL & TAXI'S FOR CASSA IN OTTAWA