



Red Deer Catholic Regional Schools

EXPENSE CLAIM REIMBURSEMENT

MONFORT CENTRE: Superintendent

Cheque Payable to: V. Paul Mason (Teacher / Staff name)

Inv # 11/14/16 - BOSTON PIZZA

Enter information in yellow cells

DATE: November 14, 2016

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

Table A: RECEIPTS. Columns: Date, Vendor, Description (Meals / Registration / Other), RECEIPT TOTAL (includes GST & HST), GST & HST, Unit Amount. Row 1: Nov 10/16, Boston Pizza, gift card, \$ 50.00, \$ -, \$ 50.00. Total A: \$ 50.00.

B: MILEAGE

Table B: MILEAGE. Columns: Date, Own Auto KMS, Monthly Rate KMS, Total, GST, Unit Amount, Explanation / Function. Total B: 0.

UNIT Total (A+B): \$ 50.00
GST/HST Total (A+B): \$ -
TOTAL CLAIM / CHQ: \$ 50.00

Applicant Signature

Admin Approval / Signature

School Office Use:

Request No:
Authorization: (secretary)

record code (optional)

record code (optional)

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

RECEIVED NOV 28 2016



BOSTON PIZZA #137 RED DEER SOUTH

0077 Table 3 #Party 0  
HOST DAY H SvrCk: 6 14:06 11/10/16

\$50 GIFT CAR 50.00  
Sub Total: 50.00  
11/10 14:06 TOTAL: 50.00

GST-# 120649116RT0001

PLEASE PAY SERVER

\$5 Individual Pizzas Every Monday  
Join myBP at bostonpizza.com  
and receive exclusive offers and rewards

Keep this receipt and go to  
TellBostonPizza.com  
to take our short survey!  
For complete rules and eligibility  
please visit www.TellBostonPizza.com  
\*\*\*\*\*  
Survey Access Code:  
74771-10001-03111  
This code will expire in 28 days

0077

Server: HOST DAY H Rec: 26  
11/10/16 14:07, Swiped T: 3 Term: 2

BP137 RED DEER SOUTH  
3215 GAETZ AVENUE  
RED DEER, AB  
T4N 3Y1

Nov 10 2016 02:06 pm Trans# 00077

TRANSACTION RECORD

Card:\*\*\*\*\*5150  
A0000000031010 Card Type: VI  
VISA  
Trans Type: PURCHASE  
Card Entry: C  
Auth # : 091689  
Sequence #: 001686005  
Merchant ID : 20606384  
Terminal #: BP2060638402  
Date : 11-10-2016  
Time : 14:06:39

Amount : \$50.00

APPROVED - THANK YOU

Retain this copy for your records

\*\*\* CUSTOMER COPY \*\*\*

BP137 RED DEER SOUTH  
3215 GAETZ AVENUE  
RED DEER, AB  
T4N 3Y1  
BP2060638402

97057200552

137

\*\*\*\* ACTIVATION \*\*\*\*

11-10-2016 14:06:54  
Card # 611156165545XXXX  
Trace # 111014065484  
Auth # 630221 System # 568763  
Transaction Amount: \$50.00  
Card Balance: \$50.00

APPROVED

Customer Copy



Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

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**Re: P. Mason Expense claim**

1 message

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**Juanita Heidt** <juanita.heidt@rdcrs.ca>

Wed, Nov 30, 2016 at 2:58 PM

To: Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

It was for John Mueller - community member.

**Juanita Heidt**

*Executive Assistant to the Superintendent and Board of Trustees*

email: [juanita.heidt@rdcrs.ca](mailto:juanita.heidt@rdcrs.ca)

phone: 403-343-1055 ext. 310103



On Wed, Nov 30, 2016 at 2:34 PM, Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca> wrote:

Hi Juanita,

Do you know who or what the gift card from Boston is for on Paul's expense claim.  
The auditors need this info. Thanks.

