







**EXPENSE CLAIM REIMBURSEMENT  
BOARD OF TRUSTEES**

INV #

11/28/17 - ACSTA/ASBA

Cheque Payable To: SHARLA HEYSTRAD  
(Trustee Name)

DATE: November 28, 2017

ACSTA / ASBA AGM'S Edmonton  
NOV 17 - 21, 2017

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

A: Date [3]	RECEIPTS Vendor [4]	Description [5]	RECEIPT TOTAL [6] (Includes GST & HST)	GST & [7] HST	Unit [8] Amount
Nov 16-20, 2017	Westin Hotel	Room X5 nights @ 170.00	\$ 850.00		\$ 850.00
	Westin Hotel	Room GST X5 nights @ \$8.76	\$ 43.80		\$ 43.80
	Westin Hotel	Destination Marketing fee X5 @ \$5.10	\$ 25.50		\$ 25.50
	Westin Hotel	Tourism Levy X5 @ \$7.00	\$ 35.00		\$ 35.00
	Westin Hotel	Valer Parking X5 @ \$43.00	\$ 215.00		\$ 215.00
	Westin Hotel	Parking GST X5 @ \$2.15	\$ 10.75		\$ 10.75
Nov 17, 2017	Westin Hotel	Breakfast (attached receipt)	\$ 10.00		\$ 10.00
	Westin Hotel	Lunch (attached receipt)	\$ 17.00		\$ 17.00
	Westin Hotel	Credits	\$ (179.63)		\$ (179.63)
<b>Total A:</b>			<b>\$ 1,027.42</b>	<b>\$ 55.65</b>	<b>\$ 1,027.42</b>

971.78

B: MILEAGE						
Date [9]	Own Auto [10] KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function [11]

Nov 16/17	190	0.50	\$	95.00	\$	4.52	\$	90.48	Travel to Edmonton
Nov 21/17	190	0.50	\$	95.00	\$	4.52	\$	90.48	Travel return to Inlristall
	0	0.50	\$	-	\$	-	\$	-	
	0	0.50	\$	-	\$	-	\$	-	
	0	0.50	\$	-	\$	-	\$	-	
	0	0.50	\$	-	\$	-	\$	-	
<b>Total B:</b>	<b>380</b>		<b>\$</b>	<b>190.00</b>	<b>\$</b>	<b>9.05</b>	<b>\$</b>	<b>180.95</b>	

6510-41 — 06502 — 80

UNIT Total (A+B): \$ ~~1,209.07~~ 1152.73  
 GST/HST Total (A+B): \$ ~~9.05~~ 64.70  
 TOTAL CLAIM / CHQ: \$ ~~1,217.42~~ 43

Trustee Signature \_\_\_\_\_

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

Central Office User: \_\_\_\_\_

Central Office Use Only:  
 % of GST/HST = \$ 6.15

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

Sharla Heistad  
 ALBERTA CATHOLIC SCHOOL TRUSTE  
 4720 49 ST  
 RED DEER, AB T4N 1T7  
 Email: SHARLA.HEISTAD@GOV.AB.CA  
 AK17AD - ASBA 2017

Page Number : 2  
 Guest Number: 1142378  
 Folio ID : A  
 No. Of Guest: 1  
 Room Number : 1903  
 Room Rate : 170.00  
 Club Account: SPG - A4019  
 Invoice Nbr: 27795131  
 Arrive Date: 16-NOV-17 17:42  
 Depart Date: 21-NOV-17 07:27

Date	Reference	Description	Charges	Credits
18-NOV-17	RT1903	Destination Marketing Fee	6.30	
18-NOV-17	RT1903	Tourism Levy	8.65	
18-NOV-17	RT1903	Parking Valet	43.00	
18-NOV-17	RT1903	GST	2.15	
19-NOV-17	rate adj	Adj Room Chrg Grp Associat		-120.00
19-NOV-17	rate adj	-ADJ GST		-6.18
19-NOV-17	rate adj	-ADJ Destination Marketing		-3.60
19-NOV-17	rate adj	-ADJ Tourism Levy		-4.94
19-NOV-17	RT1903	Room Charge	170.00	
19-NOV-17	RT1903	GST	8.76	
19-NOV-17	RT1903	Destination Marketing Fee	5.10	
19-NOV-17	RT1903	Tourism Levy	7.00	
19-NOV-17	RT1903	Parking Valet	43.00	
19-NOV-17	RT1903	GST	2.15	
20-NOV-17	RT1903	Room Charge	170.00	
20-NOV-17	RT1903	GST	8.76	
20-NOV-17	RT1903	Destination Marketing Fee	5.10	
20-NOV-17	RT1903	Tourism Levy	7.00	
20-NOV-17	RT1903	Parking Valet	43.00	
20-NOV-17	RT1903	GST	2.15	
21-NOV-17	MC	Mastercard-5082		-1027.43

-1027.43

Total on  
 Credit  
 Card

Continued on the next page

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

Sharla Heistad  
 ALBERTA CATHOLIC SCHOOL TRUSTE  
 4720 49 ST  
 RED DEER, AB T4N 1T7  
 Email: SHARLA.HEISTAD@GOV.AB.CA  
 AK17AD - ASBA 2017

Page Number : 1  
 Guest Number: 1142378  
 Folio ID : A  
 No. Of Guest: 1  
 Room Number : 1903  
 Room Rate : 170.00  
 Club Account: SPG - A4019

Invoice Nbr: 27795131  
 Arrive Date: 16-NOV-17 17:42  
 Depart Date: 21-NOV-17 07:27

