



**EXPENSE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES**

*creb*

Cheque Payable To: Murray Hollman  
(Trustee Name)

*Invt  
04/25/16 - DELTA*

Enter information in yellow cells

DATE: 25-Apr-16

**\*\*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
April 22-23	Delta Edmonton South	Hotel	\$ 363.74	\$ 16.68	\$ 347.06
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			<b>\$ 363.74</b>	<b>\$ 16.68</b>	<b>\$ 347.06</b>

<b>B: MILEAGE</b>						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
<b>Total B:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

*6510-41 — 05412-80*

UNIT	Total (A+B):	\$	347.06
GST/HST	Total (A+B):	\$	16.68
TOTAL CLAIM / CHQ:		\$	363.74

*see attached*  
Trustee Signature

*[Signature]*  
Admin Approval / Signature

Central Office Use:



Red Deer Catholic  
Regional Schools

## EXPENSE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

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(Trustee Name)

Enter information in yellow cells

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			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
	0	0.43	\$ -	\$ -	\$ -	
<b>Total B:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

UNIT Total (A+B):  
GST/HST Total (A+B): \$ 16.68  
TOTAL CLAIM / CHQ:

Murray H  
Trustee Signature

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

Central Office Use:



# DELTA

EDMONTON SOUTH  
HOTEL AND CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2  
Tel: 780-434-6415 Fax: 780-436-9247

Mr Murray Hollman  
Xxx  
Xxx NE 11111  
United States

Room: 0620  
Folio:  
Cashier: 157  
Arrival: 04-22-16  
Departure: 04-24-16

Group: Alberta School Councils

Date	Description	Additional Information	Charges	Credits
04-22-16	4404 Restaurant - Dinner	Room# 0620 : CHECK# 1546	75.00	
04-22-16	Room Charge		162.00	
04-22-16	Room Destination Marketing Fee		4.86	
04-22-16	Room GST		8.34	
04-22-16	AB Tourism Levy		6.67	
04-23-16	4404 Restaurant - Lunch	Room# 0620 : CHECK# 1694	9.09	
04-23-16	In Room Dining	Room# 0620 : CHECK# 2614	66.40	
04-23-16	Room Charge		162.00	
04-23-16	Room Destination Marketing Fee		4.86	
04-23-16	Room GST		8.34	
04-23-16	AB Tourism Levy		6.67	
04-24-16	Visa	XXXXXXXXXXXX8301 XX/XX		514.23

*181.87*  
*= 363.74*

*181.87*

Total	514.23	514.23
Balance Due	0.00	CDN

GST Summary	
Registration No: 865717755	
Room	16.68
F&B	5.84
Other	23.06
<b>Total</b>	<b>45.58</b>

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.