

## 2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort

PAYABLE TO: Sharla Heistad

DATE: Oct 03, 2022

Claim Totals		Office Use
Unit Total (A+B)	\$194.03	Purchase Order #
GST/HST Total (A+B)	\$9.71	
Adjusted Unit Amount	\$197.14	Authorization
68% of GST/HST	\$6.60	

**Claim Total (Reimbursement): \$203.74**

Applicant Signature

Admin/Approval Signature

X

X

no receipts entered

Date	From	To	Comment	Distance (km)
Sep 01, 2022	Innisfail	Notre Dame	Grade 10 welcome back BBQ	80
Sep 12, 2022	Innisfail	YMCA Red Deer	Meeting with Minister Lagrange	88
Sep 27, 2022	Innisfail	Montfort	Regular Board Meeting	80
Sep 29, 2022	Innisfail	Mother Teresa	Welcome Back BBQ and School Council	86

Distance Total (km) 334

Distance Total Year (km)

Rate (\$/km after tax) \$0.61

GST Total \$9.71

Unit Total \$194.03

Mileage Total \$203.74



**22/23 CELL PHONE SUBSIDY**

Location: **BOARD OF TRUSTEES**

Cheque Payable to: **SHARLA HEISTAD 06502**  
(Teacher / Staff name)

DATE: **November 2/22**

Date	Description	TOTAL (includes GST)	GST	Unit Amount
Nov 2/22	22/23 PHONE PLAN REIMBURSEMENT 12 months X \$47.25 Sept/22-Aug 31/23	\$ 567.00	\$ 27.00	\$ 540.00
<b>Total :</b>		<b>\$ 567.00</b>	<b>\$ 27.00</b>	<b>\$ 540.00</b>

UNIT Total:	\$ 540.00
GST/HST Total :	\$ 27.00

**TOTAL CLAIM REIMBURSEMENT: \$ 567.00**

\_\_\_\_\_  
Accounts Payable Representative

\_\_\_\_\_  
Admin Approval / Signature

Accounts Payable Use

Inv#: 22/23 Cell Phone  
Posting Desc: 22/23-cell 12X\$47.25

**6510-41-000000-06502-80**  
GL Code



**22/23 CELL PHONE SUBSIDY**

Location: **BOARD OF TRUSTEES**

Cheque Payable to: **SHARLA HEISTAD 06502**  
(Teacher / Staff name)

DATE: **November 30/22**

Date	Description	TOTAL (includes GST)	GST	Unit Amount
Nov 30/22	22/23 Communications allowance	\$ 900.00	\$ -	\$ 900.00
Nov 2/22	Less Nov 2/22 payment already applied	\$ (567.00)	\$ -	\$ (567.00)
<b>Total :</b>		<b>\$ 333.00</b>	<b>\$ -</b>	<b>\$ 333.00</b>

UNIT Total:	\$	333.00
GST/HST Total :	\$	-

**TOTAL CLAIM REIMBURSEMENT: \$ 333.00**

\_\_\_\_\_  
Accounts Payable Representative  
\_\_\_\_\_  
Accounts Payable Use

\_\_\_\_\_  
Admin Approval / Signature

**6510-41-000000-06502-80**  
\_\_\_\_\_  
GL Code

NOVEMBER claim & mileage

### 2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic  
Regional Schools

LOCATION/DEPARTMENT: Innisfail / Trustee

PAYABLE TO: Sharla Heistad

DATE: Nov 28, 2022

**Claim Totals**

**Office Use**

Unit Total (A+B)	\$705.27
GST/HST Total (A+B)	\$535.41
Adjusted Unit Amount	\$876.60
68% of GST/HST	\$364.08

