



Red Deer Catholic  
Regional Schools

MILEAGE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES

Cheque Payable To: Anne Marie Watson

DATE: Sept. 30, 2016

| DATE                     | Departure Location | Arrival Location | KMS | COMMENTS / PURPOSE OF TRAVEL |
|--------------------------|--------------------|------------------|-----|------------------------------|
| Sept. 26, 2016           | Red Deer           | Edmonton         | 154 | ASBA Fall Issues forum       |
| Sept. 28, 2016           | Edmonton           | Red Deer         | 154 |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
|                          |                    |                  |     |                              |
| TOTAL KM'S ON THIS CLAIM |                    |                  | 308 |                              |

6510-41 — 03964-80

| KILOMETRE CLAIM       |            |          |
|-----------------------|------------|----------|
| RATE                  | KILOMETRES | AMOUNT   |
| 0.50                  | 308        | \$154.00 |
| UNIT:                 |            | \$146.67 |
| GST:                  |            | \$7.33   |
| TOTAL (Reimbursement) |            | \$154.00 |

*[Handwritten Signature]*  
Trustee Signature

*[Handwritten Signature]*  
Central Office Admin Approval / Signature

Central Office Use:



Red Deer Catholic Regional Schools

### EXPENSE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Cheque Payable To: Anne Marie Watson  
(Trustee Name)

Enter information in yellow cells

DATE: Nov. 24, 2016

*Inv# 11/24/16 - ATA EXPENSES*

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

| A: RECEIPTS     |                 |   |                                       |                 |                  |
|-----------------|-----------------|---|---------------------------------------|-----------------|------------------|
| Date            | Vendor          | Description<br>(Meals / Registration / Other) | RECEIPT TOTAL<br>(includes GST & HST) | GST & HST       | Unit Amount      |
| Nov. 22, 2016   | Westin Edmonton | hotel & parking for ACSTA and ASBA FGMs       | \$ 499.65                             | \$ 31.65        | \$ 468.00        |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
|                 |                 |   | \$ -                                  | \$ -            | \$ -             |
| <b>Total A:</b> |                 |   | <b>\$ 499.65</b>                      | <b>\$ 31.65</b> | <b>\$ 468.00</b> |

| B: MILEAGE    |              |                  |                 |                |                  |                        |
|---------------|--------------|------------------|-----------------|----------------|------------------|------------------------|
| Date          | Own Auto KMS | Monthly Rate KMS | Total           | GST            | Unit Amount      | Explanation / Function |
| 19-Nov-16     | 150          | 0.50             | \$ 75.00        | \$ 3.57        | \$ 71.43         |                        |
| Nov. 22, 2016 | 150          | 0.50             | \$ 75.00        | \$ 3.57        | \$ 71.43         |                        |
|               | 0            | 0.50             | \$ -            | \$ -           | \$ -             |                        |
|               | 0            | 0.50             | \$ -            | \$ -           | \$ -             |                        |
|               | 0            | 0.50             | \$ -            | \$ -           | \$ -             |                        |
|               | 0            | 0.50             | \$ -            | \$ -           | \$ -             |                        |
|               |              |                  | <b>Total B:</b> | <b>\$ 7.14</b> | <b>\$ 142.86</b> |                        |

*300 ✓*  
*6510-41 - 03964-80*

|                           |           |               |
|---------------------------|-----------|---------------|
| UNIT Total (A+B):         | \$        | 610.86        |
| GST/HST Total (A+B):      | \$        | 38.79         |
| <b>TOTAL CLAIM / CHQ:</b> | <b>\$</b> | <b>649.65</b> |

*[Signature]*  
Trustee Signature

*[Signature]*  
Admin Approval / Signature

Central Office Use:

RECEIVED NOV 28 2016

Version: 1-2013 February 1, 2013 Trustee

Central Office Use Only:  
68% of GST/HST = \$ 4.86

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



Anne Marie Watson  
 Alberta Teachers Association  
 4241 53 ST  
 RED DEER, AB T4N 2E1  
 Canada

Page Number : 1 Invoice Nbr : 27726922  
 Guest Number : 1053372  
 Folio ID : A  
 Arrive Date : 19-NOV-16 17:35  
 Depart Date : 22-NOV-16 13:28  
 No. Of Guest : 1  
 Room Number : 817  
 Club Account : SPG - Axxxxxxxx4462

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 22-NOV-16 13:30 A0029386



|           |         |                           |        |         |
|-----------|---------|---------------------------|--------|---------|
| 19-NOV-16 | DEPOSIT | Deposit-VI-6124           |        | -185.25 |
| 19-NOV-16 | RT817   | Room Charge               | 165.00 |         |
| 19-NOV-16 | RT817   | GST                       | 8.50   |         |
| 19-NOV-16 | RT817   | Destination Marketing Fee | 4.95   |         |
| 19-NOV-16 | RT817   | Tourism Levy              | 6.80   |         |
| 19-NOV-16 | RT817   | Parking Valet             | 41.00  |         |
| 19-NOV-16 | RT817   | GST                       | 2.05   |         |
| 20-NOV-16 | RT817   | Room Charge               | 165.00 |         |
| 20-NOV-16 | RT817   | GST                       | 8.50   |         |
| 20-NOV-16 | RT817   | Destination Marketing Fee | 4.95   |         |
| 20-NOV-16 | RT817   | Tourism Levy              | 6.80   |         |
| 20-NOV-16 | RT817   | Parking Valet             | 41.00  |         |
| 20-NOV-16 | RT817   | GST                       | 2.05   |         |
| 21-NOV-16 | RT817   | Room Charge               | 165.00 |         |
| 21-NOV-16 | RT817   | GST                       | 8.50   |         |
| 21-NOV-16 | RT817   | Destination Marketing Fee | 4.95   |         |
| 21-NOV-16 | RT817   | Tourism Levy              | 6.80   |         |
| 21-NOV-16 | RT817   | Parking Valet             | 41.00  |         |

Continued on the next page

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EXPENSE SUMMARY REPORT

Currency: CAD

| Date         | Room          | Tax          | Food/Beverage | Alcohol     | Other       | City          | Hotel         | Payment        |
|--------------|---------------|--------------|---------------|-------------|-------------|---------------|---------------|----------------|
| 11-19-2016   | 165.00        | 8.50         | 6.80          | 0.00        | 0.00        | -137.25       | 43.05         | 0.00           |
| 11-20-2016   | 165.00        | 8.50         | 6.80          | 0.00        | 0.00        | 48.00         | 228.30        | 0.00           |
| 11-21-2016   | 165.00        | 8.50         | 6.80          | 0.00        | 0.00        | 48.00         | 228.30        | 0.00           |
| 11-22-2016   | 0.00          | 0.00         | 0.00          | 0.00        | 0.00        | 0.00          | 0.00          | -499.65        |
| <b>Total</b> | <b>495.00</b> | <b>25.50</b> | <b>20.40</b>  | <b>0.00</b> | <b>0.00</b> | <b>-41.25</b> | <b>499.65</b> | <b>-499.65</b> |