JEAN GILLESPIE  
ACCOUNTS PAYABLE  
RED DEER CATHOLIC REGIONAL DIVISION #39  
PHONE# 403-343-1055  
FAX# 403-347-6410  
[jeanmarie.gillespie@rdcrs.ca](mailto:jeanmarie.gillespie@rdcrs.ca)



Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

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**Re: P. Mason Expense claim**

1 message

---

Juanita Heidt <juanita.heidt@rdcrs.ca>

Mon, Dec 5, 2016 at 9:21 AM

To: Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

Admin expense - thanks.

**Juanita Heidt**

*Executive Assistant to the Superintendent and Board of Trustees*

email: [juanita.heidt@rdcrs.ca](mailto:juanita.heidt@rdcrs.ca)

phone: 403-343-1055 ext. 310103



On Mon, Dec 5, 2016 at 9:04 AM, Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca> wrote:

Should it be put to Admin expense or to Paul Mason's account?

JEAN GILLESPIE  
ACCOUNTS PAYABLE  
RED DEER CATHOLIC REGIONAL DIVISION #39  
PHONE# 403-343-1055  
FAX# 403-347-6410  
[jeanmarie.gillespie@rdcrs.ca](mailto:jeanmarie.gillespie@rdcrs.ca)

On Mon, Dec 5, 2016 at 8:48 AM, Juanita Heidt <juanita.heidt@rdcrs.ca> wrote:

No, I wouldn't think so.

**Juanita Heidt**

*Executive Assistant to the Superintendent and Board of Trustees*

email: [juanita.heidt@rdcrs.ca](mailto:juanita.heidt@rdcrs.ca)

phone: 403-343-1055 ext. 310103



On Fri, Dec 2, 2016 at 12:26 PM, Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca> wrote:

Is this a Board Expense?

JEAN GILLESPIE  
ACCOUNTS PAYABLE  
RED DEER CATHOLIC REGIONAL DIVISION #39  
PHONE# 403-343-1055  
FAX# 403-347-6410  
[jeanmarie.gillespie@rdcrs.ca](mailto:jeanmarie.gillespie@rdcrs.ca)

On Wed, Nov 30, 2016 at 3:10 PM, Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca> wrote:  
Thanks

JEAN GILLESPIE  
ACCOUNTS PAYABLE  
RED DEER CATHOLIC REGIONAL DIVISION #39  
PHONE# 403-343-1055  
FAX# 403-347-6410  
jeanmarie.gillespie@rdcrs.ca

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**Juanita Heidt**  
*Executive Assistant to the Superintendent and Board of Trustees*  
email: juanita.heidt@rdcrs.ca  
phone: 403-343-1055 ext. 310103



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JEAN GILLESPIE  
ACCOUNTS PAYABLE  
RED DEER CATHOLIC REGIONAL DIVISION #39  
PHONE# 403-343-1055  
FAX# 403-347-6410  
jeanmarie.gillespie@rdcrs.ca



