

**FEBRUARY 2024 EXPENSES**  
**SUPERINTENDENT OF SCHL**

Amount

EXPENDITURES

210 Certified Salaries Regular	15,375.00
310 Certified Benefits	3,136.07
460 Travel/Subsistence	416.56
461 Mileage Exp	222.84
550 Dues & Fees	450.00
	-----
Total For EXPENDITURES	19,600.47



Scot Leys <sleys@clearview.ab.ca>

# [External] Receipt - Do Not Reply

1 message

**CENTRAL ALBERTA REGIONAL** <receipt@moneris.com>

Tue, Jan 16, 2024 at 10:45 AM

To: sleys@clearview.ab.ca

Raptor Remark: Please be careful! This email is from an EXTERNAL sender. Be aware of impersonation and credential theft.

**CENTRAL ALBERTA REGIONAL**  
4900 - 54 St. Unit C, Red Deer, AB, T4J 1N8



## Transaction Approved

Receipt

2024-01-16 10:45:24

### Order ID



CARC-112052

### Payment



Amount: \$450.00

Cardholder Name: Scot Leys

\*\*\*\* \* 2339



Transaction Type: Purchase

Authorization Code: 016015

Reference #: 665179620018110040

Response Code: 027

### Cart

Item	Description	Quantity	Price
24-LE-228-CARC	CARC Registration	1	450.00
Subtotal:			450.00
Total:			\$450.00

Raptor Review: Is this Spam? Let PCCC know in just one click! [Open a Raptor Review ticket.](#)

EXPENSE CLAIM - 2018

Task ID: 0000062010 - Created: 22-Feb-2024 10:58.37 AM - By: D. Scot Leys - Processed: 22-Feb-2024 11:00.51 AM - By: D. Scot Leys

# Clearview Public Schools EXPENSE CLAIM FORM

Name: Leys, D. Scot  
(11487)

Location: Central Office

Month: February

**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	15-Feb-2024	Hilton Hotel	Alberta Ed Visit/Teacher's Convention invite	<input type="checkbox"/>	19.85	362.86	1-460- 07-201- 99
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"/>			
<b>Subtotals</b>					<b>19.85</b>	<b>362.86</b>	

## 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	06-Feb-2024	School Visit	Stettler to Byemoor (via Hwy 56)	143	<input type="checkbox"/>	143.00	0.70 100.10	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461- 07-201- 99
2	14-Feb-2024	Alberta Ed Meeting	Stettler to Edmonton (Downtown)	372	<input checked="" type="checkbox"/>	186.00	0.70 130.20	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461- 07-201- 99
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**      329.00      230.30      0.00      0.00      0.00

For Office Use Only:					
Total Mileage GST Auto Calculation	10.97			<b>Total Mileage</b>	230.30
Total Subsistence GST Auto Calculation	0.00			<b>Total Subsistence</b>	0.00
Total Other Expense GST Entered	19.85			<b>Total Other Expenses</b>	362.86
Grand Total GST	30.82			<b>Total Claim</b>	593.16

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: 0000062010 - Created: 22-Feb-2024 11:00.52 AM - By: D. Scot Leys - Processed: 22-Feb-2024 11:11.10 AM - By: Malena Kieser

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

Comment:

EXPENSE CLAIM - 2018

Task ID: 0000062010 - Created: 22-Feb-2024 11:11.10 AM - By: Malena Kieser - Processed: 22-Feb-2024 11:17.29 AM - By: Malena Kieser

## Clearview Public Schools EXPENSE CLAIM FORM

**Name:** Leys, D. Scot (11487)      **Location:** Central Office      **Month:** February

**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
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1	16-Feb-2024	DOUBLETREE - HOTEL	Alberta Ed Visit/Teacher's Convention invite	<input type="checkbox"/>	16.65	362.86	1-460-07-201-99
2	16-Feb-2024	DOUBLETREE - PARKING	Alberta Ed Visit/Teacher's Convention invite	<input type="checkbox"/>	3.20	67.20	1-460-07-201-99
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"/>			
<b>Subtotals</b>					<b>19.85</b>	<b>430.06</b>	

### 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	06-Feb-2024	School Visit	Stettler to Byemoor (via Hwy 56)	143	<input type="checkbox"/>	143.00	0.70	100.10	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
2	14-Feb-2024	Alberta Ed Meeting	Stettler to Edmonton (Downtown)	372	<input checked="" type="checkbox"/>	186.00	0.70	130.20	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
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		
<b>Subtotals</b>						<b>329.00</b>	<b>230.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

