



2 pages

web

MILEAGE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Cheque Payable To: David Bouchard

DATE: Nov. 21, 2014

DATE	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Nov 14 - 18	Red Deer	Edmonton	310	ACSTA/ASBA FGM
TOTAL KM'S ON THIS CLAIM			310	KILOMETRE CLAIM

RATE	KILOMETRES	AMOUNT
0.43	310	\$133.30
UNIT:		\$126.95
GST:		\$6.35
TOTAL (Reimbursement)		\$133.30

see attached.
Trustee Signature

(Handwritten Signature)
Central Office Admin Approval / Signature

Central Office Use:

RECEIVED NOV 21 2014

RED DEER CATHOLIC REGIONAL SCHOOLS

Trustee's Per Diem Claim Account

David Bouchard - Trustee

1. Date Friday November 14-16

Function ACSTA

\$190.00/day 2 days = \$380

\$95.00/1/2 day days =

Comments

2. Date Nov. 16-18

Function ASBA

\$190.00/day 2 days = \$380

\$95.00/1/2 day days =

Comments

3. Date

Function

\$190.00/day days =

\$95.00/1/2 day days =

Comments

Total full days 4 x \$190.00 = 760.00

Total half days 1 x \$95.00 = 95.00

 Nov. 20, 2014

Date of Claim

David Bouchard

Trustee Signature

Office use Only:

Coding

41-0000-80-0000-77

Payroll (2/3) \$

Expense(1/3) \$



Red Deer Catholic
Regional Schools

EXPENSE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Cheque Payable To: David Bouchard
(Trustee Name)

DATE: Nov. 25, 2014

4 pages

*Inv #
Nov/14 - WESTIN*

Enter information in yellow cells

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

A: RECEIPTS		Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Date	Vendor				
Nov. 14, 2014	Westin Hotel	room rate is \$156 per night	\$ 744.06	\$ 32-12	\$ 744.06
			\$ -	\$ -	\$ 711.94
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Total A:			\$ 744.06	\$ 32-12	\$ 744.06

*ASB
+
RCSTB*

B: MILEAGE		Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
Date	Own Auto KMS					
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
Total B:			\$ -	\$ -	\$ -	

711.94

UNIT Total (A+B): \$ 744.06
 GST/HST Total (A+B): \$ 32-12
TOTAL CLAIM / CHQ: \$ 744.06

Trustee Signature

[Signature]

Admin Approval / Signature

Central Office Use:

RECEIVED NOV 27 2014

Central Office Use Only:
68% of GST/HST = \$ -

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

David Bouchard	Page Number : 1	Invoice Nbr: 1000199125
AB Catholic School Trustees	Guest Number: 830692	Arrive Date: 14-NOV-14 16:32
364-5140 62 ST	Folio ID : A	Depart Date: 18-NOV-14 10:32
RED DEER, AB T4N 6R1	No. Of Guest: 1	
	Room Number : 619	
Email: Has Not Been Asked For	Room Rate : 156.00	
Email	Club Account: SPG - A42233893930	
ASK16A - ASBA 2014		

Tax Invoice

Tax ID: 815461330RT0001
 The Westin Edmonton 18-NOV-14 10:32 SHUAKAD

Date	Reference	Description	Charges	Credits
14-NOV-14	RT619	Room Charge	156.00	
14-NOV-14	RT619	GST	8.03	
14-NOV-14	RT619	DMF	4.68	
14-NOV-14	RT619	Tourism Levy	6.43	
14-NOV-14	RT619	Parking Valet	35.00	
14-NOV-14	RT619	GST	1.75	
15-NOV-14	RT619	Room Charge	156.00	
15-NOV-14	RT619	GST	8.03	
15-NOV-14	RT619	DMF	4.68	
15-NOV-14	RT619	Tourism Levy	6.43	
16-NOV-14	RT619	Room Charge	156.00	
16-NOV-14	RT619	GST	8.03	
16-NOV-14	RT619	DMF	4.68	
16-NOV-14	RT619	Tourism Levy	6.43	
16-NOV-14	RT619	Parking Valet	35.00	
16-NOV-14	RT619	GST	1.75	
17-NOV-14	RT619	Room Charge	156.00	

Continued on the next page

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

David Bouchard
 AB Catholic School Trustees
 364-5140 62 ST
 RED DEER, AB T4N 6R1

Page Number : 2
 Guest Number: 830692
 Folio ID : A
 No. Of Guest: 1
 Room Number : 619
 Room Rate : 156.00
 Club Account: SPG - A42233893930

Invoice Nbr: 1000199125
 Arrive Date: 14-NOV-14 16:32
 Depart Date: 18-NOV-14 10:32

Email: Has Not Been Asked For
 Email
 ASK16A - ASBA 2014

Date	Reference	Description	Charges	Credits
17-NOV-14	RT619	GST	8.03	
17-NOV-14	RT619	DMF	4.68	
17-NOV-14	RT619	Tourism Levy	6.43	
18-NOV-14	MC	Mastercard		-774.06
		** Total	774.06	-774.06
		*** Balance	-0.00	

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As a Starwood Preferred Guest you have earned at least 1388 Starpoints for this visit A42233893930

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

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
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David Bouchard
 AB Catholic School Trustees
 364-5140 62 ST
 RED DEER, AB T4N 6R1

Page Number : 3
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 Folio ID : A
 No. Of Guest: 1
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Email: Has Not Been Asked For
 Email
 ASK16A - ASBA 2014

EXPENSE SUMMARY REPORT

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other
14-NOV-14	156.00	8.03	6.43	0.00	0.00	41.43
15-NOV-14	156.00	8.03	6.43	0.00	0.00	4.68
16-NOV-14	156.00	8.03	6.43	0.00	0.00	41.43
17-NOV-14	156.00	8.03	6.43	0.00	0.00	4.68
18-NOV-14	0.00	0.00	0.00	0.00	0.00	0.00
Total	624.00	32.12	25.72	0.00	0.00	92.22

Date	Total	Payment
14-NOV-14	211.89	0.00
15-NOV-14	175.14	0.00
16-NOV-14	211.89	0.00
17-NOV-14	175.14	0.00
18-NOV-14	0.00	-774.06
Total	774.06	-774.06