

JANUARY 2024 EXPENSES
SECRETARY TREASURER

Amount

EXPENDITURES

250 Uncertified Sal Regular	13,166.67
312 Uncertified Benefits	4,129.07
460 Travel/Subsistence	298.80
461 Mileage Exp	165.81
550 Dues & Fees	0.00

Total For EXPENDITURES	17,760.35



Holiday Inn
& Suites

12-05-23

Mauricio Reyes 49 Erica Dr Lacombe AB T4L 0H4 Canada	Folio No. :	Room No. : 321
	A/R Number :	Arrival : 12-03-23
	Invoice No :	Departure : 12-05-23
	Group Code : ISF	Conf. No. : 40538923
	Company : Business	Rate Code :
	Membership No. : PC 206129438	Page No. : 1 of 1

Date	Description	Charges	Credits
12-03-23	*Accommodation	119.49	
12-03-23	GST - Room 5%	5.97	
12-03-23	Tourism Levy 4%	4.78	
12-04-23	*Accommodation	119.49	
12-04-23	GST - Room 5%	5.97	
12-04-23	Tourism Levy 4%	4.78	
12-05-23	Visa		260.48
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgwardsclub.com/review. We look forward to welcoming you back soon.		Total	260.48
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn & Suites Edmonton Airport
1100 4th Street
Nisku, AB T9E 8E2
Telephone: (780) 979-0839 Fax: (780) 979-0846
GST# 862202249 RT0004

EXPENSE CLAIM - 2018

Task ID: 0000059643 - Created: 11-Dec-2023 09:26.00 AM - By: Mauricio Reyes - Processed: 25-Jan-2024 04:23.10 PM - By: Mauricio Reyes

Clearview Public Schools EXPENSE CLAIM FORM

Name: Reyes, Mauricio
Jose (11569)

Location: Central Office

Month: December

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	03-Dec-2023	ASBOA Business Forum	Lacombe to Edmonton - round trip	252	<input type="checkbox"/>	252.00	0.68	171.36	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input checked="" type="checkbox"/> 24.00	1-550- 07-202- 99
2	04-Dec-2023	ASBOA Business Forum			<input type="checkbox"/>	0.00	0.68	0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input checked="" type="checkbox"/> 24.00	1-550- 07-202- 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						252.00	171.36	0.00	0.00	48.00		



For Office Use Only:			
Total Mileage	8.16	Total Mileage	171.36
GST Auto Calculation			
Total Subsistence	2.29	Total Subsistence	48.00
GST Auto Calculation			
Total Other Expense GST Entered	0.00	Total Other Expenses	0.00
Grand Total GST	10.45	Total Claim	219.36

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: 0000059643 - Created: 25-Jan-2024 04:23.10 PM - By: Mauricio Reyes - Processed: 25-Jan-2024 04:25.14 PM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299		171.36	1	8.16
14600720299		48.00	1	2.29
Total Without Taxes:				208.91
Tax Total:				<u>10.45</u>
Total With Taxes:				219.36



Comment:

MILEAGE & MEALS

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000059643 - Created: 25-Jan-2024 04:25.14 PM - By: Malena Kieser - Processed: 26-Jan-2024 08:20.29 AM - By: D. Scot Leys

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299		171.36	1	8.16
14600720299		48.00	1	2.29
Total Without Taxes:				208.91
Tax Total:				<u>10.45</u>
Total With Taxes:				219.36

Comment:

MILEAGE & MEALS

▼ FINAL APPROVAL SECTION



Task ID: 0000059643 - Created: 26-Jan-2024 08:20.29 AM - By: D. Scot Leys - Processed: 26-Jan-2024 09:12.09 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202405

Vendor Number: EM11569 - Reyes, Mauricio Jose

Invoice Number: EEW-DEC/23

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299		171.36	1	8.16
14600720299		48.00	1	2.29
Total Without Taxes:				208.91
Tax Total:				<u>10.45</u>
Total With Taxes:				219.36

Comment:

MILEAGE & MEALS