



*Jewel*

MILEAGE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES

Inv #  
MAR-APRIL/16 - MILEAGE

Cheque Payable To: Diane MacKay

DATE: 23-May-16

DATE	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Mar. 2/ 16	Innisfail	Olds	68	Holy Trinity School Council meeting
Mar. 10	Innisfail	Red Deer	70	RDCRS Faith Day
Mar. 14	Innisfail	Sylvan Lake	82	Ecole Mother Teresa School Council meeting
Mar. 15	Innisfail	RD- Montfort	70	Joint School Council meeting
Mar. 20	Innisfail	Olds	64	Meet with constituents
Mar. 21	Innisfail	Camrose	369	ASBA Zone 4 meeting
Mar. 22	Innisfail	RD- Montfort	70	School Board meeting
Apr. 17/ 16	Innisfail	Olds	64	Meet with constituents
Apr. 19	Innisfail	RD- Montfort	70	School Board meeting
Apr. 21	Innisfail	RD- Montfort	70	Board Mini-Retreat
Apr. 25	Innisfail	Rocky Mtn House	202	ASBA Zone 4 meeting
Apr. 26	Innisfail	Red Deer	66	Meeting with RD City Counsellors and Admin
TOTAL KM'S ON THIS CLAIM			1265	

KILOMETRE CLAIM		
RATE	KILOMETRES	AMOUNT
0.50	1265	\$632.50
UNIT:		\$602.38
GST:		\$30.12
TOTAL (Reimbursement)		\$632.50

6510-41 — 03510-80

*D MacKay*  
Trustee Signature

*[Signature]*  
Central Office Admin Approval / Signature

Central Office Use:



Red Deer Catholic  
Regional Schools

*web*

### EXPENSE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Invo#  
05/23/16 - MATRIX  
HOTEL.

Cheque Payable To: Diane MacKay  
(Trustee Name)

Enter information in yellow cells

DATE: 23-May-16

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

A: RECEIPTS					
Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
April 13/ 16	Matrix Hotel	ASBA Provl Issues Forum Apr. 11-13	\$ 389.26	\$ 17.73	\$ 371.53
		Accommodation and supper Apr. 11	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			<b>\$ 389.26</b>	<b>\$ 17.73</b>	<b>\$ 371.53</b>

### B: MILEAGE

Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
Apr. 11-13	70	0.50	\$ 35.00	\$ 1.67	\$ 33.33	Travel to Montfort to meet AM Watson to travel to
	0	0.50	\$ -	\$ -	\$ -	Edmtn
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
<b>Total B:</b>			<b>\$ 35.00</b>	<b>\$ 1.67</b>	<b>\$ 33.33</b>	

6510-41 ——— 03510-80

UNIT Total (A+B):	\$	404.86
GST/HST Total (A+B):	\$	19.40
<b>TOTAL CLAIM / CHQ:</b>	<b>\$</b>	<b>424.26</b>

*D MacKay*  
Trustee Signature

*[Signature]*  
Admin Approval / Signature

Central Office Use:

**MATRIX**  
HOTEL

Mrs Diane Mackay  
5210 61st Street  
\*  
Red Deer AB T4N 6N8

Room Number: 0612  
Arrival Date: 04-11-16  
Departure Date: 04-13-16  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

04-13-16

Date	Description		Charges	Credits
04-11-16	Room Service	Room# 0612 : CHECK# 139	30.00	
04-11-16	Room Revenue		160.00	
04-11-16	Destination Marketing Fee - 3%		4.80	
04-11-16	Tourism Levy - 4%		6.59	
04-11-16	Room GST - 5%		8.24	
04-12-16	Room Revenue		160.00	
04-12-16	Destination Marketing Fee - 3%		4.80	
04-12-16	Tourism Levy - 4%		6.59	
04-12-16	Room GST - 5%		8.24	
04-13-16	Mastercard	543997XXXXXX1614 04/17		389.26
<b>Total</b>			<b>389.26</b>	<b>389.26</b>
<b>Balance</b>			<b>0.00</b>	

**Signature:**

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

