



Red Deer Catholic  
Regional Schools

*copy*

*web*

**EXPENSE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES**

Cheque Payable To: Guy Pelletier  
(Trustee Name)

Inu#

Enter information in yellow cells

DATE: 11/26/15 *11/26/15 - ACSTA / ASBA*

**\*\*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
11/13/15	Westin Hotel	accommodation - ACSTA Conference	\$ 476.30	\$ 21.96	\$ 454.34
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			<b>\$ 476.30</b>	<b>\$ 21.96</b>	<b>\$ 454.34</b>

<b>B: MILEAGE</b>						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
11/13/15	300	0.50	\$ 150.00	\$ 7.14	\$ 142.86	travel to Edmonton - ACSTA Conference
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
			<b>Total B:</b>	<b>\$ 150.00</b>	<b>\$ 7.14</b>	<b>\$ 142.86</b>

UNIT Total (A+B): 597.20  
 GST/HST Total (A+B): \$ 29.10  
 TOTAL CLAIM / CHQ: 626.30

Trustee Signature

Admin Approval / Signature

Central Office Use:

Central Office Use Only:  
68% of GST/HST = \$ 19.79

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN

## HOTELS & RESORTS

Guy Pelletier  
 RDCRD  
 26 ALEXIS ST  
 RED DEER, AB T4R 3E6  
 Canada

Page Number : 1 Invoice Nbr : 27649009  
 Guest Number : 941910  
 Folio ID : A  
 Arrive Date : 13-NOV-15 17:07  
 Depart Date : 15-NOV-15 16:18  
 No. Of Guest : 1  
 Room Number : 1106  
 Club Account : SPG - Axxxxxxx2639

Tax Invoice

Tax ID : 815461330RT0001.

The Westin Edmonton 15-NOV-15 16:20 LUKERAT

Date	Reference	Description	Charges (CAD)	Credits (CAD)
13-NOV-15	RT1106	Room Charge	185.00	
13-NOV-15	RT1106	GST	9.53	
13-NOV-15	RT1106	Destination Marketing Fee	5.55	
13-NOV-15	RT1106	Tourism Levy	7.62	
13-NOV-15	RT1106	Parking Self	29.00	
13-NOV-15	RT1106	GST	1.45	
14-NOV-15	RT1106	Room Charge	185.00	
14-NOV-15	RT1106	GST	9.53	
14-NOV-15	RT1106	Destination Marketing Fee	5.55	
14-NOV-15	RT1106	Tourism Levy	7.62	
14-NOV-15	RT1106	Parking Self	29.00	
14-NOV-15	RT1106	GST	1.45	
15-NOV-15	VI	Visa		-476.30
** Total			476.30	-476.30
*** Balance			-0.00	

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Sup  
 erchefs(TM) to make kids and parents happy. Learn more at [westin.com/eatwell](http://westin.com/eatwell)

Continued on the next page

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 RDCRD  
 26 ALEXIS ST  
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As a Starwood Preferred Guest you have earned at least 740 Starpoints for this visit Axxxxxxx2639

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-13-2015	185.00	9.53	7.62	0.00	0.00	36.00	238.15	0.00
11-14-2015	185.00	9.53	7.62	0.00	0.00	36.00	238.15	0.00
11-15-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-476.30
<b>Total</b>	<b>370.00</b>	<b>19.06</b>	<b>15.24</b>	<b>0.00</b>	<b>0.00</b>	<b>72.00</b>	<b>476.30</b>	<b>-476.30</b>