

**AUGUST 2025 EXPENSES**  
**SUPERINTENDENT OF SCHL**

|                                | <u>Amount</u> |
|--------------------------------|---------------|
| EXPENDITURES                   |               |
| 210 Certified Salaries Regular | 18,213.46     |
| 310 Certified Benefits         | 1,742.53      |
| 460 Travel/Subsistence         | 565.35        |
| 461 Mileage Exp                | 212.87        |
| 550 Dues & Fees                | 0.00          |
|                                | -----         |
| Total For EXPENDITURES         | 20,734.21     |

Task ID: 0000078568 - Created: 28-Aug-2025 02:57.12 PM - By: D. Scot Leys - Processed: 28-Aug-2025 02:57.12 PM - By: D. Scot Leys

# Clearview Public Schools

## EXPENSE CLAIM FORM

Name: Leys, D. Scot (11487)

Location: Central Office

Month: August

**NOTE: Please enter information in the order it is scanned.****1. Other Expenses (Please Attach Receipts):**

|    | Date<br>(YYYYMMDD) | Vendor    | Particulars                  | Books                    | Enter<br>GST<br>on<br>Invoice | Total<br>Invoice<br>Amount | Coding<br>or Dept   |
|----|--------------------|-----------|------------------------------|--------------------------|-------------------------------|----------------------------|---------------------|
| 1  | 15-Aug-2025        | Scot Leys | Travel to CASS<br>Conference | <input type="checkbox"/> |                               | 250.75                     | 1-461-07-<br>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"/> |                               |                            |                     |
|    |                    |           |                              | Subtotals                | 0.00                          | 250.75                     |                     |

**REGULAR BUSINESS EXPENSES****NOTE: Please enter information in the order it is scanned.****2. Mileage and Meal Information:**

|    | Date<br>(YYYYMMDD) | Purpose | From/To<br>Destination | Km's<br>Round<br>Trip    | One<br>Way<br>Only       | Total<br>KMs | Total<br>Mileage<br>Expense | Breakfast<br>\$15             | Lunch<br>\$20                 | Dinner<br>\$40                | Coding<br>or Dept |
|----|--------------------|---------|------------------------|--------------------------|--------------------------|--------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------|
| 1  |                    |         |                        | <input type="checkbox"/> | <input type="checkbox"/> | 0.00         | 0.00                        | <input type="checkbox"/> 0.00 | <input type="checkbox"/> 0.00 | <input type="checkbox"/> 0.00 |                   |
| 2  |                    |         |                        | <input type="checkbox"/> | <input type="checkbox"/> | 0.00         | 0.00                        | <input type="checkbox"/> 0.00 | <input type="checkbox"/> 0.00 | <input type="checkbox"/> 0.00 |                   |
| 3  |                    |         |                        | <input type="checkbox"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <input type="checkbox"/> | 0.00         | 0.00                        | <input type="checkbox"/> 0.00 | <input type="checkbox"/> 0.00 | <input type="checkbox"/> 0.00 |                   |
|    |                    |         |                        | Subtotals                |                          | 0.00         | 0.00                        | 0.00                          | 0.00                          | 0.00                          |                   |

|                                        |      |                                    |
|----------------------------------------|------|------------------------------------|
| For Office Use Only:                   |      |                                    |
| Total Mileage GST Auto Calculation     | 0.00 | <b>Total Mileage</b> 0.00          |
| Total Subsistence GST Auto Calculation | 0.00 | <b>Total Subsistence</b> 0.00      |
| Total Other Expense GST Entered        | 0.00 | <b>Total Other Expenses</b> 250.75 |
| Grand Total GST                        | 0.00 | <b>Total Claim</b> 250.75          |