MILEAGE CLAIM REIMBURSEMENT

KINK TAG

Inu#

DEC/16 - MILEAGE

MONFORT CENTRE

Cheque Payable To: Paul Mason

Enter Information in yellow cells

DATE: December 22 / 16

DATE	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL	
1	Montfort	Fr. Voisin	10	St. Pats -5	Maryview -14
1	Montfort	Camille	6	St. Teresa -8	St. Elizabeth -17
2	Montfort	Notre Dame	19	St. Martin -10	Holy Family -17
2	Montfort	Redstone	14	Camille -6	Notre Dame -19
2	Montfort	St. Gregory	40	JP II -4	St. Francis -20
1	Montfort	Holy Family	17	St. Thomas -14	Mother Teresa -50
5	Montfort	OLR	50	St. Marguerite -70	St. Matthew -178
5	Montfort	RD College	17	Transportation -34	Olds- 155
6	Montfort	Sacred Heart	4		
6	Montfort	State & Main	20		
6	Montfort	Notre Dame	19		
7	Montfort	Edmonton	350		
8	Montfort	Notre Dame	19		
Dec. 9	Montfort	RD Public	4		
Dec. 13	Montfort	Notre Dame	19		
Dec. 13	Montfort	Notre Dame	19		
Dec. 14	Montfort	St. Teresa	8		
Dec. 14	Montfort	Notre Dame	19		
Dec. 16	Montfort	Holy Family	17		
Dec. 16	Montfort	Fr. Voisin	10		
Dec. 16	Montfort	St. Martin	10		
Dec. 19	Montfort	Holy Trinity	155		
Dec. 20	Montfort	Notre Dame	19		
Dec. 20	Montfort	Sacred Heart	4		
Dec. 21	Montfort	Camille	6		
Dec. 21	Montfort	Notre Dame	19		
Dec. 22	Montfort	Sacred Heart	4		
Dec. 22	Montfort	St. Martin	10		
Dec. 22	Montfort	Mother Teresa	50		
	Montfort				
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	Montfort				
TOTAL KM'S ON THIS CLAIM			958	KILOMETRE CLAIM	

RATE	KILOMETRES	AMOUNT
0.5	958	\$479.00
UNIT:		\$456.19
GST:		\$22.81
TOTAL (Reimbursement)		\$479.00

6510-42 — 03345-80.

Applicant Signature

Admin Approval / Signature



**MILEAGE CLAIM REIMBURSEMENT**

KWIK TAG  
Inv#

MONFORT CENTRE \_\_\_\_\_

JAN/17 - MILEAGE

Cheque Payable To: Paul Mason

Enter Information in yellow cells

DATE: January 30/17

DATE	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
10	Montfort	St. Mary's	14	St. Pats -5 Maryview -14
11	Montfort	Sacred Heart	4	St. Teresa -8 St. Elizabeth -17
11	Montfort	RMH	215	St. Martin -10 Holy Family -17
10	Montfort	Notre Dame	19	Camille -6 Notre Dame -19
11	Montfort	Notre Dame	19	JP II -4 St. Francis -20
15	Montfort	Sacred Heart	4	St. Thomas -14 Mother Teresa -50
16	Montfort	Notre Dame	19	St. Marguerite -70 St. Matthew - 178
17	Montfort	St. Elizabeth	17	Transportation -34 Olds- 155
17	Montfort	St. Teresa	8	
18	Montfort	Calgary	285	
20	Montfort	St. Pat's	5	
20	Montfort	Maryview	14	
16	Montfort	St. Francis	20	
Jan. 17	Montfort	St. Marg's	70	
January 24, 2017	Montfort	STA	14	
January 24, 2017	Montfort	St. Elizabeth	17	
January 25, 2017	Montfort	St. Gabe's	4	
January 26, 2017	Montfort	St. Francis	20	
January 26, 2017	Montfort	Fr. Voisin	10	
January 27, 2017	Montfort	RD College	14	
January 27, 2017	Montfort	Camille	6	
January 27, 2017	Montfort	St. Marg's	70	
Jan. 30	Montfort	Notre Dame	19	
Jan. 30	Montfort	Radisson	17	
Jan. 31	Montfort	Notre Dame	19	
Jan. 31	Montfort	St. Thomas	14	
Jan. 31	Montfort	St. Francis	20	
January 31, 2017	Montfort	Fr. Voisin	10	
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	Montfort			
<b>TOTAL KM'S ON THIS CLAIM</b>			<b>967</b>	<b>KILOMETRE CLAIM</b>

6510-42 — 03345-80

RATE	KILOMETRES	AMOUNT
0.5	967	\$483.50
<b>UNIT:</b>		<b>\$460.48</b>
<b>GST:</b>		<b>\$23.02</b>
<b>TOTAL (Reimbursement)</b>		<b>\$483.50</b>

  
Applicant Signature

  
Admin Approval / Signature



Red Deer Catholic Regional Schools

### EXPENSE CLAIM REIMBURSEMENT

MONFORT CENTRE: \_\_\_\_\_

Cheque Payable to: Paul Mason  
(Teacher / Staff name)

