2021-2022 EXPENSE & MILEAGE CLAIM REIMBURSEMENT

Red Deer Catholic Regional Schools

LOCATION/DEPARTMENT:	Montfort / Trustee
PAYABLE TO:	Sharla Heistad
DATE:	Feb 27, 2022

Claim Totals		Office Use	
Unit Total (A+B)	$114.28	Purchase Order #	
GST/HST Total (A+B)	$5.72		
Adjusted Unit Amount	$116.11	Authorization	
68% of GST/HST	$3.89		

Claim Total (Reimbursement): $120.00

Applicant Signature

Admin/Approval Signature

X _____

X _____

no receipts entered

B: MILEAGE

Date	From	To	Comment	Distance (km)
Feb 11, 2022	Innisfail	Montfort	Expulsion hearing	80
Feb 16, 2022	Innisfail	Montfort	Board Retreat	80
Feb 22, 2022	Innisfail	Montfort	Regular Board meeting	80

Distance Total (km)	240
Rate ($/km after tax)	$0.50
GST Total	$5.72
Unit Total	$114.28
Mileage Total	$120.00

2021-2022 EXPENSE & MILEAGE CLAIM REIMBURSEMENT

Red Deer Catholic Regional Schools

LOCATION/DEPARTMENT:	Montfort / Trustee
PAYABLE TO:	Sharla Heistad
DATE:	Mar 29, 2022

Claim Totals

		Office Use
Unit Total (A+B)	*547.25* ~~$370.13~~	Purchase Order #
GST/HST Total (A+B)	*26.77* ~~$203.89~~	
Adjusted Unit Amount	$435.37	Authorization
68% of GST/HST	$138.65	

Claim Total (Reimbursement): $574.02

Applicant Signature   Admin/Approval Signature

X _____   X _____

A: RECEIPTS

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Mar 06, 2022	Fantasyland Hotel	Room charge	$164.00	$0.00	$164.00
Mar 06, 2022	Fantasyland Hotel	Alberta Tourism Levy	$6.56	~~$6.56~~	~~$0.00~~ *6.56*
Mar 06, 2022	Fantasyland Hotel	GST	$8.20	$8.20	$0.00
Mar 07, 2022	Fantasyland Hotel	Room charge	$164.00	~~$164.00~~	~~$0.00~~ *164.00*
Mar 07, 2022	Fantasyland Hotel	Alberta Tourism Levy	$6.56	~~$6.56~~	~~$0.00~~ *6.56*
Mar 07, 2022	Fantasyland Hotel	GST	$8.20 *357.52*	$8.20 *16.40*	~~$0.00~~ *341.12*
Mar 07, 2022	Moxies	Supper	$19.50	$0.98 *17.38*	$18.52

Receipts Total	$377.02
GST/HST Total	*17.38* ~~$194.50~~
Unit Total	*359.64* ~~$182.52~~

FANTASYLAND
H O T E L

17700 87 AVE
EDMONTON AB T5T 4V4

Heistad , Sharla

6033 47 st

Innisfail, AB t4g 1v8

Confirmation Number: 79118062-1

Room Number: 510

Room Type: EXTWN

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
03/06/2022	03/08/2022	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/06/2022	RM	Room Charge	164.00
03/06/2022	RT	Alberta Tourism Levy	6.56
03/06/2022	GST	GST 845861368 RT	8.20
03/07/2022	RM	Room Charge	164.00
03/07/2022	RT	Alberta Tourism Levy	6.56
03/07/2022	GST	GST 845861368 RT	8.20
03/08/2022	MC	MasterCard ***********5082	(357.52)

TOTAL DUE: 0

TERMS: If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

B: MILEAGE

Date	From	To	Comment	Distance (km)
Mar 06, 2022	Innisfail	West Edm Mall	Alberta Rural Education Symposium	197
Mar 08, 2022	West Edm Mall	Innisfail	return from ARES to home	197

Distance Total (km)	394
Rate ($/km after tax)	$0.50
GST Total	$9.39
Unit Total	$187.61
Mileage Total	$197.00