

# 2021-2022 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic  
Regional Schools**

**LOCATION/DEPARTMENT:** Montfort/Trustee

**PAYABLE TO:** Dorraine Lonsdale

**DATE:** Dec 3, 2021

Version 8 - 12 May 2021

| Claim Totals                          |          | Office Use        |
|---------------------------------------|----------|-------------------|
| Unit Total (A+B):                     | \$322.67 | Purchase Order #: |
| GST/HST Total (A+B):                  | \$16.13  |                   |
| Adjusted Unit Amount:                 | \$327.83 | Authorization:    |
| 68% of GST/HST:                       | \$10.97  |                   |
| Total Claim (Reimbursement): \$338.80 |          |                   |

## **A: RECEIPTS**

No receipts entered.

## **B: MILEAGE**

| Date         | From        | To          | Comment/Purpose of Travel             | Distance (km) |
|--------------|-------------|-------------|---------------------------------------|---------------|
| Nov 13, 2021 | St. Matthew | Montfort    | ACSTA AGM Virtual at Montfort         | 84.7          |
| Nov 13, 2021 | Montfort    | St. Matthew | Return from Montfort                  | 84.7          |
| Nov 15, 2021 | St. Matthew | Montfort    | ASBA AGM Virtual at Montfort          | 84.7          |
| Nov 15, 2021 | Montfort    | St. Matthew | Return from Montfort                  | 84.7          |
| Nov 19, 2021 | St. Matthew | Montfort    | Board Orientation Retreat at Montfort | 84.7          |
| Nov 19, 2021 | Montfort    | St. Matthew | Return from Montfort                  | 84.7          |
| Nov 30, 2021 | St. Matthew | Montfort    | Regular Board Meeting at Montfort     | 84.7          |
| Nov 30, 2021 | Montfort    | St. Matthew | Return from Montfort                  | 84.7          |

|                      |   |          |
|----------------------|---|----------|
| Total Distance (km): | ✓ | 677.6    |
| Rate (\$/km):        | ✓ | \$0.50   |
| Unit:                | ✓ | \$322.67 |
| GST:                 | ✓ | \$16.13  |

Applicant Signature

Admin/Approval Signature

|                     |   |          |
|---------------------|---|----------|
| Mileage Claim Total | ✓ | \$338.80 |
|---------------------|---|----------|