

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

Inv#
Oct/19 - mileage

LOCATION / DEPARTMENT

PAYABLE TO: Sharla Heistad

DATE: Nov. 17, 2019

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Oct Tue Oct 01 2	Sanctum Retreat	Innisfail	65	Board Retreat
Oct Wed Oct 02 2	Innisfail	St. Mary's Parish RD	80	Grade 4 Bible Celebration/Expulsion hearing afternoon
Oct Thu Oct 03 2	Innisfail	Montfort	80	Grievance Prep with Lawyers
Oct Mon Oct 07 2	Innisfail	Holy Trinity Olds	80	School council meeting
Oct Thu Oct 10 2	Innisfail	Montfort	80	Conference Call expulsion/Copyright update
Oct Fri Oct 11 20	Innisfail	Sylvan Lake	80	School council OLOR
Oct Mon Oct 28 2	Innisfail	Monfort	80	ASBA and Ed Foundation AGM
Oct Tue Oct 29 2	Innisfail	Monfort	80	Board meeting
Oct Fri Oct 25 20	Innisfail	Notre Dame	80	Awards evening

	RATE	TOTAL CLAIM	GST
TOTAL KM'S THIS CLAIM	705	\$352.50	\$16.79

UNIT Total (A + B): \$335.71 ✓
 GST/HST Total (A + B): \$16.79 ✓
 TOTAL CLAIM / CHQ: \$352.50 ✓

Applicant Signature

Admin Approval/ Signature

School Office Use:

Purchase Order No:	
Authorization:	(secretary)

6510-41 → *06502-80*
 record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$341.09
68% of GST/HST:	\$11.41
Total Claim:	\$352.50

Version: 1-17/18 September 01, 2017