

2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

*Inv #
11/29/18 - Westin*

LOCATION / DEPARTMENT **Montfort**

PAYABLE TO: **Cynthia Leyson**

DATE: **Nov. 29, 2018**

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Nov 16, 2018	Westin	hotel for ACSTA and ASBa	\$598.41	\$36.04	\$562.37
			TOTAL GST		Total Unit
TOTAL THIS CLAIM			\$598.41	\$36.04	\$562.37

UNIT Total (A + B): **\$562.37** ✓
 GST/HST Total (A + B): **\$36.04** ✓
 TOTAL CLAIM / CHQ: **\$598.41** ✓

Applicant Signature

Admin Approval/ Signature

School Office Use:

Purchase Order No:

Authorization:

(secretary)

6510-41 — *06513-80*

record code (optional)

Central Office / Secretary GST Override	
Adjusted Unit Amt:	\$573.90
68% of GST/HST:	\$24.51
Total Claim:	\$598.41

Version: 1-17/18 September 01, 2017

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



Cynthia Leyson
 33 DONLEVY AVE SUITE 55
 RED DEER, AB, T4R 3B6
 AK16AE - ASBA 2018

Page Number : 1 Invoice Nbr : 27860155
 Guest Number : 1218425
 Folio ID : A
 Arrive Date : 16-NOV-18 18:29
 Depart Date : 20-NOV-18 10:12
 No. Of Guest : 1
 Room Number : 1717
 Club Account : SPG - A3234

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton NOV-20-2018 10:12 BSMOL657

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-18	DEPOSIT	Deposit-VI-6124		-196.47
16-NOV-18	RT1717	Room Charge	175.00	
16-NOV-18	RT1717	GST	9.01	
16-NOV-18	RT1717	Destination Marketing Fee	5.25	
16-NOV-18	RT1717	Tourism Levy	7.21	
17-NOV-18	RT1717	Room Charge	175.00	
17-NOV-18	RT1717	GST	9.01	
17-NOV-18	RT1717	Destination Marketing Fee	5.25	
17-NOV-18	RT1717	Tourism Levy	7.21	
18-NOV-18	RT1717	Room Charge	175.00	
18-NOV-18	RT1717	GST	9.01	
18-NOV-18	RT1717	Destination Marketing Fee	5.25	
18-NOV-18	RT1717	Tourism Levy	7.21	
19-NOV-18	RT1717	Room Charge	175.00	
19-NOV-18	RT1717	GST	9.01	
19-NOV-18	RT1717	Destination Marketing Fee	5.25	
19-NOV-18	RT1717	Tourism Levy	7.21	
20-NOV-18	VI	Visa-0016		-589.41

196.47

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 AK16AE - ASBA 2018

Page Number : 2 Invoice Nbr : 27860155
 Guest Number : 1218425
 Folio ID : A
 Arrive Date : 16-NOV-18 18:29
 Depart Date : 20-NOV-18 10:12
 No. Of Guest : 1
 Room Number : 1717
 Club Account : SPG - A3234

** Total
 *** Balance

785.88
 0.00
 -785.88

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Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Donlevy	Food/Bv	Phone	Other	Total	Payment
11-16-2018	175.00	9.01	7.21	0.00	0.00	-191.22	0.00	0.00
11-17-2018	175.00	9.01	7.21	0.00	0.00	5.25	196.47	0.00
11-18-2018	175.00	9.01	7.21	0.00	0.00	5.25	196.47	0.00

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Page Number : 3 Invoice Nbr : 27860155
 Guest Number : 1218425
 Folio ID : A
 Arrive Date : 16-NOV-18 18:29
 Depart Date : 20-NOV-18 10:12
 No. Of Guest : 1
 Room Number : 1717
 Club Account : SPG - A3234

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-19-2018	175.00	9.01	7.21	0.00	0.00	5.25	196.47	0.00
11-20-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-589.41
Total	700.00	36.04	28.84	0.00	0.00	-175.47	589.41	-589.41

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Cardholder Activity

Name: JUANITA HEIDI

Account Number: **6124

Cycle End Date: 10/26/2018

Trans Date	Merchant Name	Transaction Total	National	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
10/15/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 03964-80	196.47	dep: AM Watson
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 06513-80	196.47	dep: Cynthia Leysen
10/15/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6590-41-000000-00000-80	196.47	dep: Patricia Knudsen
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 03509-80	196.47	dep: Adriana Lavrange
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6590-41-000000-00000-80	196.47	dep: Murray Hellman
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-42 03345-80	196.47	dep: Paul Mason
10/18/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD	6590-41-000000-00000-80	(196.47)	refund: charged in error