



Red Deer Catholic  
Regional Schools

EXPENSE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES

Inu #  
11/29/17 - ACSTA/ASBA

Cheque Payable To:

CYNTHIA LEYSEN  
(Trustee Name)

Enter information in yellow cells

DATE:

NOV. 29/17

\*\*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
NOV. 21/17	WESTIN HOTEL	HOTEL + MEALS	\$ 1,283.27	\$ <del>67.87</del>	\$ <del>1218.42</del>
			\$ -	\$ 67.15	\$ 1216.12
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			\$ 1283.27	\$ 67.15	\$ 1216.12

B: MILEAGE						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
NOV. 21/17	318	0.50	\$ 159.00	\$ -	\$ -	ASBA + ASBA MILEAGE
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
<b>Total B:</b>			\$ 159.00	\$ 7.57	\$ 151.43	

6510-41 ——— 06513-80

UNIT Total (A+B):	\$	1367.55
GST/HST Total (A+B):	\$	74.72
<b>TOTAL CLAIM / CHQ:</b>	\$	<b>1442.27</b>

Trustee Signature \_\_\_\_\_

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

Central Office Use:

1-6510-41-00-06513-80

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



Cynthia Leyson  
 AK17AD - ASBA 2017

Page Number : 1 Invoice Nbr : 27795111  
 Guest Number : 1142295  
 Folio ID : A  
 Arrive Date : 16-NOV-17 17:34  
 Depart Date : 21-NOV-17 09:04  
 No. Of Guest : 1  
 Room Number : 1143  
 Club Account : SPG - A2571

Copy Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton NOV-22-2017 12:16 A0004051

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-17	RT1143	Room Charge	210.00	
16-NOV-17	RT1143	GST	10.82	
16-NOV-17	RT1143	Destination Marketing Fee	6.30	
16-NOV-17	RT1143	Tourism Levy	8.65	
16-NOV-17	RT1143	Parking Valet	43.00	
16-NOV-17	RT1143	GST	2.15	
16-NOV-17	DEPOSIT	Deposit-VI-6124		-179.63
17-NOV-17	6812	Share Restaurant	34.40	
17-NOV-17	6896	Share Restaurant	23.90	
17-NOV-17	RT1143	Room Charge	210.00	
17-NOV-17	RT1143	GST	10.82	
17-NOV-17	RT1143	Destination Marketing Fee	6.30	
17-NOV-17	RT1143	Tourism Levy	8.65	
17-NOV-17	RT1143	Parking Valet	43.00	
17-NOV-17	RT1143	GST	2.15	
18-NOV-17	RT1143	Room Charge	210.00	
18-NOV-17	RT1143	GST	10.82	
18-NOV-17	RT1143	Destination Marketing Fee	6.30	

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The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
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# WESTIN®

HOTELS & RESORTS

Cynthia Leyson  
 AK17AD - ASBA 2017

Page Number : 2 Invoice Nbr : 27795111  
 Guest Number : 1142295  
 Folio ID : A  
 Arrive Date : 16-NOV-17 17:34  
 Depart Date : 21-NOV-17 09:04  
 No. Of Guest : 1  
 Room Number : 1143  
 Club Account : SPG - A2571

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-NOV-17	RT1143	Tourism Levy	8.65	
18-NOV-17	RT1143	Parking Valet	43.00	
18-NOV-17	RT1143	GST	2.15	
19-NOV-17	RT1143	Room Charge	210.00	
19-NOV-17	RT1143	GST	10.82	
19-NOV-17	RT1143	Destination Marketing Fee	6.30	
19-NOV-17	RT1143	Tourism Levy	8.65	
19-NOV-17	RT1143	Parking Valet	43.00	
19-NOV-17	RT1143	GST	2.15	
20-NOV-17	RT1143	Room Charge	210.00	
20-NOV-17	RT1143	GST	10.82	
20-NOV-17	RT1143	Destination Marketing Fee	6.30	
20-NOV-17	RT1143	Tourism Levy	8.65	
20-NOV-17	RT1143	Parking Valet	43.00	
20-NOV-17	RT1143	GST	2.15	
22-NOV-17	VI	Visa - 0016		-1283.27

Approve EMV Receipt for MC - 9099: PIN Verified  
 TC:8AC14B5B21DF319B TVR:0000008000 AID:A0000000041010  
 Application Label:MASTERCARD

\*\* Total 1462.90 -1462.90

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 Edmonton, AB T5J 0N7  
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## HOTELS & RESORTS

Cynthia Leyson  
 AK17AD - ASBA 2017

Page Number : 3 Invoice Nbr : 27795111  
 Guest Number : 1142295  
 Folio ID : A  
 Arrive Date : 16-NOV-17 17:34  
 Depart Date : 21-NOV-17 09:04  
 No. Of Guest : 1  
 Room Number : 1143  
 Club Account : SPG - A2571

\*\*\* Balance 0.00

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at [westin.com/store](http://westin.com/store)

As a Starwood Preferred Guest you have earned at least 2217 Starpoints for this visit A2571

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

### EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-16-2017	210.00	10.82	8.65	0.00	0.00	-128.18	101.29	0.00
11-17-2017	210.00	10.82	8.65	58.30	0.00	51.45	339.22	0.00

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 Edmonton, AB T5J 0N7  
 Canada  
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# WESTIN®

## HOTELS & RESORTS

Cynthia Leyson  
 AK17AD - ASBA 2017

Page Number : 4 Invoice Nbr : 27795111  
 Guest Number : 1142295  
 Folio ID : A  
 Arrive Date : 16-NOV-17 17:34  
 Depart Date : 21-NOV-17 09:04  
 No. Of Guest : 1  
 Room Number : 1143  
 Club Account : SPG - A2571

Date	Room	GST	Tour/Lvy	Food/Bev	Phone	Other	Total	Payment
11-18-2017	210.00	10.82	8.65	0.00	0.00	51.45	280.92	0.00
11-19-2017	210.00	10.82	8.65	0.00	0.00	51.45	280.92	0.00
11-20-2017	210.00	10.82	8.65	0.00	0.00	51.45	280.92	0.00
11-21-2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1283.27
<b>Total</b>	<b>1050.00</b>	<b>54.10</b>	<b>43.25</b>	<b>58.30</b>	<b>0.00</b>	<b>77.62</b>	<b>1283.27</b>	<b>-1283.27</b>

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

910790031 Pinky 1  
-----  
CHK 6811 TBL 14/2  
17 NOV'17 8:05 AM  
-----  
1 The Energizer 28.00  
  
Subtotal \$28.00  
GST \$1.40  
**Total Due \$29.40**

GRATUITY: 5.00  
TOTAL: 34.40  
ROOM #: 1143  
PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_



<http://globaltmy.com/1079031>

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

910790030 Megan 1  
-----  
CHK 6896 TBL 2/4  
17 NOV'17 13:14 PM  
-----  
1 Share Burger 18.00  
  
Subtotal \$18.00  
GST \$0.90  
**Total Due \$18.90**

GRATUITY: 5.00  
TOTAL: 23.90  
ROOM #: 1143  
PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_



<http://globaltmy.com/1079030>