

2021-2022 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

LOCATION/DEPARTMENT: Montfort / Trustees

PAYABLE TO: Anne Marie Watson

DATE: Dec 14, 2021

Claim Totals

Unit Total (A+B) 487.30 ~~\$464.66~~

GST/HST Total (A+B) 23.72 ~~\$46.36~~

Adjusted Unit Amount \$479.50

68% of GST/HST \$31.52

Office Use

Purchase Order #

Authorization

Claim Total (Reimbursement): \$511.02

Applicant Signature

Admin/Approval Signature

X

X

A: RECEIPTS

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Nov 16, 2021	Delta Hotels	hotel room	\$357.02	^{16.38} \$39.02	\$348.00 340.64

Receipts Total \$357.02

GST/HST Total 16.38 ~~\$39.02~~

Unit Total 340.64 ~~\$348.00~~

B: MILEAGE

Date	From	To	Comment	Distance (km)
Nov 14, 2021	Montfort	Edmonton	ASBA conference	154
Nov 16, 2021	Edmonton	Montfort	ASBA conference	154

Distance Total (km)	308
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Rate (\$/km after tax)	\$0.50
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GST Total	\$7.34
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Unit Total	\$146.66
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Mileage Total	\$154.00
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DELTA
 HOTELS
 MARRIOTT

EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Ms Anne Marie Watson
Canada

Room: 0716
 Folio: 164225
 Cashier: 33
 Arrival: 11-14-21
 Departure: 11-16-21

Group: AB School Boards Association FGM Confere

Date	Description	Additional Information	Charges	Credits
11-14-21	Room Charge		159.00	
11-14-21	Room Destination Marketing Fee		4.77	
11-14-21	Room GST		8.19	
11-14-21	AB Tourism Levy		6.55	
11-15-21	Room Charge		159.00	
11-15-21	Room Destination Marketing Fee		4.77	
11-15-21	Room GST		8.19	
11-15-21	AB Tourism Levy		6.55	
11-16-21	Master Card	XXXXXXXXXXXX4767 XX/XX		357.02

GST Summary

Registration No: 889835161

Room 16.38

F&B 0.00

Other 22.64

Total 39.02

Total	357.02	357.02
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Balance Due	0.00 CDN
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Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.