

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

Invo# LOCATION / DEPARTMENT
Nov/19-mileage/westin PAYABLE TO: Sharla Heistad

DATE: Dec. 15, 2019

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Nov 14, 2019	Westin Hotel	Room charge	\$180.00		\$180.00
Nov 14, 2019	Westin Hotel	GST	\$9.27	\$9.27	\$0.00
Nov 14, 2019	Westin Hotel	DMF	\$5.40	\$5.40	\$0.00
Nov 14, 2019	Westin Hotel	Tour Levy	\$7.42	\$7.42	\$0.00
Nov 14, 2019	Westin Hotel	Valet Parking	\$45.00	\$45.00	\$0.00
Nov 14, 2019	Westin Hotel	Valet Parking GST	\$2.25	\$2.25	\$0.00
Nov 15, 2019	Westin Hotel	Room charge	\$180.00		\$180.00
Nov 15, 2019	Westin Hotel	GST	\$9.27	\$9.27	\$0.00
Nov 15, 2019	Westin Hotel	DMF	\$5.40	\$5.40	\$0.00
Nov 15, 2019	westin Hotel	Tour Levy	\$7.42	\$7.42	\$0.00
Nov 15, 2019	westin Hotel	Valet Parking	\$45.00	\$45.00	\$0.00
Nov 15, 2019	westin Hotel	Valet Parking GST	\$2.25	\$2.25	\$0.00
			TOTAL GST		
TOTAL THIS CLAIM			\$498.68	\$138.68	\$360.00

5.40
7.42
45.00

5.40
7.42
45.00

23.04 475.64

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Nov 01, 2019	Innisfail	Montfort	80	Board mini retrea
Nov 03, 2019	Innisfail	Sylvan Lake	80	OLOR school council
Nov 02, 2019	Innisfail	Olds	80	Catholic Education Sunday St. Stephen's Parish
Nov 13, 2019	Innisfail	Red Deer	80	City of Red Deer meeting
Nov 14, 2019	Innisfail	Westin Edmonton	190	ACSTA AGM
Nov 17, 2019	Westin Edmonton	Innisfail	190	Return from ACSTA
Nov 26, 2019	Innisfail	Montfort	80	Board meeting
			RATE	TOTAL CLAIM
TOTAL KM'S THIS CLAIM			780	\$390.00
				GST
				\$18.57

UNIT Total (A + B): ~~\$734.43~~ 847.07
 GST/HST Total (A + B): ~~\$157.25~~ 41.61
TOTAL CLAIM / CHQ: \$888.68

Applicant Signature _____

Admin Approval/ Signature _____

School Office Use:

Purchase Order No: _____

Authorization: _____
(secretary)

6510-41 06502 8C
 record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$781.75
68% of GST/HST:	\$106.93
Total Claim:	\$888.68

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

WESTIN®

HOTELS & RESORTS

Sharla Heistad
 4720 49 ST
 RED DEER, AB, T4N 1T7
 XA1166 - ACSTA ASBA CONFERENCES

Page Number : 1 Invoice Nbr : 27916250
 Guest Number : 1298795
 Folio ID : A
 Arrive Date : 14-NOV-19 16:00
 Depart Date : 16-NOV-19 03:15
 No. Of Guest : 1
 Room Number : 515
 Marriott Bonvoy Number : 5613

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-17-2019 07:52 THARR462

Date	Reference	Description	Charges (CAD)	Credits (CAD)
14-NOV-19	RT515	Room Chrg - Grp - Association	180.00	
14-NOV-19	RT515	GST	9.27	
14-NOV-19	RT515	DMF	5.40	
14-NOV-19	RT515	Tour Levy	7.42	
14-NOV-19	RT515	Parking Valet	45.00	
14-NOV-19	RT515	GST	2.25	
15-NOV-19	RT515	Room Chrg - Grp - Association	180.00	
15-NOV-19	RT515	GST	9.27	
15-NOV-19	RT515	DMF	5.40	
15-NOV-19	RT515	Tour Levy	7.42	
15-NOV-19	RT515	Parking Valet	45.00	
15-NOV-19	RT515	GST	2.25	
16-NOV-19	MC	Mastercard-5082		-498.68

