



Red Deer Catholic Regional Schools

MILEAGE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Inv #

SEPT-NOV/15 - MILEAGE

Cheque Payable To: Liam McNiff

DATE: 24-Nov

Table with columns: DATE, Departure Location, Arrival Location, KMS, COMMENTS / PURPOSE OF TRAVEL. Contains 20 rows of travel records.

TOTAL KM'S ON THIS CLAIM 2164

KILOMETRE CLAIM

Handwritten calculations: 48 kms @ .43 = 20.64, 6510-41 - 02288-80

Summary table with columns: RATE, KILOMETRES, AMOUNT. Includes calculations for unit, GST, and total reimbursement.

Trusted Signature (handwritten)

Central Office Admin Approval / Signature (handwritten)

Central Office Use:



Red Deer Catholic Regional Schools

RED DEER CATHOLIC REGIONAL SCHOOLS
EXPENSE CLAIM REIMBURSEMENT

LOCATION: _____

Trustee

Cheque Payable To: _____

Liam McNiff

(Teacher / Staff name)

DATE: _____

24-Nov-15

Invt #

11/24/15 - ACSTA/ASBA

Enter information in yellow cells

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

A: RECEIPTS		Description (Meals / Registration / Other)	Receipt Total (includes GST)	GST	Unit Amount
Date	Vendor				
17-Nov-15	The Westin	Hotel for ACSTA/ASBA	\$ 952.60	\$ 43.92	\$ 908.68
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Total A:			\$ 952.60	\$ 43.92	\$ 908.68

B: MILEAGE

Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
	0	0.00	\$ -	\$ -	\$ -	
	0	0.00	\$ -	\$ -	\$ -	
	0	0.00	\$ -	\$ -	\$ -	
	0	0.00	\$ -	\$ -	\$ -	
	0	0.00	\$ -	\$ -	\$ -	
	0	0.00	\$ -	\$ -	\$ -	
Total B:			\$ -	\$ -	\$ -	

UNIT Total (A+B): \$ 908.68
 GST Total (A+B): \$ 43.92
 TOTAL CLAIM / CHQ: \$ 952.60

Applicant Signature: _____

School Office Use - place stamp here

record code (optional)

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

Liam McNiff	Page Number : 1	Invoice Nbr: 27649321
AB Catholic School Trustees	Guest Number: 941908	Arrive Date: 13-NOV-15 14:30
3131 50A AVE	Folio ID : A	Depart Date: 17-NOV-15 13:00
SYLVAN LAKE, AB T4S 1A7	No. Of Guest: 1	
Canada	Room Number : 1416	
	Room Rate : 185.00	
Email: lmcniff@rdcrd.ab.ca	Club Account: SPG - AXXXXXXXX5930	
SBK15D - ASBA 2015		

Information Invoice

Tax ID: 815461330RT0001
 The Westin Edmonton 17-NOV-15 10:12 SHUAKAD

Date	Reference	Description	Charges	Credits
13-NOV-15	RT1416	Room Charge	185.00	
13-NOV-15	RT1416	GST	9.53	
13-NOV-15	RT1416	Destination Marketing Fee	5.55	
13-NOV-15	RT1416	Tourism Levy	7.62	
13-NOV-15	RT1416	Parking Self	29.00	
13-NOV-15	RT1416	GST	1.45	
14-NOV-15	RT1416	Room Charge	185.00	
14-NOV-15	RT1416	GST	9.53	
14-NOV-15	RT1416	Destination Marketing Fee	5.55	
14-NOV-15	RT1416	Tourism Levy	7.62	
14-NOV-15	RT1416	Parking Self	29.00	
14-NOV-15	RT1416	GST	1.45	
15-NOV-15	RT1416	Room Charge	185.00	
15-NOV-15	RT1416	GST	9.53	
15-NOV-15	RT1416	Destination Marketing Fee	5.55	
15-NOV-15	RT1416	Tourism Levy	7.62	
15-NOV-15	RT1416	Parking Self	29.00	

Continued on the next page

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

Liam McNiff
 AB Catholic School Trustees
 3131 50A AVE
 SYLVAN LAKE, AB T4S 1A7
 Canada

Email: lmcniff@rdcrd.ab.ca
 SBK15D - ASBA 2015

Page Number : 2 Invoice Nbr: 27649321
 Guest Number: 941908 Arrive Date: 13-NOV-15 14:30
 Folio ID : A Depart Date: 17-NOV-15 13:00
 No. Of Guest: 1
 Room Number : 1416
 Room Rate : 185.00
 Club Account: SPG - Axxxxxxxx5930

Date	Reference	Description	Charges	Credits
15-NOV-15	RT1416	GST	1.45	
16-NOV-15	RT1416	Room Charge	185.00	
16-NOV-15	RT1416	GST	9.53	
16-NOV-15	RT1416	Destination Marketing Fee	5.55	
16-NOV-15	RT1416	Tourism Levy	7.62	
16-NOV-15	RT1416	Parking Self	29.00	
16-NOV-15	RT1416	GST	1.45	
17-NOV-15	AX	American Express	-952.60	
		** Total	952.60	-952.60
		*** Balance	-0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

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