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: 0000078568 - Created: 28-Aug-2025 02:57.13 PM - By: D. Scot Leys - Processed: 28-Aug-2025 03:03.56 PM - By: Malena Kieser

| GL Account Number           | Taxes Included                                                                     | Amount | Tax Code | Tax Amount          |
|-----------------------------|------------------------------------------------------------------------------------|--------|----------|---------------------|
| 14600720199                 |   | 30.75  | 1        | 1.46                |
| 14610720199                 |  | 220.00 | 1        | 10.48               |
| <b>Total Without Taxes:</b> |                                                                                    |        |          | <b>238.81</b>       |
| <b>Tax Total:</b>           |                                                                                    |        |          | <b><u>11.94</u></b> |
| <b>Total With Taxes:</b>    |                                                                                    |        |          | <b>250.75</b>       |

Comment:

**MILEAGE & VEHICLE ALLOWANCE**

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000078568 - Created: 28-Aug-2025 03:04.04 PM - By: Malena Kieser - Processed: 06-Sep-2025 04:28.07 PM - By: Mauricio Reyes

Action Taken: No Objection

| GL Account Number    | Taxes Included                                                                    | Amount | Tax Code | Tax Amount   |
|----------------------|-----------------------------------------------------------------------------------|--------|----------|--------------|
| 14600720199          |  | 30.75  | 1        | 1.46         |
| 14610720199          |  | 220.00 | 1        | 10.48        |
| Total Without Taxes: |                                                                                   |        |          | 238.81       |
| Tax Total:           |                                                                                   |        |          | <u>11.94</u> |
| Total With Taxes:    |                                                                                   |        |          | 250.75       |

Comment:

MILEAGE & VEHICLE ALLOWANCE

▼ FINAL APPROVAL SECTION

Task ID: 0000078568 - Created: 06-Sep-2025 04:28.07 PM - By: Mauricio Reyes - Processed: 08-Sep-2025 09:09.57 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202512

Vendor Number: EM11487 - Leys, D. Scot

Invoice Number: EEW-AUG/25

| GL Account Number    | Taxes Included                                                                     | Amount | Tax Code | Tax Amount   |
|----------------------|------------------------------------------------------------------------------------|--------|----------|--------------|
| 14600720199          |   | 30.75  | 1        | 1.46         |
| 14610720199          |  | 220.00 | 1        | 10.48        |
| Total Without Taxes: |                                                                                    |        |          | 238.81       |
| Tax Total:           |                                                                                    |        |          | <u>11.94</u> |
| Total With Taxes:    |                                                                                    |        |          | 250.75       |

Comment:

MILEAGE & VEHICLE ALLOWANCE



**DOUBLETREE**  
by Hilton™

**DOUBLETREE BY HILTON WEST  
EDMONTON**

Name and Address

LEYS, SCOT  
4011 ST CLOSE  
STETTLER, AB T4K 1L5, CA

Hotel Address

16615 109TH AVENUE NORTH WEST  
EDMONTON, AB T5P 4K8, CA

Confirmation # 83256996

08/15/25 PAGE 1

Room 2905/NKS  
Arrival Date 08/13/25  
Departure Date 08/15/25  
Adult/Child 1/0  
Room Rate \$170.00  
Rate Plan L-P17  
Honors # 193522545  
Airline:

Reservations  
www.doubletree.com or  
1-800-222-TREE

| DATE     | REFERENCE | DESCRIPTION         | AMOUNT     |
|----------|-----------|---------------------|------------|
| 08/13/25 | 3571163   | GUEST ROOM          | \$170.00   |
| 08/13/25 | 3571163   | AB TOURISM LEVY TAX | \$6.80     |
| 08/13/25 | 3571163   | DMF TAX             | \$6.80     |
| 08/13/25 | 3571163   | AB TOURISM LEVY TAX | \$0.27     |
| 08/13/25 | 3571163   | GST TAX             | \$0.34     |
| 08/13/25 | 3571163   | GST TAX             | \$8.50     |
| 08/14/25 | 3572105   | GUEST ROOM          | \$170.00   |
| 08/14/25 | 3572105   | AB TOURISM LEVY TAX | \$6.80     |
| 08/14/25 | 3572105   | DMF TAX             | \$6.80     |
| 08/14/25 | 3572105   | AB TOURISM LEVY TAX | \$0.27     |
| 08/14/25 | 3572105   | GST TAX             | \$0.34     |
| 08/14/25 | 3572105   | GST TAX             | \$8.50     |
| 08/15/25 | 3572425   | *****2339           | (\$385.42) |
|          |           | ** BALANCE **       | \$0.00     |