Approve EMV Receipt for MC - 5082: PIN Verified
 TC:D33411AF844765DE TVR:0000008000
 Application Label:MasterCard

** Total 498.68 -498.68
 *** Balance 0.00

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Continued on the next page

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

Inu #

LOCATION / DEPARTMENT Montfort/ Trustee

Dec/19 - mileage

PAYABLE TO: Sharla Heistad

DATE: Feb. 02, 2020

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Dec 02, 2019	Innisfail	OLOR Sylvan Lake	80	School council meeting
Dec 02, 2019	Innisfail	Red Deer College	75	Notre Dame Winter Concert
Dec 04, 2019	Innisfail	Montfort	80	Trustee Wine and cheese Administration
Dec 06, 2019	Innisfail	Sylvan Lake	80	Advent Mass EOLOR
Dec 13, 2019	Innisfail	Montfort	80	MLA Meeting at Montfort
Dec 16, 2019	Innisfail	Montfort	80	Ed Foundation planning event meeting
Dec 17, 2019	Innisfail	St. Stephen's Olds	80	Advent Concert Holy Trinity
Dec 18, 2019	Innisfail	Red Deer College	75	St. Martin Advent Play
Dec 19, 2019	Innisfail	Sylvan Lake	80	EOLOR advent Concert
			RATE	TOTAL CLAIM
TOTAL KM'S THIS CLAIM			710	\$355.00
			.50	GST
				\$16.90

UNIT Total (A + B): \$338.10 ✓
 GST/HST Total (A + B): \$16.90 ✓
 TOTAL CLAIM / CHQ: \$355.00

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:	\$343.50
68% of GST/HST:	\$11.50
Total Claim:	\$355.00

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

Inv #

LOCATION / DEPARTMENT Montfort/ Trustee

Jan/20 - Mileage

PAYABLE TO: Sharla Heistad

DATE: Mar. 08, 2020

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Jan 19, 2020	Innisfail	Sacred Heart Parish	80	Friendship Lunch
Jan 24, 2020	Innisfail	Montfort	80	Board Mini retreat
Jan 28, 2020	Innisfail	Montfort	80	Board meeting
			RATE	TOTAL CLAIM
TOTAL KM'S THIS CLAIM			240	\$120.00
			GST	\$5.71

UNIT Total (A + B): \$114.29
 GST/HST Total (A + B): \$5.71
TOTAL CLAIM / CHQ: \$120.00

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:	\$116.11
68% of GST/HST:	\$3.89
Total Claim:	\$120.00

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

Jrw#

LOCATION / DEPARTMENT

Feb/20 - Mileage.

PAYABLE TO: Sharla Heistad

DATE: Mar. 08, 2020

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Feb 04, 2020	Innisfail	Montfort/St. Pat's Scho	80	Board Special meeting and rededication
Feb 06, 2020	Innisfail	Memorial Centre	80	Annie Warbucks musical Notre Dame cast
Feb 07, 2020	Innisfail	Sylvan Lake	80	OLOR School Council meeting
Feb 09, 2020	Innisfail	St. Stephen's Parish Ol	80	Mass Olds
Feb 10, 2020	Innisfail	Montfort	80	Education foundation meeting
Feb 18, 2020	Innisfail	Montfort	80	Board Meeting(Special)
Feb 19, 2020	Innisfail	St. Joseph's School	80	Faith Day
Feb 25, 2020	Innisfail	Montfort	80	Regular Board meeting

	RATE	TOTAL CLAIM	GST
TOTAL KM'S THIS CLAIM	640	\$320.00	\$15.24

UNIT Total (A + B): \$304.76 ✓
 GST/HST Total (A + B): \$15.24 ✓
 TOTAL CLAIM / CHQ: \$320.00 ✓

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:	\$309.64
68% of GST/HST:	\$10.36
Total Claim:	\$320.00