Purchase Order #

Authorization

**Claim Total (Reimbursement): \$1,240.68**

Applicant Signature

Admin/Approval Signature

X

X

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**A: RECEIPTS**

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Nov 18, 2022	Chateau Lacombe	Hotel accommodation Nov 18, 2022	\$114.00 ✓	<del>\$114.00</del>	<del>\$0.00</del> 114.
Nov 18, 2022	Chateau Lacombe	ERDMF 3%	\$3.42 ✓	<del>\$3.42</del>	<del>\$0.00</del> 3.42.
Nov 18, 2022	Chateau Lacombe	Tourism levy 4%	\$4.70 ✓	<del>\$4.70</del>	<del>\$0.00</del> 4.70
Nov 18, 2022	Chateau Lacombe	Room GST 5%	\$5.87 ✓	\$5.87	<del>\$0.00</del> 5.87.
Nov 19, 2022	Chateau Lacombe	Hotel accommodation Nov 19, 2022	\$114.00 ✓	<del>\$114.00</del>	<del>\$0.00</del> 114.
Nov 19, 2022	Chateau Lacombe	ERDMF 3%	\$3.42 ✓	<del>\$3.42</del>	<del>\$0.00</del> 3.42
Nov 19, 2022	Chateau Lacombe	Room GST 5%	\$5.87 ✓	\$5.87	<del>\$0.00</del> 5.87.
Nov 19, 2022	Chateau Lacombe	Tourism levy 4%	\$4.70 ✓	<del>\$4.70</del>	<del>\$0.00</del> 4.70.
Nov 20, 2022	Raddisson(Wyndham)	Hotel accommodation	\$109.00 ✓	<del>\$109.00</del>	<del>\$0.00</del> 109.
Nov 20, 2022	Raddisson(Wyndham)	GST 5%	\$5.45 ✓	\$5.45	<del>\$0.00</del> 5.45.
Nov 20, 2022	Raddisson(Wyndham)	Tourism levy 4%	\$4.36 ✓	<del>\$4.36</del>	<del>\$0.00</del> 4.36.
Nov 20, 2022	Raddisson(Wyndham)	Fee	\$3.27 ✓	<del>\$3.27</del>	<del>\$0.00</del> 3.27
Nov 21, 2022	Raddisson(Wyndham)	Hotel accommodation	\$109.00 ✓	<del>\$109.00</del>	<del>\$0.00</del> 109.00
Nov 21, 2022	Raddisson(Wyndham)	GST 5%	\$5.45 ✓	\$5.45	<del>\$0.00</del> 5.45.

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Comment</b>	<b>Distance (km)</b>
Nov 03, 2022	Innisfail (home)	Alberta Ed Building 10044 108 street Edmonton	Alberta Education Hearing (afternoon only)	185
Nov 04, 2022	Alberta Ed Building	Innisfail	Alberta Education Hearing (morning only)	185
Nov 05, 2022	Innisfail (home)	St. Stephen's Parish Olds	Catholic Education message Sat 5 pm mass	76
Nov 06, 2022	Innisfail (home)	St. Stephen's Parish Olds	Catholic Education message Sun 11:15 am mass	76
Nov 14, 2022	Innisfail (home)	Holy Trinity	School Council meeting	80
Nov 16, 2022	Innisfail (home)	Montfort	Student Disciplinary hearing	80
Nov 18, 2022	Innisfail (home)	Edmonton Chateau Louis	ACSTA Fall general meeting	188
Nov 22, 2022	Edmonton Raddison	Innisfail(home)	Return from ASBA fall general meeting	188
Nov 29, 2022	Innisfail (home)	Montfort	Board meeting	80
Nov 30, 2022	Innisfail (home)	St. Stephen's Parish Olds	School mass	76
<b>Distance Total (km)</b>				<b>1214</b>
<b>Distance Total Year (km)</b>				
<b>Rate (\$/km after tax)</b>				<b>\$0.61</b>
<b>GST Total</b>				<b>\$35.27</b>

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Nov 21, 2022	Raddisson(Wy ndham)	Tourism levy 4%	\$4.36 —	<del>\$4.36</del>	<del>\$0.00</del> 4.36.
Nov 21, 2022	Raddisson(Wy ndham)	Fee	\$3.27 /	<del>\$3.27</del>	<del>\$0.00</del> 3.27 .

**Receipts Total** \$500.14

**GST/HST Total** \$500.14

**Unit Total** \$0.00



**Mileage Total**

**\$740.54**



**CHATEAU  
LACOMBE  
HOTEL**

**Ms. Sharla Heistad**

**INFORMATION INVOICE**

Room No. : 2109  
 Arrival : 11-18-22  
 Departure : 11-20-22  
 Page No. : 1 of 1  
 Folio No. :  
 Conf. No. : 188059342  
 Cashier No. : 12  
 Custom Ref. :

Company Name :  
 Group Name : AB Catholic School Trustees Association  
 Guest Name :

Date	Description	Charges	Credits
11-18-22	Accommodation	114.00	
11-18-22	ERDMF 3%	3.42	
11-18-22	Tourism LEVY 4%	4.70	
11-18-22	Room / GST 5%	5.87	
11-19-22	Accommodation	114.00	
11-19-22	ERDMF 3%	3.42	
11-19-22	Tourism LEVY 4%	4.70	
11-19-22	Room / GST 5%	5.87	
11-20-22	MasterCard XXXXXXXXXXXX5082 XX/XX		255.98
<b>Total Charges</b>		<b>255.98</b>	
<b>Total Credits</b>			<b>255.98</b>
<b>Balance</b>			<b>0.00</b>