Scot Leys <sleys@clearview.ab.ca>

[Business] Your Friday afternoon trip with Uber

Uber Receipts <noreply@uber.com>  
Reply-To: no-reply@replies.uber.com  
To: sleys@clearview.ab.ca

Fri, Aug 15, 2025 at 12:35 PM

Uber

Total CA\$21.10  
August 15, 2025

Thanks for tipping, Scot

Here's your updated Friday  
afternoon ride receipt.



Total

CA\$21.10

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Trip fare                                                                                       | CA\$15.81 |
| Subtotal                                                                                        | CA\$15.81 |
| Booking Fee  | CA\$1.13  |
| GST                                                                                             | CA\$0.86  |
| Per-Trip Fee                                                                                    | CA\$0.30  |
| Tips                                                                                            | CA\$3.00  |

Payments

**Clearview ••••2339**

CA\$21.10

8/15/25 12:35 PM

[Visit the trip page](#) for more information, including invoices (where available)[Switch Payment Method](#)[Download PDF](#)

## You rode with YUSUF

4.92 ★ Rating



Has passed a multi-step safety screen

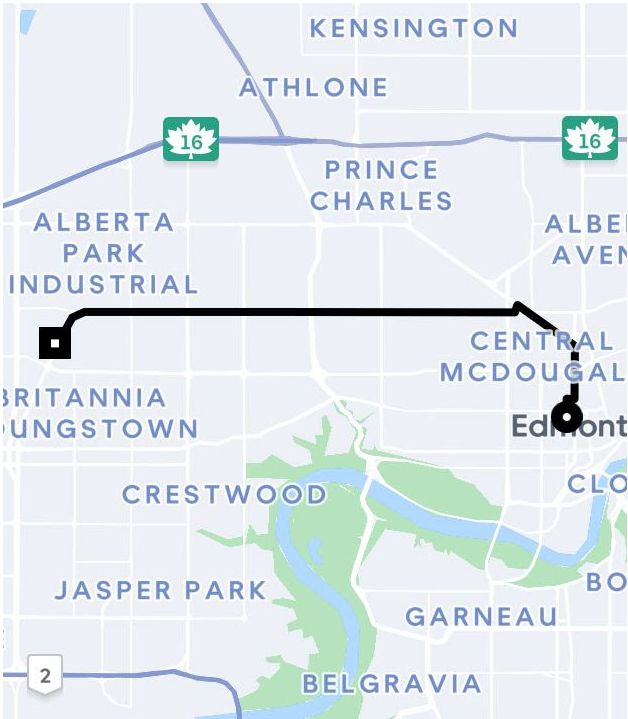


Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

UberX 9.23 kilometers | 15 minutes

- 12:07 PM  
[10344 102nd St, Edmonton,](#)  
[AB T5J 0K9, CA](#)
- 12:23 PM  
[16615 109 Ave NW,](#)  
[Edmonton, AB T5P 4K8, CA](#)



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Uber Rasier Canada Inc.  
[66 Wellington Street West Suite](#)  
5300, TD Bank Tower  
Toronto ON M5K 1E6

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Uber

Total CA\$32.63  
August 15, 2025

Thanks for tipping, Scot

Here's your updated Friday morning ride receipt.