DATE: Jan 30  
February 1, 2017

Inu#  
01/30/17 - MUSICAL

Enter information in yellow cells

**\*\*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
Jan 31/17	Notre Dame High School	fine arts musical	\$ 40.00		\$ 40.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
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<b>Total A:</b>			<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ 40.00</b>

B: MILEAGE						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
<b>Total B:</b>	<b>0</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

UNIT Total (A+B):	\$	40.00
GST/HST Total (A+B):	\$	-
<b>TOTAL CLAIM / CHQ:</b>	<b>\$</b>	<b>40.00</b>

6510-

[Signature]  
Applicant Signature

[Signature]  
Admin Approval / Signature

School Office Use:

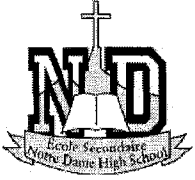
Request No:	_____
Authorization:	_____ (secretary)

\_\_\_\_\_ record code (optional)

\_\_\_\_\_ record code (optional)

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





# RECEIPT

Ecole Secondaire Notre Dame  
50 Lees Street  
Red Deer, AB T4R 2P6

Date 31/01/2017  
Receipt No. CR-02369-10000  
Payment Method Cash  
Check No. 0000

Page: 1

Received from: CASH CASH CASH  
C/O NotreDame High School  
50 Lees Street  
Red Deer, AB T4R 2S9



Description	Amount
FINE ARTS - MUSICAL	40.00
<b>Total</b>	<b>\$40.00</b>

**Rod Steeves**

Secretary-Treasurer



## MILEAGE CLAIM REIMBURSEMENT

KWIK TAG

INU#

MONFORT CENTRE \_\_\_\_\_

Feb/17 - MILEAGE

Cheque Payable To: Paul Mason


Enter Information in yellow cells

DATE: February 27/17

DATE	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL	
Feb. 1	Montfort	Mother Teresa	50	St. Pats -5	Maryview -14
Feb. 1	Montfort	St. Francis	20	St. Teresa -8	St. Elizabeth -17
Feb. 2	Montfort	St. Pat's	5	St. Martin -10	Holy Family -17
Feb. 2	Montfort	Melcor	5	Camille -6	Notre Dame -19
Feb. 9	Montfort	OLR	50	JP II -4	St. Francis -20
Feb. 10	Montfort	Memorial Arts	6	St. Thomas -14	Mother Teresa -50
Feb. 10	Montfort	Phil's	8	St. Marguerite -70	St. Matthew -178
Feb. 9	Montfort	St. Marg's	70	Transportation -34	Olds- 155
Feb. 14	Montfort	Notre Dame	19		
Feb. 14	Montfort	Maryview	14		
Feb. 14	Montfort	Notre Dame	19		
Feb. 15	Montfort	Innisfail	70		
Feb. 17	Montfort	Notre Dame	19		
Feb. 21	Montfort	Notre Dame	19		
Feb. 13	Montfort	St. Joseph's	16		
Feb. 14	Montfort	Notre Dame	19		
Feb. 22	Montfort	State & Main	20		
Feb. 22	Montfort	St. Matt's	178		
Feb. 27	Montfort	RCMP	6		
Feb. 28	Montfort	Notre Dame	19		
Feb. 28	Montfort	St. Gregory's	20		
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<b>TOTAL KM'S ON THIS CLAIM</b>			<b>652</b>	<b>KILOMETRE CLAIM</b>	

6510-42 — 03345 — 80

RATE	KILOMETRES	AMOUNT
0.5	652	<b>\$326.00</b>
<b>UNIT:</b>		<b>\$310.48</b>
<b>GST:</b>		<b>\$15.52</b>
<b>TOTAL (Reimbursement)</b>		<b>\$326.00</b>

  
 \_\_\_\_\_  
 Applicant Signature

  
 \_\_\_\_\_  
 Admin Approval / Signature