

## Form Report

Number of Attachments

### Attached Documents

▼ SUPERINTENDENT EXPENSE CLAIM NEW

Expense Comments:

Mileage	\$160.65
<u>Subsistence</u>	<u>\$ 71.46</u>
<b>S.Boyce TOTAL</b>	<b>\$232.11</b>

**NAME:** Boyce,  
Shauna [REDACTED]

**DATES:** 01-Apr-2022 **TO:** 29-Apr-2022

**EXPENSES:**

**1. TRANSPORTATION COSTS:** 0.505 per km

<u>DESTINATION</u>	<u>TRAVEL DESCRIPTION</u>	<u>KILOMETERS</u>	<u>DATE</u>	<u>AMOUNT</u>
St. Albert	Exec Planning Day	80	08-Apr-2022	40.40
Camp YoWoChas	Meeting	96	20-Apr-2022	48.48
International Airport	Pick up guest speaker	110	20-Apr-2022	55.55
Spruce Grove Horizon Stage	SGCHS Theatre production	19	29-Apr-2022	9.60
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>TOTAL</b>				154.03
<b>TRANSPORTATION</b>				
<b>COSTS:</b>				

**2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)**

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Airport parking	12.00



<b>TOTAL PERSONALLY PAID EXPENSES:</b>	<b>12.00</b>
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**3. MEAL ALLOWANCES (Enter number of meals you are claiming)**

<b>Breakfasts:</b>		9.20	0.00
<b>Lunches:</b>	01	see attached	11.60
<b>Dinners:</b>	03	see attached	62.25
<b>Personal:</b>		7.35	0.00
<b>TOTAL MEAL ALLOWANCES:</b>			73.85

<b>TOTAL CLAIM:</b>	<b>239.88</b>
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SECRETARY

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		166.03	1	7.91
		73.85	1	3.52
Total Without Taxes:				228.45
Tax Total:				<u>11.43</u>
Total With Taxes:				239.88

▼ AUTHORIZER SECTION

[Redacted]

Authorizer Comment

▼ AUTHORIZER SECTION

[Redacted]



Authorizer Comment

▼ ACCOUNTS PAYABLE

[Redacted]

FISCAL PERIOD : 202210  
VENDOR NUMBER: [Redacted] - Boyce, Shauna

[Click here to show GL Coding Section](#) Y

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[Redacted]		166.03	1	7.91
[Redacted]		73.85	1	3.52
Total Without Taxes:				228.45
Tax Total:				<u>11.43</u>
Total With Taxes:				239.88

EXPENSE CLAIM: April 2022

**Expense Comments:**

Airport Parking

S. Boyce @ \$11.61

**RECEIPT**  
EIA

**Stall # 16**

Expiration Date/Time

**09:02 PM**

**APR 20, 2022**

Purchase Date/Time: 08:42pm ,pr 20, 2022

Total Parking: \$11.43

Total GST: \$0.57

Total Due: \$12.00

Rate: \$12.00 - 20 Minutes

Total Paid: \$12.00

Pmt Type: CC (Swipe)

Setting: Lot 437 New

Mach Name: Meter 3

Auth #: 04783X

GST #R128599 '76

### Superintendent Expenses

**April 1 - April 29, 2022**

[illegible]

Form Report

Number of Attachments

Attached Documents

Expense Comments:

Mileage\$199.86

Subsistence\$172.00

Professional Development\$53.75

S.Boyce TOTAL\$425.61

▼ SUPERINTENDENT EXPENSE CLAIM NEW

NAME: Boyce, Shauna  
DATES: 02-May-2022 TO: 31-May-2022

EXPENSES:

1. TRANSPORTATION COSTS: 0.505 per km

DESTINATION	TRAVEL DESCRIPTION	KILOMETERS	DATE	AMOUNT
International Airport	Interim Educ Authority	110	04-May-2022	55.55
Spruce Grove	Mtg w ERCSD	19	11-May-2022	9.60
Edmonton	Mtg w Leaders Int.	80	12-May-2022	40.40
International Airport	C21 CEO Academy	110	17-May-2022	55.55
Edmonton	Lead Team	80	25-May-2022	40.40
Stony Plain from home	Bus Rodeo	40	28-May-2022	20.20
Edmonton	Leadership Dev Wrap-up	80	30-May-2022	40.40
				0.00
				0.00
				0.00
TOTAL TRANSPORTATION COSTS:				262.10