Total

CA\$32.63

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Trip fare                                                                                       | CA\$19.33 |
| Subtotal                                                                                        | CA\$19.33 |
| Booking Fee  | CA\$3.74  |
| GST                                                                                             | CA\$1.35  |
| Per-Trip Fee                                                                                    | CA\$0.30  |
| Reservation Fee                                                                                 | CA\$3.66  |
| Tips                                                                                            | CA\$4.25  |

Payments

|                                                                                                                                  |           |
|----------------------------------------------------------------------------------------------------------------------------------|-----------|
|  <b>Clearview ••••2339</b><br>8/15/25 7:26 AM | CA\$28.38 |
|  <b>Clearview ••••2339</b><br>8/15/25 7:26 AM | CA\$4.25  |

[Visit the trip page](#) for more information, including invoices (where available)

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## You rode with Chimezie

4.91 ★ Rating



Has passed a multi-step safety screen

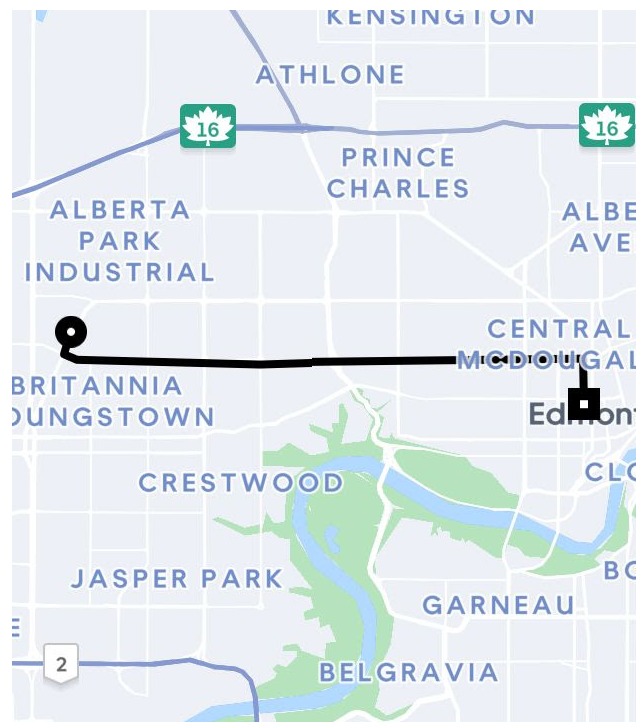


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Comfort 8.58 kilometers | 14 minutes

- 7:11 AM  
16615 109 Ave NW,  
Edmonton, AB T5P 4K8, CA
- 7:26 AM  
10344 102nd St, Edmonton,  
AB T5J 0K9, CA





Scot Leys <sleys@clearview.ab.ca>

**[Business] Your Friday morning trip with Uber**  
2 messages

**Uber Receipts** <noreply@uber.com>  
Reply-To: no-reply@replies.uber.com  
To: sleys@clearview.ab.ca

Fri, Aug 15, 2025 at 7:26 AM

Uber

Total CA\$28.38  
August 15, 2025

Thanks for riding, Scot

We hope you enjoyed your ride  
this morning.



Total

CA\$28.38

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Trip fare                                                                                       | CA\$19.33 |
| Subtotal                                                                                        | CA\$19.33 |
| Booking Fee  | CA\$3.74  |
| GST                                                                                             | CA\$1.35  |
| Per-Trip Fee                                                                                    | CA\$0.30  |
| Reservation Fee                                                                                 | CA\$3.66  |

