

Filling out Special Events Forms – Billing per Trip

Special Events No. 3251
 Please use one voucher for each school event. Qualifies for Provincials (Excellence) Yes

School: Northwest School Event: Volleyball Tournament
 Departure Date & Time: Oct 21, 2010 @ 11am Destination: Saskatoon, SK
 Return Date & Time: Oct 24, 2010 @ 7pm Total Kiloimetres while transporting students: 600km

Transportation including cars, vans, contracted bus, excluding division operated school buses. Not to exceed Board approved rates. 1-2-12-170-361- BBB-230
 1-2-12-170-361- -231

Name: Ford Rental
 Address: _____ km x rate _____ = _____

Name: George Tober
 Address: Box 123, ML, SK, S9X 1Y1 600 km x 0.XX = \$XXX.00

Name: _____ km x rate _____ = _____
 Address: _____

Name: _____ km x rate _____ = _____
 Address: _____

Name: _____ km x rate _____ = _____
 Address: _____

Approved Expenses other than Transportation: 1-2-12-170-361- BBB-230
 Crests, ribbons, ref fees, coaches' expenses, etc. 1-2-12-170-361- -231
 Note: Expenses (except meals) must have invoices/receipts attached.

Name: George Tober Meals: Breakfast X2 Lunch X2 Supper _____ or daily rate: _____
 Name: _____ Lodging: _____ Total: \$XX.00
 Address: Box 123, ML, SK., S9X 1Y1 Other: _____

Name: _____ Meals: _____ or daily rate: _____
 Address: _____ Lodging: _____ Total: _____
 Other: _____

I hereby certify that the above costs are correct:
 Date: October 25, 2010 Principal's Signature: Jake Corbett
 Excellence Fund only Date: _____ Director's Signature: _____

Correct

Special Events No. 3251
 Please use one voucher for each school event. Qualifies for Provincials (Excellence) Yes

School: Northwest School Event: Volleyball
 Departure Date & Time: _____ Destination: _____
 Return Date & Time: _____ Total Kiloimetres while transporting students: _____

Transportation including cars, vans, contracted bus, excluding division operated school buses. Not to exceed Board approved rates. 1-2-12-170-361- -230
 1-2-12-170-361- -231

Name: _____ km x rate _____ = _____
 Address: _____

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Approved Expenses other than Transportation: 1-2-12-170-361- -230
 Crests, ribbons, ref fees, coaches' expenses, etc. 1-2-12-170-361- -231
 Note: Expenses (except meals) must have invoices/receipts attached.

Name: George Tober Meals: _____ or daily rate: _____
 Name: _____ Lodging: _____ Total: \$XX.00
 Address: Box 123, ML, SK., S9X 1Y1 Other: _____

Name: _____ Meals: _____ or daily rate: _____
 Address: _____ Lodging: _____ Total: _____
 Other: _____

I hereby certify that the above costs are correct:
 Date: October 25, 2010 Principal's Signature: Jake Corbett
 Excellence Fund only Date: _____ Director's Signature: _____

Information Missing

Incorrect

***If you are the approver and the special events form is payable to yourself a second signature is required by the principal or vice-principal. (Example you can not approve charges for yourself.)**