



**EXPENSE CLAIM REIMBURSEMENT
BOARD OF TRUSTEES**

Inv #
11/22/17 - ACSTA / ASBA

Cheque Payable To: Doraine Lonsdale [1]
(Trustee Name)

Enter information in yellow cells

DATE: November 22, 2017 [2]

****ITEMIZED RECEIPT OF PURCHASES MUST BE PROVIDED TO OBTAIN RE-IMBURSEMENT****

A: RECEIPTS					
Date [3]	Vendor [4]	Description [5] (Meals / Registration / Other)	RECEIPT TOTAL [6] (includes GST & HST)	GST & [7] HST	Unit [8] Amount
11-21-2017	Westin Hotel	Accommodations ACSTA & ASBA	\$ 1,089.52	\$ 54.10	\$ 1,035.42
11-17-2017	Westin Hotel	Lunch	\$ 20.00	\$ 0.80	\$ 19.20
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Total A:			\$ 1,109.52	\$ 54.90	\$ 1,054.62

1031.12

B: MILEAGE						
Date [9]	Own Auto [10] KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function [11]
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
Total B:			\$ -	\$ -	\$ -	

59.20 1050.32

6510-41 ————— 06512-80

UNIT Total (A+B): \$ 1,054.62
 GST/HST Total (A+B): \$ 54.90
TOTAL CLAIM / CHQ: \$ 1,109.52

1050.32
59.20

[12] _____
Trustee Signature

_____ Admin Approval / Signature

Central Office Use:

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

Dorraine Lonsdale	Page Number : 2	Invoice Nbr: 27795271
ALBERTA CATHOLIC SCHOOL TRUSTE	Guest Number: 1142342	Arrive Date: 16-NOV-17 17:30
5210 61 ST	Folio ID : A	Depart Date: 21-NOV-17 12:01
RED DEER, AB T4N 6N8	No. Of Guest: 1	
	Room Number : 841	
Email: dorrainel@gmail.com	Room Rate : 210.00	
AK17AD - ASBA 2017	Club Account: SPG - A1281	

Date	Reference	Description	Charges	Credits
19-NOV-17	RT841	Room Charge	210.00	
19-NOV-17	RT841	GST	10.82	
19-NOV-17	RT841	Destination Marketing Fee	6.30	
19-NOV-17	RT841	Tourism Levy	8.65	
20-NOV-17	RT841	Room Charge	210.00	
20-NOV-17	RT841	GST	10.82	
20-NOV-17	RT841	Destination Marketing Fee	6.30	
20-NOV-17	RT841	Tourism Levy	8.65	
Approve EMV Receipt for MC - 9099: PIN Verified				
TC:5FA91469721AE949 TVR:0000008000 AID:A0000000041010				
Application Label:MASTERCARD				
** Total			1269.15	-179.63
*** Balance			1089.52	

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

Dorraine Lonsdale
 ALBERTA CATHOLIC SCHOOL TRUSTE
 5210 61 ST
 RED DEER, AB T4N 6N8

Page Number : 1
 Guest Number: 1142342
 Folio ID : B
 No. Of Guest: 1
 Room Number : 841
 Room Rate : 210.00
 Club Account: SPG - A1281

Invoice Nbr: 27795296
 Arrive Date: 16-NOV-17 17:30
 Depart Date: 21-NOV-17 12:01

Email: dorrainel@gmail.com
 AK17AD - ASBA 2017

Information Invoice

Tax ID: 815461330RT0001
 The Westin Edmonton 21-NOV-17 08:29 KMARIANO

Date	Reference	Description	Charges	Credits
17-NOV-17	6895	Share Restaurant	20.00	


Approve EMV Receipt for MC - 9099: PIN Verified
 TC:5FA91469721AE949 TVR:0000008000 AID:A0000000041010
 Application Label:MASTERCARD

** Total 20.00 0.00
 *** Balance 20.00

Share Restaurant
 Westin Edmonton
 10135 100 St NW
 Edmonton, AB T5J 0N7
 (780) 426-3636
 GST#861336493RT0005

310790030 Megan 1
 TBL 2/3
 Jfk 6895 17 NOV '17 13:14 PM
 1 Steak Sandwich 16.00
 Subtotal \$16.00
 GST \$0.80
 Total Due \$16.80

GRATUITY: 3.20
 TOTAL: \$20.00

ROOM #: 841
 PRINT NAME:
 SIGNATURE: 



https://sharemyemv.com/10798104



Red Deer Catholic
Regional Schools

**MILEAGE CLAIM REIMBURSEMENT
BOARD OF TRUSTEES**

Inv #
NOV/17 - MILEAGE

Cheque Payable To: Dorraine Lonsdale [1]

DATE: November 28, 2017 [2]

DATE [3]	Departure Location	Arrival Location	KMS [4]	COMMENTS / PURPOSE OF TRAVEL [5]
November 3, 2017	Rocky MH	Red Deer	180	Trustee Mini Retreat @ Montfort
November 4, 2017	Rocky MH	Sylvan Lake	140	Catholic Ed Sunday Mass @ 5 pm
November 5, 2017	Rocky MH	Sylvan Lake	140	Catholic Ed Sunday Mass @ 11 am
November 6, 2017	Rocky MH	Red Deer	180	ASBA Meeting @ Montfort
November 8, 2017	Rocky MH	Sylvan Lake	140	Remembrance Day Services @ EOLRS & EMTS
November 14, 2017	Rocky MH	Calgary	430	Meeting Alberta Ed. (picked up Sharla Innsistall)
November 16, 2017	Rocky MH	Red Deer	90	Carpool Cynthia Red Deer To Edmonton ACSTA
November 21, 2017	Red Deer	Rocky MH	90	Return ASBA Conference Edmonton Carpool
November 23, 2017	Rocky MH	Red Deer	180	Audit Meeting @ Montfort
November 24, 2017	Rocky MH	Red Deer	180	Board Meeting with NDP @ Montfort
November 28, 2017	Rocky MH	Red Deer	180	Board Meeting @ Montfort
TOTAL KM'S ON THIS CLAIM			1930	

KILOMETRE CLAIM		
RATE [6]	KILOMETRES	AMOUNT
0.50	1930	\$965.00
UNIT:		\$919.05
GST:		\$45.95
TOTAL (Reimburseme		\$965.00

6510-41 ————— 065/2-80

Trustee Signature _____ Central Office Admin Approval / Signature _____

Central Office Use:

Version-2 - August 30, 2017