Payments

**Clearview ••••2339****CA\$28.38**

8/15/25 7:26 AM

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## You rode with Chimezie

4.91 ★ Rating



Has passed a multi-step safety screen

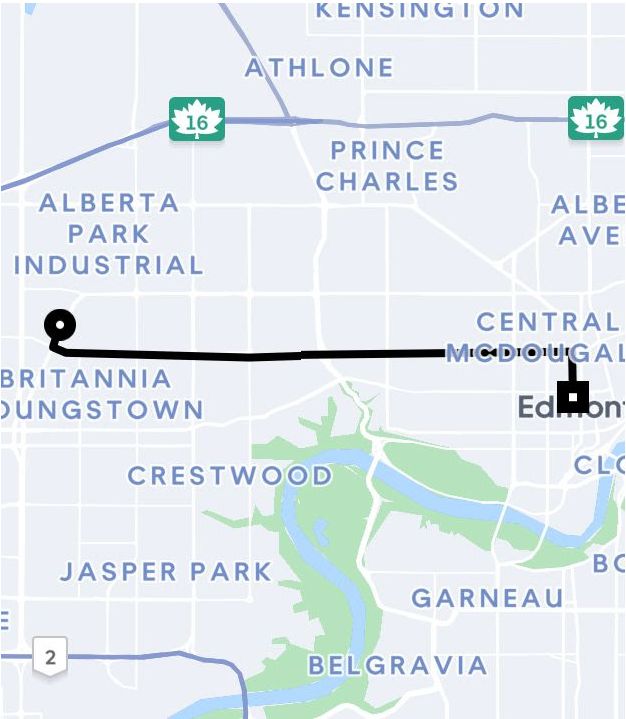


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[Learn more >](#)

Comfort 8.58 kilometers | 14 minutes

- 7:11 AM  
[16615 109 Ave NW,](#)  
[Edmonton, AB T5P 4K8, CA](#)
- 7:26 AM  
[10344 102nd St, Edmonton,](#)  
[AB T5J 0K9, CA](#)



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Toronto ON M5K 1E6

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Scot Leys <sleys@clearview.ab.ca>

[Business] Your Thursday morning trip with Uber

Uber Receipts <noreply@uber.com>  
Reply-To: no-reply@replies.uber.com  
To: sleys@clearview.ab.ca

Thu, Aug 14, 2025 at 7:34 AM

Uber

Total CA\$28.20  
August 14, 2025

Thanks for riding, Scot

We hope you enjoyed your ride  
this morning.



Total

CA\$28.20

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Trip fare                                                                                       | CA\$18.82 |
| Subtotal                                                                                        | CA\$18.82 |
| Booking Fee  | CA\$3.73  |
| GST                                                                                             | CA\$1.34  |
| Per-Trip Fee                                                                                    | CA\$0.30  |
| Reservation Fee                                                                                 | CA\$4.01  |

Payments

**Clearview ••••2339****CA\$28.20**

8/14/25 7:34 AM

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## You rode with Parmjit

4.95 ★ Rating



Has passed a multi-step safety screen

Rate or tip

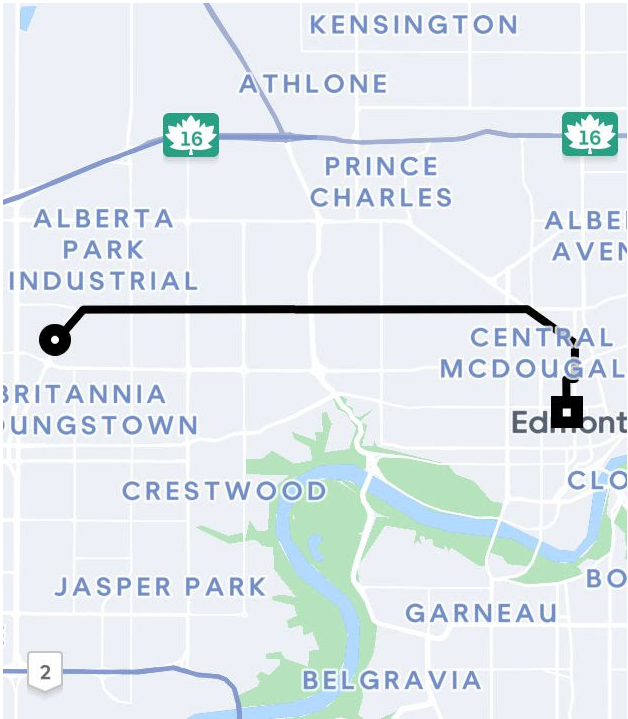


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[Learn more >](#)

Comfort 9.09 kilometers | 15 minutes

- 7:18 AM  
[16615 109 Ave NW,](#)  
[Edmonton, AB T5P 4K8, CA](#)
- 7:34 AM  
[10344 102nd St, Edmonton,](#)  
[AB T5J 0K9, CA](#)



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5300, TD Bank Tower  
Toronto ON M5K 1E6

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Scot Leys <sleys@clearview.ab.ca>

[Business] Your Thursday morning trip with Uber

Uber Receipts <noreply@uber.com>  
Reply-To: no-reply@replies.uber.com  
To: sleys@clearview.ab.ca

Thu, Aug 14, 2025 at 3:27 PM

Uber

Total CA\$32.43  
August 14, 2025

Thanks for tipping, Scot

Here's your updated Thursday morning ride receipt.