<b>Merchant ID</b>		<b>Credit Card #</b>	XXXXXXXXXXXX5082
<b>Transaction ID</b>	9540047	<b>Credit Card Expiry</b>	XX/XX
<b>Approval Code</b>	01862J	<b>Capture Method</b>	Manual
<b>Approval Amount</b>	255.98	<b>Transaction Amount</b>	255.98

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer. (Hotel GST#816322242RT0001)

Invoice

Invoice #: 00001059



**Wyndham Edmonton Hotel & Conference Centre**  
 4440 Gateway Blvd., Edmonton, AB, T6H 5C2  
 Phone: 1-780-437-6010  
 Fax: 1-780-431-5804  
 Email: info@wyndhamedmonton.com  
 Website: www.wyndhamedmonton.com

**Billed to:**  
 Heistad,Sharla

**Booking ID:** 8495199916  
 Room: 489  
 Room type: 2 Queen Beds  
 Check-in Date: 2022-11-20  
 Check-out Date: 2022-11-22

**Charges**

Date	Description	Paying Customer	Charge Type	Amount	Tax	Total
2022-11-20 To 2022-11-21	Daily Room Charge		Room Charge	109.00/day for 2 days	26.16	244.16
<b>Subtotal:</b>						218.00
<b>Taxes:</b>						Destination Marketing Fee 6.54 GST 10.90 Tourism Levy 8.72
<b>Charge Total:</b>						244.16

**Payments**

Date	Description	Paid by	Payment Type	Status	Amount
2022-11-20		Heistad,Sharla	Mastercard		244.16
<b>Payment Total:</b>					244.16

**Amount Due: 0.00  
 PAID IN FULL**

TRANSACTION RECORD  
 WYNDHAM EDMONTON HOTEL AND  
 CON  
 4440 GATEWAY BLVD NW  
 EDMONTON AB

**Purchase**

Nov 20, 2022 14:21:04  
 MASTERCARD \*\*\*\*\*5082  
 TID: V4171526 Entry: Chip (C)  
 Sequence: 012 036  
 Auth#: 02012J Response: 01-027  
 Batch: 012

Amount \$ 244.16  
**Total \$ 244.16**

**Approved**

Important: Retain this copy for your record  
 Cardholder copy

A0000000041010 Mastercard  
 TVR 0000008000 TSI E800





copy

# Invoice

Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
Phone: 780.482.7311 Fax: 780.482.5659  
www.asba.ab.ca email: finance@asba.ab.ca

Date	Invoice #
11/30/2022	2022102

### INVOICE TO

Red Deer Catholic RD No. 39  
5210 - 61 Street  
Red Deer, AB T4N 6N8

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-10	Registration as attached - ASBA Fall General Meeting	4,050.00	4,050.00
		GST on sales	5.00%	202.50

Electronic Funds Transfer (EFT) Option:  
Bank of Nova Scotia  
Beneficiary: Alberta School Boards Association  
Transit #: 12989  
Bank #: 002  
Account #: 0386014  
Send payment notifications to finance@asba.ab.ca

<b>Subtotal</b>	CAD 4,050.00
<b>GST 5%</b>	CAD 202.50
<b>Total</b>	CAD 4,252.50

Alberta School Boards Association  
 Fall General Meeting  
 November 20-22, 2022

School Board	Acctg Code	First Name	Last Name	Title	Reg Type	Reg Fee
06093 Red Deer Catholic Regional Schools	red01	Kathleen	Finnigan	Superintendent	In person	\$675.00 ✓
06502 Red Deer Catholic Regional Schools	red01	Sharla	Heistad	Trustee	In person	\$675.00 ✓
06193 Red Deer Catholic Regional Schools	red01	Monique	LaGrange	Trustee	Virtual	\$675.00 ✓
06513 Red Deer Catholic Regional Schools	red01	Cynthia	Leyson	Trustee	Virtual	\$675.00 ✓
06512 Red Deer Catholic Regional Schools	red01	Dorraine	Lonsdale	Trustee	In person	\$675.00 ✓
03964 Red Deer Catholic Regional Schools	red01	Anne Marie	Watson	Board Chair	In person	\$675.00 ✓
<b>Red Deer Catholic Total</b>						<b>\$4,050.00</b>