

APRIL 2024 EXPENSES
SUPERINTENDENT OF SCHL

Amount

EXPENDITURES

210 Certified Salaries Regular	15,375.00
310 Certified Benefits	3,136.07
460 Travel/Subsistence	33.86
461 Mileage Exp	80.60
550 Dues & Fees	0.00

Total For EXPENDITURES	18,625.53

EXPENSE CLAIM - 2018

Task ID: 0000064358 - Created: 30-Apr-2024 02:53.23 PM - By: D. Scot Leys - Processed: 30-Apr-2024 02:53.23 PM - By: D. Scot Leys

Clearview Public Schools EXPENSE CLAIM FORM

Name: Leys, D. Scot
(11487)

Location: Central Office

Month: April

NOTE: Please enter information in the order it is scanned.

1. Other Expenses (Please Attach Receipts):

Date (YYYYMMDD)	Vendor	Particulars	Books	Enter GST on Invoice	Total Invoice Amount	Coding or Dept
1			<input type="checkbox"/>			
2			<input type="checkbox"/>			
3			<input type="checkbox"/>			
4			<input type="checkbox"/>			
5			<input type="checkbox"/>			
6			<input type="checkbox"/>			
7			<input type="checkbox"/>			
8			<input type="checkbox"/>			
9			<input type="checkbox"/>			
10			<input type="checkbox"/>			
Subtotals				0.00	0.00	

REGULAR BUSINESS EXPENSES

NOTE: Please enter information in the order it is scanned.

2. Mileage and Meal Information:

Date (YYYYMMDD)	Purpose	From/To Destination	Km's Round Trip	One Way Only	Total KMs	Total Mileage Expense	Breakfast \$11	Lunch \$16	Dinner \$24	Coding or Dept	
1	23-Apr-2024	Principal Evaluation mtg	Stettler to Castor	119	<input type="checkbox"/>	119.00 0.70	83.30	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
2					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
3					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
4					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
5					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
6					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
7					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
8					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
9					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
10					<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	
Subtotals						119.00	83.30	0.00	0.00	0.00	


For Office Use Only:			
Total Mileage	3.97	Total Mileage	83.30
GST Auto Calculation			
Total Subsistence	0.00	Total Subsistence	0.00
GST Auto Calculation			
Total Other Expense GST Entered	0.00	Total Other Expenses	0.00
Grand Total GST	3.97	Total Claim	83.30

Additional Comments:

I certify that the above expenses were paid by me in the course of my work for Clearview School Division No. 71. Note: Lodging expenses at cost of government or corporate rate for hotels. No charge accommodation (staying with a friend or relative) at \$40/night. Administrative Procedure 418 will reimburse all employee travel costs incurred while on authorized Board business, in accordance with the regulations. Click here to view Administrative Procedure 418.

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000064358 - Created: 30-Apr-2024 02:53.23 PM - By: D. Scot Leys - Processed: 01-May-2024 08:41.51 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720199		83.30	1	3.97
Total Without Taxes:				79.33
Tax Total:				<u>3.97</u>
Total With Taxes:				83.30


Comment:

MILEAGE

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000064358 - Created: 01-May-2024 08:41.51 AM - By: Malena Kieser - Processed: 01-May-2024 09:47.47 AM - By: Mauricio Reyes

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720199		83.30	1	3.97
Total Without Taxes:				79.33
Tax Total:				<u>3.97</u>
Total With Taxes:				83.30

Comment:

MILEAGE

FINAL APPROVAL SECTION


Task ID: 0000064358 - Created: 01-May-2024 09:47.47 AM - By: Mauricio Reyes - Processed: 01-May-2024 09:49.55 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202408

Vendor Number: EM11487 - Leys, D. Scot

Invoice Number: EEW-APR/24

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720199		83.30	1	3.97
Total Without Taxes:				79.33
Tax Total:				<u>3.97</u>
Total With Taxes:				83.30

Comment:
MILEAGE

RECEIPT
Impark Lot 02-383

License Plate Number

CJN7730

Expiration Date/Time

06:00 PM
MAR 18, 2024

Purchase Date/Time: 08:08am Mar 18, 2024

Total Parking: \$33.33

Total GST: \$1.67

Total Due: \$35.00

Rate: \$35 - All Day To 6PM

Total Paid: \$35.00

Pmt Type: CC (Swipe)

Ticket #: 07596810

S/N #: 520116241012

Setting: Lot 383

Mach Name: Meter 1

*****2339, Visa

Auth #: 086497

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

KING RECEIPT
RECU DE STATIONNEMENT
PARKING RECEIPT
RECU DE STATIONNEMENT
PARKI