

SEPTEMBER 2023 EXPENSES
SUPERINTENDENT OF SCHL

Amount

EXPENDITURES

210 Certified Salaries Regular	15,375.00
310 Certified Benefits	1,637.57
460 Travel/Subsistence	0.00
461 Mileage Exp	96.72
550 Dues & Fees	1,473.20

Total For EXPENDITURES	18,582.49



CASS

College of Alberta School Superintendents

INVOICE

Invoice No.: 167298
 Date: 09/15/2023
 Ship Date:
 Page: 1
 Re: Order No. 2023-2024

1300, 10665 Jasper Avenue NW
 Edmonton, Alberta T5J 3S9
 Canada

Sold to:

Clearview School Division
 2nd Floor, 5031-50 Street
 Stettler, AB T0C 2L0

Ship to:

Clearview School Division
 2nd Floor, 5031-50 Street
 Stettler, AB T0C 2L0

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Memberships 2023-2024			
			Regular Members:			
			Candace Hodder	G		1,450.00
			Scot Leys	G		1,450.00
			Mark Siemens	G		1,450.00
			Daram Van Oers	G		1,450.00
			Please Remit To:			
			College of Alberta School Superintendents			
			1300, 10665 Jasper Avenue			
			Edmonton, AB T5J 3S9			
			G - GST 5.00%			
			GST			290.00
College of Alberta School Superintendents GST: #10696 7052 RT						

Shipped By:	Tracking Number:	Total Amount	6,090.00
Comment:		Amount Paid	0.00
Sold By:		Amount Owing	6,090.00

EXPENSE CLAIM - 2018

Task ID: 0000056311 - Created: 14-Sep-2023 04:34.37 PM - By: D. Scot Leys - Processed: 03-Oct-2023 11:28.29 AM - By: D. Scot Leys

Clearview Public Schools EXPENSE CLAIM FORM

Name: Leys, D. Scot
(11487)

Location: Central Office

Month: September

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	06-Sep-2023	Amazon	Books for Superintendent Messages	<input checked="" type="checkbox"/>	3.63	76.28	1-610-07-000-99
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"/>			
Subtotals					3.63	76.28	

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	13-Sep-2023	School visit	Stettler to Botha	28	<input type="checkbox"/>	28.00	0.68 19.04	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
2	13-Sep-2023	School visit	Stettler to Donalda	75	<input type="checkbox"/>	75.00	0.68 51.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
3	26-Sep-2023	Colony visit	Stettler to Whitesand Colony	18	<input type="checkbox"/>	18.00	0.68 12.24	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
4	26-Sep-2023	Colony visit	Stettler to Erskine Colony	26	<input type="checkbox"/>	26.00	0.68 17.68	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	1-461-07-201-99
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		147.00	99.96	0.00	0.00	0.00	0.00	0.00	0.00

For Office Use Only:			
Total Mileage GST Auto Calculation	4.76	Total Mileage	99.96
Total Subsistence GST Auto Calculation	0.00	Total Subsistence	0.00
Total Other Expense GST Entered	3.63	Total Other Expenses	76.28
Grand Total GST	8.39	Total Claim	176.24

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: 0000056311 - Created: 03-Oct-2023 11:28.29 AM - By: D. Scot Leys - Processed: 04-Oct-2023 09:08.35 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
16100700099	<input checked="" type="checkbox"/>	76.28	2	3.63
14610720199	<input checked="" type="checkbox"/>	99.96	1	4.76
			Total Without Taxes:	167.85
			Tax Total:	<u>8.39</u>
			Total With Taxes:	176.24

Comment:

MILEAGE & EXPENSE REIMBURSEMENT

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000056311 - Created: 04-Oct-2023 09:08.35 AM - By: Malena Kieser - Processed: 04-Oct-2023 01:42.17 PM - By: Mauricio Reyes

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
16100700099		76.28	2	3.63
14610720199		99.96	1	4.76
Total Without Taxes:				167.85
Tax Total:				<u>8.39</u>
Total With Taxes:				176.24

Comment:

MILEAGE & EXPENSE REIMBURSEMENT

▼ FINAL APPROVAL SECTION

Task ID: 0000056311 - Created: 04-Oct-2023 01:42.17 PM - By: Mauricio Reyes - Processed: 04-Oct-2023 01:44.16 PM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202401

Vendor Number: EM11487 - Leys, D. Scot

Invoice Number: EEW-SEP/23

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
16100700099		76.28	2	3.63
14610720199		99.96	1	4.76
Total Without Taxes:				167.85
Tax Total:				<u>8.39</u>
Total With Taxes:				176.24

Comment:

MILEAGE & EXPENSE REIMBURSEMENT