Total

CA\$32.43

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Trip fare                                                                                       | CA\$18.82 |
| Subtotal                                                                                        | CA\$18.82 |
| Booking Fee  | CA\$3.73  |
| GST                                                                                             | CA\$1.34  |
| Per-Trip Fee                                                                                    | CA\$0.30  |
| Reservation Fee                                                                                 | CA\$4.01  |
| Tips                                                                                            | CA\$4.23  |

## Payments

**Clearview ••••2339**

CA\$28.20

8/14/25 7:34 AM

**Clearview ••••2339**

CA\$4.23

8/14/25 3:27 PM

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## You rode with Parmjit

4.95 ★ Rating



Has passed a multi-step safety screen



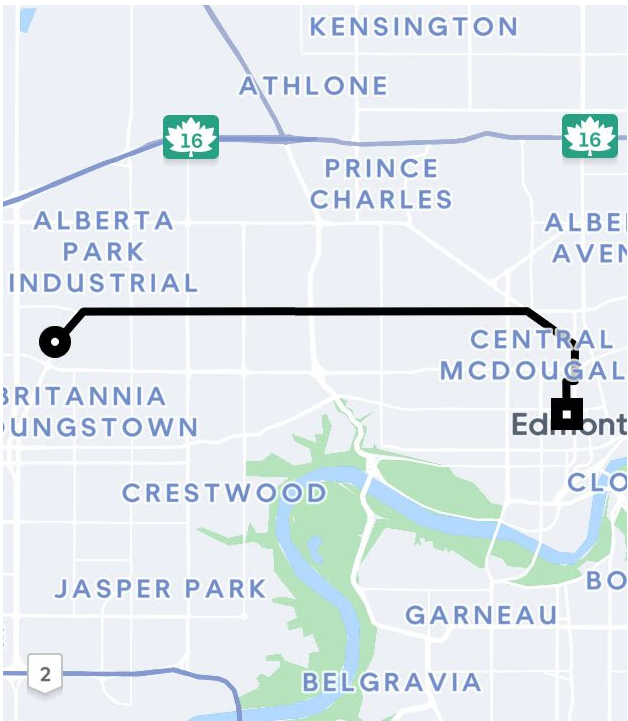
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Comfort 9.09 kilometers | 15 minutes

■ 7:18 AM  
16615 109 Ave NW,  
Edmonton, AB T5P 4K8, CA

■ 7:34 AM  
10344 102nd St, Edmonton,  
AB T5J 0K9, CA



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5300, TD Bank Tower  
Toronto ON M5K 1E6

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Scot Leys <sleys@clearview.ab.ca>

[Business] Your Thursday afternoon trip with Uber

Uber Receipts <noreply@uber.com>  
Reply-To: no-reply@replies.uber.com  
To: sleys@clearview.ab.ca

Thu, Aug 14, 2025 at 4:36 PM

Uber

Total CA\$29.76  
August 14, 2025

Thanks for tipping, Scot

Here's your updated Thursday afternoon ride receipt.



Total

CA\$29.76

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Trip fare                                                                                       | CA\$20.55 |
| Subtotal                                                                                        | CA\$20.55 |
| Booking Fee  | CA\$3.80  |
| GST                                                                                             | CA\$1.23  |
| Per-Trip Fee                                                                                    | CA\$0.30  |
| Tips                                                                                            | CA\$3.88  |