2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)

DESCRIPTION	AMOUNT
Taxi - Winnipeg	27.31
Airport Parking	54

TOTAL PERSONALLY PAID EXPENSES: 81.31

3. MEAL ALLOWANCES (Enter number of meals you are claiming)

Breakfasts:03	see attached	9.20	27.60
Lunches: 04	see attached	11.60	46.40
Dinners: 05	see attached	20.75	103.75
Personal:		7.35	0.00
TOTAL MEAL ALLOWANCES:			177.75
TOTAL CLAIM:			521.16

▼ SECRETARY

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[REDACTED]		206.55	1	9.84
[REDACTED]		177.75	1	8.46
[REDACTED]		136.86	1	6.52
Total Without Taxes:				496.34
Tax Total:				<u>24.82</u>
Total With Taxes:				521.16

▼ AUTHORIZER SECTION

[REDACTED]

[REDACTED]

Authorizer Comment

▼ AUTHORIZER SECTION

[REDACTED]

[REDACTED]

Authorizer Comment

▼ ACCOUNTS PAYABLE

[REDACTED]

[REDACTED]

FISCAL PERIOD : 202210

VENDOR NUMBER: EM11170 - Boyce, Shauna

Click here to show GL Coding Section

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GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[REDACTED]		206.55	1	9.84
[REDACTED]		177.75	1	8.46
[REDACTED]		55.55	1	2.65
Total Without Taxes:				418.90
Tax Total:				<u>20.95</u>
Total With Taxes:				439.85

EXPENSE CLAIM (removed 2 parking receipts, per Keri/Shaina)



**Expense Comments:**

Airport Parking

S. Boyce @ \$52.25

ACTION RECORD -----  
UNICITY TAXI # 69  
340 HARGRAVE PL  
WINNIPEG MB

**Purchase**

May 20, 2022

07:13:13

Entry: [REDACTED]

Ref#: 505- 1D2140187939164

Auth#: 040763 Response: 01-027

Order: MGO1653048792454

Username: 069

**Amount**

Tip \$ 22.31  
\$ 5.00

**Total** \$ 27.31

**Approved**

Important: Retain this copy for your record

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

POF 1st F1 20/05/22 13:06  
Receipt 05941

Short-term parking tkt

VP - No. 002384

17/05/22 11:45

20/05/22 13:06

Period 3d1h22'

(Tax)

\$54.00

Total

\$54.00

Payment Received

\$54.00

Auth: 017961

Type: Swiped

Sub Total  
Tax 5%

\$51.40  
\$2.50

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866206B

**Superintendent Expenses**

**May 1 - May 31, 2022**

DATE	MEETING	EXPENSE
May 4, 2022	Interim Education Authority	lunch & dinner
May 5, 2022	Interim Education Authority	breakfast, lunch & dinner
May 17-19, 2022	C21 CEO Academy - Winnipeg	2 x B/L/D
May 24, 2022	AAR McLaughlin Engagement	dinner





Cindy Pittman &lt;cindy.pittman@psd.ca&gt;

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**Expense Claim 292670**

1 message

**Keri Zylla** <keri.zylla@psd.ca>

Wed, Jun 8, 2022 at 9:25 AM

To: Cindy Pittman &lt;cindy.pittman@psd.ca&gt;

Hi Cindy:

If you could please remove the two parking receipts from Expense Claim 292670 for Shauna that would be greatly appreciated.

Together, the parking receipts total **\$81.31** (\$27.31 + \$54.00) and that should be removed from the following GL Code: 04 [REDACTED]

**New totals should be:****[REDACTED] \$206.55** (Tax Amount \$ 9.84)**[REDACTED] \$177.75** (Tax Amount \$ 8.46)**[REDACTED] \$ 55.55** (Tax Amount \$ 2.65)**GRAND TOTAL \$439.85** (Tax Amount \$20.95)

Thank you so much Cindy!!

**Keri Zylla** | Executive Assistant  
**Office of the Board of Trustees**

4603-48th Street | Stony Plain | AB | T7Z 2A8


t: 780-963-8469 | f: 780-963-4169

e: [keri.zylla@psd.ca](mailto:keri.zylla@psd.ca) | w: [www.psd.ca](http://www.psd.ca)*Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.*

## Form Report

## Number of Attachments

## Attached Documents

 SUPERINTENDENT EXPENSE CLAIM NEW

**NAME:** Boyce,  
Shauna

**DATES:** 01-Jun-2022 **TO:** 30-Jun-2022
**EXPENSES:****1. TRANSPORTATION COSTS:** 0.505 per km

<u>DESTINATION</u>	<u>TRAVEL DESCRIPTION</u>	<u>KILOMETERS</u>	<u>DATE</u>	<u>AMOUNT</u>
Red Deer return	PSBAA/ASBA SGM	362	02-Jun-2022	182.81
Spruce Grove	Mtg w SG CAO	19	08-Jun-2022	9.60
Edmonton Expo Centre return from home	SGC Grad	108	11-Jun-2022	54.54
MCHS	Cultural Grad	9	15-Jun-2022	4.55
Spruce Grove	Mtg w SRO	19	17-Jun-2022	9.60
Woodhaven return from home	Staff BBQ	52	18-Jun-2022	26.26
Spruce Grove	Mtg w Evergreen	19	20-Jun-2022	9.60
MCHS	LAWS farewell	9	24-Jun-2022	4.55
Edmonton Convention Centre return from home	MCHS Grad	110	25-Jun-2022	55.55
Edmonton Airport return	Travel to Fort Chip	109	27-Jun-2022	55.05
<b>TOTAL</b>				412.08

**TRANSPORTATION COSTS:**

**2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)**

<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>TOTAL PERSONALLY PAID EXPENSES:</b>	0.00

**3. MEAL ALLOWANCES (Enter number of meals you are claiming)**




<b>Breakfasts:</b> 04	please see attached	9.20	36.80
<b>Lunches:</b> 06	please see attached	11.60	69.60
<b>Dinners:</b> 03	please see attached	20.75	62.25
<b>Personal:</b>		7.35	0.00
<b>TOTAL MEAL ALLOWANCES:</b>			168.65
<b>TOTAL CLAIM:</b>			580.73

**Expense Comments:**

Mileage \$176.89  
 Subsistence \$163.19  
 Prof. Development \$221.84  
  
 S. Boyce **TOTAL** \$561.92

SECRETARY

[Redacted]

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[Redacted]		182.81	1	8.71
[Redacted]		168.65	1	8.03
[Redacted]		229.27	1	10.92
Total Without Taxes:				553.07
Tax Total:				<u>27.66</u>
Total With Taxes:				580.73

AUTHORIZER SECTION

[Redacted]

[Redacted]

Authorizer Comment

AUTHORIZER SECTION

[Redacted]

[Redacted]

Authorizer Comment




ACCOUNTS PAYABLE

[Redacted]

[Redacted]

FISCAL PERIOD : 202212  
VENDOR NUMBER: [Redacted] - Boyce, Shauna

Click here to show GL Coding Section Y

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		182.81	1	8.71
		168.65	1	8.03
		229.27	1	10.92
Total Without Taxes:				553.07
Tax Total:				<u>27.66</u>
Total With Taxes:				580.73
EXPENSE CLAIM: June 2022				

**Superintendent Expenses**

**June 1 - June 30, 2022**

DATE	MEETING	MEAL EXPENSE
June 5, 2022	PSBAA/ASBA SGM	B/L
June 6, 2022	ASBA	D
June 8, 2022	Mtg with SG CAO	L
June 17, 2022	Mtg with SRO	L
June 20, 2022	Mtg with Evergreen Admin	B
June 27, 2022	Travel to Fort Chip	L/D
June 28, 2022	Fort Chip - ADCS	B/L/D
June 29	Fort Chip - ADCS	B/L

## Form Report

### Number of Attachments

## Attached Documents

Expense Comments:

Mileage	\$34.70
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<u>Substance</u>	<u>\$11.23</u>
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S. Boyce TOTAL	\$45.93
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▼ SUPERINTENDENT EXPENSE CLAIM NEW

**NAME:** Boyce,  
Shauna [REDACTED]

**DATES:** 01-Jul-2022 **TO:** 31-Jul-2022

**EXPENSES:**

**1. TRANSPORTATION COSTS:** 0.505 per km

<u>DESTINATION</u>	<u>TRAVEL DESCRIPTION</u>	<u>KILOMETERS</u>	<u>DATE</u>	<u>AMOUNT</u>
St Albert	Exec Off Site	71	19-Jul-2022	35.86
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL				35.86
TRANSPORTATION COSTS:				

**2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)**

DESCRIPTION	AMOUNT
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<b>TOTAL PERSONALLY PAID EXPENSES:</b>	<b>0.00</b>
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**3. MEAL ALLOWANCES (Enter number of meals you are claiming)**

<b>Breakfasts:</b>		9.20	0.00
<b>Lunches:</b>	01	July 19 offsite	11.60
<b>Dinners:</b>		20.75	0.00
<b>Personal:</b>		7.35	0.00
<b>TOTAL MEAL ALLOWANCES:</b>			11.60

<b>TOTAL CLAIM:</b>	<b>47.46</b>
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SECRETARY

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		35.86	1	1.71
		11.60	1	0.55
Total Without Taxes:				45.20
Tax Total:				<u>2.26</u>
Total With Taxes:				47.46

▼ AUTHORIZER SECTION

Authorizer Comment

▼ AUTHORIZER SECTION

Authorizer Comment

▼ ACCOUNTS PAYABLE

FISCAL PERIOD : 202212

VENDOR NUMBER: - Boyce, Shauna

Click here to show GL Coding Section

Y

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		35.86	1	1.71
		11.60	1	0.55
Total Without Taxes:				45.20
Tax Total:				<u>2.26</u>
Total With Taxes:				47.46

EXPENSE CLAIM: mileage reimbursement July 19/22



## Form Report

### Number of Attachments

## Attached Documents

## Expense Comments:

Mileage	\$332.77
<u>Substance</u>	<u>\$ 85.05</u>
<b>S.Boyce TOTAL</b>	<b>\$417.82</b>

▶ SUPERINTENDENT EXPENSE CLAIM NEW

**NAME:** Boyce,  
Shauna [REDACTED]

**DATES:** 01-Aug-2022 **TO:** 31-Aug-2022

**EXPENSES:**

**1. TRANSPORTATION COSTS:** 0.505 per km

<u>DESTINATION</u>	<u>TRAVEL DESCRIPTION</u>	<u>KILOMETERS</u>	<u>DATE</u>	<u>AMOUNT</u>
Calgary - Deerfoot Inn	CASS/ASBOA conference	676	15-Aug-2022	341.38
Heritage Pavillion	Lead Team	5	23-Aug-2022	2.53
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>TOTAL</b>				343.91
<b>TRANSPORTATION COSTS:</b>				

**2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)**

DESCRIPTION	AMOUNT
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<b>TOTAL PERSONALLY PAID EXPENSES:</b>	<b>0.00</b>
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**3. MEAL ALLOWANCES (Enter number of meals you are claiming)**

<b>Breakfasts:</b>			9.20	0.00
<b>Lunches:</b>	04	see attached	11.60	46.40
<b>Dinners:</b>	02	see attached	20.75	41.50
<b>Personal:</b>			7.35	0.00
<b>TOTAL MEAL ALLOWANCES:</b>				87.90

<b>TOTAL CLAIM:</b>	<b>431.81</b>
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SECRETARY

## ▼ AUTHORIZER SECTION

▼ AUTHORIZER SECTION

▼ ACCOUNTS PAYABLE

**Y**

**EXPENSE CLAIM: 21/22 mileage reimbursement and meal expenses -Aug 22**

**Superintendent Expenses**

**August 1 - August 31, 2022**

DATE	MEETING	MEAL EXPENSE
Aug 15	CASS/ASBOA	lunch/dinner
Aug 16	CASS/ASBOA	dinner
Aug 17	CASS/ASBOA	lunch
Aug 18	Exec mtg	lunch
Aug 25	Exec mtg	lunch