Clearview School Division #71

JUNE 2025 EXPENSES

SECRETARY TREASURER

	Amount
EXPENDITURES	
250 Uncertified Sal Regular	13,819.17
312 Uncertified Benefits	3,642.21
460 Travel/Subsistence	0.00
461 Mileage Exp	303.29
550 Dues & Fees	507.01

Total For EXPENDITURES	18,271.68

Receipt

Invoice number	**#187764**
Tax number	**GST/HST: 788123529 RT0001**
Date paid	**May 20, 2025 (UTC)**
Payment method	**visa/6787**

LearnFormula/CPDformula
600A-150 Commerce Valley Dr W
Thornhill, ON, L3T 7Z3
Canada
+1 888-291-2996
support@learnformula.com

Bill to
Mauricio Reyes
mreyes@clearview.ab.ca

CA$523.98 paid on May 20, 2025

Description	Qty	Unit price	Amount
2025 PACKAGE: Professional & Personal Development for CPAs	1	CA$599.00	CA$599.00

Subtotal	CA$599.00
Coupon discount	-CA$99.97
Tax (5%)	CA$24.95
Total	**CA$523.98**

EXPENSE CLAIM - 2018

Task ID: 0000077524 - Created: 23-Jun-2025 09:05.52 AM - By: Mauricio Reyes - Processed: 23-Jun-2025 09:06.39 AM - By: Mauricio Reyes

Clearview Public Schools

EXPENSE CLAIM FORM

Name: Reyes, Mauricio Jose (11569) **Location:** Central Office **Month:** June

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				☐			
2				☐			
3				☐			
4				☐			
5				☐			
6				☐			
7				☐			
8				☐			
9				☐			
10				☐			
				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 $15	Lunch $20	Dinner $40	Coding or Dept
1	08-Jun-2025	ASBOA conference/ARMIC	Lacombe to Calgary	352	☐	352.00	0.72	253.44	0.00	20.00	40.00	1-461-07-202-99
2					☐	0.00		0.00	0.00	0.00	0.00	
3					☐	0.00		0.00	0.00	0.00	0.00	
4					☐	0.00		0.00	0.00	0.00	0.00	
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			352.00		253.44	0.00	20.00	40.00	

For Office Use Only:			
Total Mileage GST Auto Calculation	**12.07**	**Total Mileage**	**253.44**
Total Subsistence GST Auto Calculation	**2.86**	**Total Subsistence**	**60.00**
Total Other Expense GST Entered	**0.00**	**Total Other Expenses**	**0.00**
Grand Total GST	**14.93**	**Total Claim**	**313.44**

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: 0000077524 - Created: 23-Jun-2025 09:06.39 AM - By: Mauricio Reyes - Processed: 24-Jun-2025 10:11.07 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299	✔	313.44	1	14.93
			Total Without Taxes:	**298.51**
			Tax Total:	**14.93**
			Total With Taxes:	**313.44**

Comment:

MILEAGE

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000077524 - Created: 24-Jun-2025 10:11.14 AM - By: Malena Kieser - Processed: 24-Jun-2025 11:06.06 AM - By: D. Scot Leys

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299	✔	313.44	1	14.93
			Total Without Taxes:	**298.51**
			Tax Total:	**14.93**
			Total With Taxes:	**313.44**

Comment:

MILEAGE

FINAL APPROVAL SECTION

Task ID: 0000077524 - Created: 24-Jun-2025 11:06.06 AM - By: D. Scot Leys - Processed: 24-Jun-2025 01:21.34 PM - By: Malena Kieser

Action Taken: Approve Expense

Period: **202510**

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

Invoice Number: **EEW-JUN/25**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720299	✔	313.44	1	14.93
			Total Without Taxes:	**298.51**
			Tax Total:	**14.93**
			Total With Taxes:	**313.44**

Comment:

MILEAGE