Clearview School Division #71

DECEMBER 2024 EXPENSES

SECRETARY TREASURER

	Amount
EXPENDITURES	
250 Uncertified Sal Regular	14,785.17
312 Uncertified Benefits	3,191.77
460 Travel/Subsistence	243.20
461 Mileage Exp	508.00
550 Dues & Fees	0.00

Total For EXPENDITURES	18,728.14

EXPENSE CLAIM - 2018

Task ID: 0000071261 - Created: 13-Dec-2024 12:24.41 PM - By: Mauricio Reyes - Processed: 17-Dec-2024 04:30.32 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	28-Nov-2024		Non-hotel stay allowance			40	1-460-07-202-99
2							
3							
4							
5							
6							
7							
8							
9							
10							
				Subtotals	0.00	40.00	

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 $15	Lunch $20	Dinner $40	Coding or Dept
1	25-Oct-2024	AB Ed Finance Meeting	Lacombe to Edmonton	250		250.00	0.70	175.00	0.00	0.00	40.00	1-460-07-202-99
2	29-Nov-2024	Capital Planning Workshop	Lacombe to Edmonton	250		250.00	0.70	175.00	15.00	0.00	40.00	1-460-07-202-99
3	08-Dec-2024	ASBOA Business Forum	Lacombe to Edmonton	250		250.00	0.70	175.00	0.00	0.00	40.00	1-460-07-202-99
4	09-Dec-2024	ASBOA Business Forum				0.00	0.70	0.00	0.00	0.00	40.00	1-460-07-202-99
5						0.00		0.00	0.00	0.00	0.00	
6						0.00		0.00	0.00	0.00	0.00	
7						0.00		0.00	0.00	0.00	0.00	
8						0.00		0.00	0.00	0.00	0.00	

9		0.00	0.00	0.00	0.00	0.00
10		0.00	0.00	0.00	0.00	0.00
	Subtotals	**750.00**	**525.00**	**15.00**	**0.00**	**160.00**

For Office Use Only:			
Total Mileage GST Auto Calculation	**25.00**	**Total Mileage**	**525.00**
Total Subsistence GST Auto Calculation	**8.33**	**Total Subsistence**	**175.00**
Total Other Expense GST Entered	**0.00**	**Total Other Expenses**	**40.00**
Grand Total GST	**33.33**	**Total Claim**	**740.00**

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: 0000071261 - Created: 17-Dec-2024 04:30.32 PM - By: Mauricio Reyes - Processed: 18-Dec-2024 09:06.32 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299	✔	525.00	1	25.00
14600720299	✔	175.00	1	8.33
14600720299	✔	40.00	0	0.00
			Total Without Taxes:	**706.67**
			Tax Total:	**33.33**
			Total With Taxes:	**740.00**

Comment:

MILEAGE, MEALS, & EXPENSE REIMBURSEMENT

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000071261 - Created: 18-Dec-2024 09:06.40 AM - By: Malena Kieser - Processed: 18-Dec-2024 09:13.40 AM - By: D. Scot Leys

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299	✔	525.00	1	25.00
14600720299	✔	175.00	1	8.33
14600720299	✔	40.00	0	0.00
			Total Without Taxes:	**706.67**
			Tax Total:	**33.33**
			Total With Taxes:	**740.00**

Comment:

MILEAGE, MEALS, & EXPENSE REIMBURSEMENT

FINAL APPROVAL SECTION

Task ID: 0000071261 - Created: 18-Dec-2024 09:13.40 AM - By: D. Scot Leys - Processed: 18-Dec-2024 09:27.03 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: **202504**

Vendor Number: **EM11569 - Reyes, Mauricio Jose**

Invoice Number: **EEW-OCT-DEC/24**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299	✔	525.00	1	25.00
14600720299	✔	175.00	1	8.33
14600720299	✔	40.00	0	0.00
			Total Without Taxes:	**706.67**
			Tax Total:	**33.33**
			Total With Taxes:	**740.00**

Comment:

MILEAGE, MEALS, & EXPENSE REIMBURSEMENT

RECEIPT

Impark Lot 02-383

License Plate Number

CMD5849

Expiration Date/Time

06:00 PM
NOV 29, 2024

Purchase Date/Time: 08:58am Nov 29, 2024
Total Parking: $33.33
Total GST: $1.67
Total Due: $35.00
Total Paid: $35.00
Ticket #: 10079251
S/N #: 520116251012
Setting: Lot 383
Mach Name: Meter 1

Rate: $35 - All Day To 6PM
Pmt Type: CC (Swipe)

#****-6787, Visa

Auth #: 069465

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

REÇU DE STATIONNEMENT PARKING RECEIPT REÇU DE STATIONNEMENT PARKING RECEIPT