Payments

**Clearview ••••2339****CA\$29.76**

8/14/25 4:36 PM

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## You rode with YOHANNES

4.89 ★ Rating



Has passed a multi-step safety screen

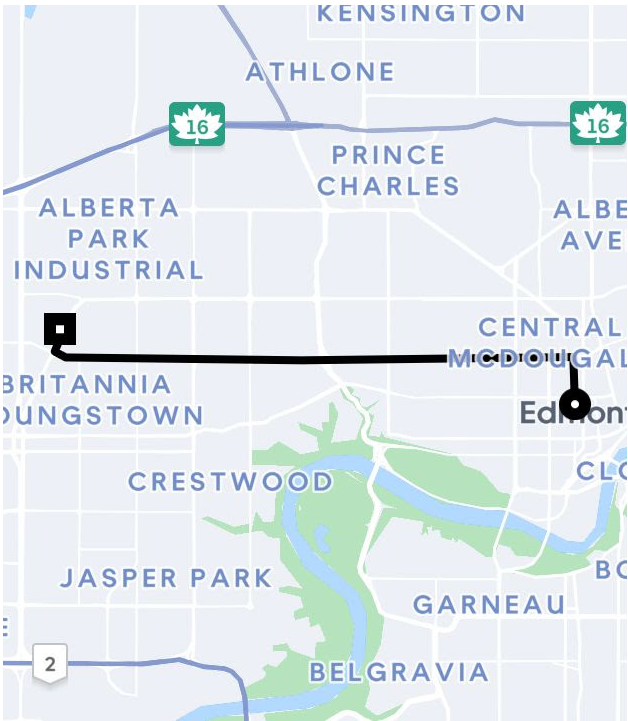


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[Learn more >](#)

Comfort 8.85 kilometers | 22 minutes

- 3:34 PM  
[10344 102nd St, Edmonton,](#)  
[AB T5J 0K9, CA](#)
- 3:56 PM  
[16615 109 Ave NW,](#)  
[Edmonton, AB T5P 4K8, CA](#)



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[66 Wellington Street West Suite](#)  
5300, TD Bank Tower  
Toronto ON M5K 1E6

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SMITTY'S RESTAURANT AN  
4633 59 ST UNIT 3 TOC2L1  
STETTLE AB

**SALE**

Batch #: 011 RRN: 0010110020  
07/17/25 10:27:13  
Invoice #: 2 REF#: 00000002  
APPR CODE: 056896  
VISA  
\*\*\*\*\*2339  
Misc. Device  
Visa Credit  
AID: A0000000031010

Proximity  
\*\*/\*\*

**AMOUNT  
TIP**

**\$66.40  
\$9.96**

**TOTAL**

**\$76.36**

**001 APPROVED**

Retain this copy for your  
records

**CUSTOMER COPY**

\*\*\*\*\*

CHECK # 154733  
TABLE # 20

DATE 7/17/25  
TIME 10:03AM

-- 1. DINING : JULIE

| ITEMS ORDERED     | AMOUNT |
|-------------------|--------|
| 2 TWO EGGS W/     | 31.98  |
| 1 BAC DENVER OMLT | 19.59  |
| 3 COFFEE          | 11.07  |

\*\*\*\*\*

|          |       |
|----------|-------|
| SUBTOTAL | 63.24 |
| GST      | 3.16  |

**TOTAL DUE 66.40**

# OF GUESTS

3

Smitty's Stettler

# JULIO'S BARRIO

Julio's Barrio  
10416 82 Ave NW  
Edmonton, AB T6E 2A2

Server: Ashlyn .

Check #157

Seats 1, 3, 4, 5

Ordered:

Table 83

2025-08-14 7:06 p.m.

2 Mexi Bowl - Chicken

1 Shrimp Tacos

1 Fajitas - Shrimp

1 Fajitas - Chix

\$39.00

\$19.00

\$26.50

\$24.50

\$109.00

Subtotal

\$5.45

GST

\$17.16

Tip

\$131.61

Total

Input Type

C (EMV Chip Read)

VISA

xxxxxxxx4694

Time

8:32 p.m.

Transaction Type

Sale

Authorization

Approved

Approval Code

003863

Payment ID

RpbKqgbWdzqH

Application Label

VISA

Terminal ID

a4679c73f33ad7fb

Card Reader

CASTLES

GST#: R136819547