For Office Use Only:

Total Mileage GST Auto Calculation	<b>10.97</b>	<b>Total Mileage</b>	<b>230.30</b>
Total Subsistence GST Auto Calculation	<b>0.00</b>	<b>Total Subsistence</b>	<b>0.00</b>
Total Other Expense GST Entered	<b>19.85</b>	<b>Total Other Expenses</b>	<b>430.06</b>
Grand Total GST	<b>30.82</b>	<b>Total Claim</b>	<b>660.36</b>

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: 0000062010 - Created: 22-Feb-2024 11:17.30 AM - By: Malena Kieser - Processed: 23-Feb-2024 08:37.26 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14600720199		430.06	1	19.85
14610720199		230.30	1	10.97
<b>Total Without Taxes:</b>				<b>629.54</b>
<b>Tax Total:</b>				<b><u>30.82</u></b>
<b>Total With Taxes:</b>				<b>660.36</b>

Comment:

MILEAGE & EXPENSE REIMBURSEMENT

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000062010 - Created: 23-Feb-2024 08:37.27 AM - By: Malena Kieser - Processed: 23-Feb-2024 09:20.37 AM - By: Mauricio Reyes

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14600720199		430.06	1	19.85
14610720199		230.30	1	10.97
<b>Total Without Taxes:</b>				<b>629.54</b>
<b>Tax Total:</b>				<b><u>30.82</u></b>
<b>Total With Taxes:</b>				<b>660.36</b>

Comment:

MILEAGE & EXPENSE REIMBURSEMENT

FINAL APPROVAL SECTION



Task ID: 0000062010 - Created: 23-Feb-2024 09:20.37 AM - By: Mauricio Reyes - Processed: 23-Feb-2024 09:43.56 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202406

Vendor Number: EM11487 - Leys, D. Scot

Invoice Number: EEW-FEB/24

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14600720199		430.06	1	19.85
14610720199		230.30	1	10.97
<b>Total Without Taxes:</b>				<b>629.54</b>
<b>Tax Total:</b>				<b><u>30.82</u></b>
<b>Total With Taxes:</b>				<b>660.36</b>

Comment:

**MILEAGE & EXPENSE REIMBURSEMENT**





DOUBLETREE BY HILTON EDMONTON DOWNTOWN  
 9576 JASPER AVE  
 EDMONTON, AB T5H3V3  
 Canada  
 TELEPHONE 1-587-525-1234 • FAX  
 Reservations  
 www.hilton.com or 1 800 HILTONS

Leys, Scot  
 4011 ST CLOSE  
 STETTLER AB T0C 2L1  
 CANADA

Room No: 1121/NKR  
 Arrival Date: 2/14/2024 7:18:00 PM  
 Departure Date: 2/16/2024 11:07:00 AM  
 Adult/Child: 2/0  
 Cashier ID: EGUEST  
 Room Rate: 174.10  
 AL:  
 HH # 193522545 DIAMOND  
 VAT # 100415605RT0001  
 Folio No/Che 107088 A

Confirmation Number: 54260249

DOUBLETREE BY HILTON EDMONTON DOWNTOWN 2/16/2024 11:06:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
11/24/2023	401823	Advance Deposit MC *5588	(\$362.86)
2/14/2024	418493	PARKING-BMC4007	\$32.00
2/14/2024	418493	GST	\$1.60
2/14/2024	418494	GUEST ROOM	\$174.10
2/14/2024	418494	TRSM LEVY	\$7.17
2/14/2024	418494	DMF	\$5.22
2/14/2024	418494	RM GST	\$8.97
2/15/2024	418839	*GALLERY RESTAURANT	\$5.00
2/15/2024	419022	PARKING-BMC4007	\$32.00
2/15/2024	419022	GST	\$1.60
2/15/2024	419023	GUEST ROOM	\$149.11
2/15/2024	419023	TRSM LEVY	\$6.14
2/15/2024	419023	DMF	\$4.47
2/15/2024	419023	RM GST	\$7.68
2/16/2024	419381	*GALLERY RESTAURANT	\$51.20
2/16/2024	419384	*GALLERY RESTAURANT	(\$51.20)
2/16/2024	419491	MC *5588	(\$72.20)
**BALANCE**			\$0.00

	Revenue	Tax
Total Invoice Amount	\$392.21	\$42.85

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CREDIT CARD DETAIL

APPR CODE	04593J	MERCHANT ID	000100682400
CARD NUMBER	MC *5588	EXP DATE	10/24
TRANSACTION ID	401823	TRANS TYPE	Sale