



Red Deer Catholic  
Regional Schools

*web*

### EXPENSE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Cheque Payable To: L. MENIFF  
(Trustee Name)

DATE: March 12 2015

Enter information in yellow cells

**\*\*ITEMIZED RECEIPT OF PURCHASES MUST BE PROVIDED TO OBTAIN RE-IMBURSEMENT\*\***

A: RECEIPTS					
Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
3/1/2015	Coast Canmore	Accommodatiopn	\$ 326.38	\$ 14.38	\$311.70 <del>312.00</del>
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			<b>\$ 326.38</b>	<b>\$ 14.38</b>	<b>\$ 311.70</b>

B: MILEAGE						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
3/1/2015	519	0.40	\$ 207.60	\$ 9.89	\$ 197.71	Rural Ed. Conference
5-Mar	65	0.40	\$ 26.00	\$ 1.24	\$ 24.76	Boundary Meeting
3/9/2015	56	0.40	\$ 22.40	\$ 1.07	\$ 21.33	
3/10/2015	39	0.40	\$ 15.60	\$ 0.74	\$ 14.86	
	0	0.40	\$ -	\$ -	\$ -	
<b>Total B:</b>			<b>\$ 271.60</b>	<b>\$ 12.93</b>	<b>\$ 258.67</b>	

UNIT Total (A+B): \$ 570.67  
 GST/HST Total (A+B): \$ 27.31  
 TOTAL CLAIM / CHQ: \$ 597.98

*L. Meniff*  
Trustee Signature

*[Signature]*  
Admin Approval / Signature

Central Office Use:

RECEIVED  
MAR 12 2015



**COAST**  
canmore hotel &  
conference centre™

511 Bow Valley Trail  
Canmore AB T1W 1N7  
Tel: (403) 678 3625

**Mr Liam McNiff**  
# 3131 50 A Ave  
SYLVAN LAKE T4S1A7  
CANADA

## Invoice

Invoice date 3/3/2015  
Invoice number 9119  
Our reference CCM-FC16894 /A  
GST Number GST#802977231

Guest	Mr Liam McNiff	Arrival	3/1/2015	Departure	3/3/2015	Room	359
Date	Description	Quantity	Unit Price	Total (CAD)			
3/1/2015	Room Charge	1	108.00	108.00			
3/1/2015	GST Taxes	1	5.53	5.53			
3/1/2015	Tourism Levy	1	4.45	4.45			
3/1/2015	Destination Market Fee	1	3.24	3.24			
3/1/2015	Room Charge	1	20.00	20.00			
3/1/2015	GST Taxes	1	1.02	<del>1.02</del>			
3/1/2015	Tourism Levy	1	0.82	0.82			
3/1/2015	Destination Market Fee	1	0.60	0.60			
3/2/2015	Restaurant Dinner 691	1	35.90	35.90			
3/2/2015	Federal Tax GST 691	1	1.80	1.80			
3/2/2015	Restaurant Tips 691	1	5.00	5.00			
3/2/2015	Room Charge	1	108.00	108.00			
3/2/2015	GST Taxes	1	5.53	5.53			
3/2/2015	Tourism Levy	1	4.45	4.45			
3/2/2015	Destination Market Fee	1	3.24	3.24			
3/3/2015	Restaurant Lunch 727	1	16.00	16.00			
3/3/2015	Federal Tax GST 727	1	0.80	0.80			
3/3/2015	Restaurant Tips 727	1	2.00	2.00			
<b>Total invoice</b>						<b>326.38</b>	
3/3/2015	American Express					-326.38	
<b>Subtotal</b>						<b>326.38</b>	

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144

Mr Liam McNiff  
# 3131 50 A Ave  
SYLVAN LAKE T4S1A7  
CANADA

# Invoice

Invoice date 3/3/2015  
Invoice number 9119  
Our reference CCM-FC16894 /A  
GST Number GST#802977231

Date	Description	Quantity	Unit Price	Total (CAD)
			Total Paid	-326.38
			Total Due	0.00
Total GST		14.68		

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_



Red Deer Catholic  
Regional Schools



**EXPENSE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES**

Cheque Payable To: Liam McNiff  
(Trustee Name)

Enter information in yellow cells

DATE: 19-May-15

Inv #  
APR/15 - MILEAGE

**\*\*ITEMIZED RECEIPT OF PURCHASES MUST BE PROVIDED TO OBTAIN RE-IMBURSEMENT\*\***

<b>A: RECEIPTS</b>					
Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
		129.56+	\$ -	\$ -	\$ -
		19.68+	\$ -	\$ -	\$ -
		55.76+	\$ -	\$ -	\$ -
		219.76+	\$ -	\$ -	\$ -
		424.76+	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			\$ -	\$ -	\$ -

<b>B: MILEAGE</b>						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
		0.41				
24-Apr	316	0.41	\$ 129.56	\$ 6.17	\$ 123.39	Alberta School Councils AGM Edmonton
21-Apr	48	0.41	\$ 19.68	\$ 0.94	\$ 18.74	Board Meeting Montfort
27-Apr	136	0.41	\$ 55.76	\$ 2.66	\$ 53.10	ASBA Zone 4 RMH
28-Apr	536	0.41	\$ 219.76	\$ 10.46	\$ 209.30	Blue Prints Kananaskis
<b>Total B:</b>			\$ 424.76	20.23	404.53	

UNIT Total (A+B): 404.53  
 GST/HST Total (A+B): \$ 20.23  
 TOTAL CLAIM / CHQ: 424.76

Trustee Signature

Admin Approval / Signature

Central Office Use: