

EXAMPLE OF REGULAR GAS EXPENSE CLAIM

Employee

Employee Number [redacted] Name [redacted] Union CP - RTE Province Saskatchewan ← enter Country CA Currency CAD

Trip Dates and Cost Allocation

* Date From 12/16/2015 □ * Date To 12/20/2015 □ Cost Center 2018 ← enter Order Network Activity

Approver

Approver Auto □ Populates per HR Comments Gas Mileage Claims Dec16 to Dec 20 - Regina SB

Simulate Park Attachments Submit for approval Submit and Copy Delete Trip Back

Item Data

View: Other Canada Export Insert Row Delete Row Copy Row

Expense Date	Region	Misc. Expense 1	Misc. Amount 1	Misc. Reason 1	Misc. Expense 2	Misc. Amount 2	Misc. Reason 2	Start Location 1	End Location 1	Total Mileage 1	Mileage Comments 1	Mileage Type 1	Work Cycle/Rule 1	Currency	Exch. Rate	Cost Center
12/16/2015	SASK		0.00			0.00		Moose Jaw	Regina	142	RT for KO4	A		CAD		2018
12/18/2015	SASK		0.00			0.00		Moose Jaw	Regina	66	Spareboard Regina Turn	A		CAD		2018
12/20/2015	SASK		0.00			0.00		Moose Jaw	Regina	66	Spareboard Regina Turn	A		CAD		2018

1. Change or Select YELLOW highlighted items.
2. Enter the Date of mileage trip - Note Sask should already be showing
3. Type in "Start Location" and Type in "End Location"
4. Put in the appropriate mileage amount ** System already knows it's 37 cents per KM
RT means Round Trip so you don't need to enter 2 lines for one day
5. Select A PAR (Personal Auto) type from "Mileage Type 1"

** COPY ROW if doing multiple days; just change "Expense Date" from the drop down selection **

6. PARK – to save and make sure no errors

7. Click on "Submit for Approval"

CLAIM IS SUBMITTED FOR APPROVAL TO MANAGER