Tax Invoice

Tax ID: 815461330RT0001  
 The Westin Edmonton 21-NOV-17 07:27 BRADSMO

Date	Reference	Description	Charges	Credits
				-179.63
16-NOV-17	DEPOSIT	Deposit-VI-6124		
16-NOV-17	RT1903	Room Charge	210.00	
16-NOV-17	RT1903	GST	10.82	
16-NOV-17	RT1903	Destination Marketing Fee	6.30	
16-NOV-17	RT1903	Tourism Levy	8.65	
16-NOV-17	RT1903	Parking Valet	43.00	
16-NOV-17	RT1903	GST	2.15	
17-NOV-17	6813	Share Restaurant	10.00	
17-NOV-17	6894	Share Restaurant	17.00	
17-NOV-17	RT1903	Room Charge	210.00	
17-NOV-17	RT1903	GST	10.82	
17-NOV-17	RT1903	Destination Marketing Fee	6.30	
17-NOV-17	RT1903	Tourism Levy	8.65	
17-NOV-17	RT1903	Parking Valet	43.00	
17-NOV-17	RT1903	GST	2.15	
18-NOV-17	RT1903	Room Charge	210.00	
18-NOV-17	RT1903	GST	10.82	

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

Sharla Heistad  
ALBERTA CATHOLIC SCHOOL TRUSTE  
4720 49 ST  
RED DEER, AB T4N 1T7

Email: SHARLA.HEISTAD@GOV.AB.CA  
AK17AD - ASBA 2017

Page Number : 3 Invoice Nbr: 27795131  
Guest Number: 1142378 Arrive Date: 16-NOV-17 17:42  
Folio ID : A Depart Date: 21-NOV-17 07:27  
No. Of Guest: 1  
Room Number : 1903  
Room Rate : 170.00  
Club Account: SPG - A4019

Approve EMV Receipt for MC - 5082: PIN Verified  
TC:C965187630873A29 TVR:0000008000 AID:A0000000041010  
Application Label:MasterCard

** Total	1341.78	-1341.78
*** Balance	-0.00	

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at [westin.com/store](http://westin.com/store)

As a Starwood Preferred Guest you have earned at least 1754 Starpoints for this visit A4019  
Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

Continued on the next page

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

Sharla Heistad	Page Number : 4	Invoice Nbr: 27795131
ALBERTA CATHOLIC SCHOOL TRUSTE	Guest Number: 1142378	Arrive Date: 16-NOV-17 17:42
4720 49 ST	Folio ID : A	Depart Date: 21-NOV-17 07:27
RED DEER, AB T4N 1T7	No. Of Guest: 1	
	Room Number : 1903	
Email: SHARLA.HEISTAD@GOV.AB.CA	Room Rate : 170.00	
AK17AD - ASBA 2017	Club Account: SPG - A4019	

EXPENSE SUMMARY REPORT

Date	Tour Levy	Other	Phone	Room	Payment	GST
-----						
Total						
Date	Total	Food\Bev				
-----						
Total						



Share Restaurant  
Westin Edmonton  
10135 100 St NW  
Edmonton, AB T5J 0N7  
(780) 426-3636  
GST#861336493RT0005

Share Restaurant  
Westin Edmonton  
10135 100 St NW  
Edmonton, AB T5J 0N7  
(780) 426-3636  
GST#861336493RT0005

910790031 Pinky  
-----  
CHK 6813 TBL 14/4  
17 NOV'17 8:08 AM  
-----  
1 Side Toast 4.00  
1 Coffee Regular 4.00  
-----  
Subtotal \$8.00  
GST \$0.40  
Total Due \$8.40

910790030 Megan  
-----  
CHK 6894 TBL 2/2  
17 NOV'17 13:14 PM  
-----  
1 Vegetarian Flat Bread 14.00  
-----  
Subtotal \$14.00  
GST \$0.70  
Total Due \$14.70

GRATUITY: \$1.60  
TOTAL: \$10.00  
ROOM #: 1903  
PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

GRATUITY: \$2.30  
TOTAL: \$17.00  
ROOM #: 1903  
PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_



<http://globalmty.com/1070mlar>



<http://globalmty.com/1070mlar>

RECEIVED

NOV - 7 2017

V 06502



Red Deer Catholic Regional Schools

MILEAGE CLAIM REIMBURSEMENT BOARD OF TRUSTEES

Cheque Payable To: Sharla Heistad [1]

DATE: October mileage [2]

DATE [3]	Departure Location	Arrival Location	KMS [4]	COMMENTS / PURPOSE OF TRAVEL [5]
October 20, 2017	Innisfail	Montforte	80	Trustee Orientation (return total kms)
October 24, 2017	Innisfail	Olds/Innis/Red D	160	Innisfail to Olds, to Innisfail to Red Deer and return
October 26, 2017	Innisfail	Red Deer Montfo	80	School tours Innisfail to Red Deer and return
October 27, 2017	Innisfail	Red Deer Montfo	80	School tours Innisfail to Red Deer and return
October 30, 2017	Innisfail	Red Deer Montfo	80	Education Foundation Committee Meeting
October 31, 2017	Innisfail	Red Deer Montfo	80	School tours Innisfail to Red Deer and return

0 \*  
80 \* 00 +  
160 \* 00 +  
80 \* 00 +  
80 \* 00 +  
80 \* 00 +  
80 \* 00 +  
80 \* 00 +  
560 \* 00 ◊  
560 \* 00 x  
0 \* 50 =  
280 \* 00 \*

KM'S ON THIS CLAIM

560 ✓

KILOMETRE CLAIM

RATE [6]	KILOMETRES	AMOUNT
0.50	560	\$280.00
<b>UNIT:</b>		<b>\$266.67</b>
<b>GST:</b>		<b>\$13.33</b>
<b>TOTAL (Reimburseme</b>		<b>\$280.00 ✓</b>

Trustee Signature

Central Office Admin Approval / Signature

Central Office Use:

6510-41-000000-06502-80