



Red Deer Catholic Regional Schools

EXPENSE CLAIM REIMBURSEMENT

MONFORT CENTRE: Trustees

Cheque Payable to: Cynthia Leyson (Teacher / Staff name)

Inv# 08/25/18 - Coast Canmore

Enter information in yellow cells

DATE: Aug 25/18

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

Table A: RECEIPTS. Columns: Date, Vendor, Description (Meals / Registration / Other), RECEIPT TOTAL (includes GST & HST), GST & HST, Unit Amount. Row 1: 8/25/2018, Coast Canmore, ACSIA Summer Conf., \$ 378.56, \$ 16.90, \$ 361.66. Total A: \$ 378.56, \$ 16.90, \$ 361.66

Table B: MILEAGE. Columns: Date, Own Auto KMS, Monthly Rate KMS, Total, GST, Unit Amount, Explanation / Function. Total B: 0, 0.50, \$ - , \$ - , \$ -

UNIT Total (A+B): \$ 361.66
GST/HST Total (A+B): \$ 16.90
TOTAL CLAIM / CHQ: \$ 378.56

see attached Applicant Signature

see attached Admin Approval / Signature

School Office Use:

Request No:
Authorization: (secretary)

record code (optional)
record code (optional)

Central Office Use Only:
68% of GST/HST = \$ 11.49



COAST
canmore hotel &
conference centre

511 Bow Valley Trail
Canmore AB T1W 1N7
Tel: (403) 678 3625

Cynthia Leyson

Receipt

Invoice date 8/25/2018
Our reference CCM-FC120939 /
GST Number GST#802977231

Guest **Ms Cynthia Leyson** Arrival **8/23/2018** Departure **8/25/2018** Room **317**

Date	Description	Quantity	Unit Price	Total (CAD)
8/23/2018	Room Charge	1	169.00	169.00
8/23/2018	GST Taxes	1	8.45	8.45
8/23/2018	Tourism Levy	1	6.76	6.76
8/23/2018	Market Fee	1	5.07	5.07
8/24/2018	Room Charge	1	169.00	169.00
8/24/2018	GST Taxes	1	8.45	8.45
8/24/2018	Tourism Levy	1	6.76	6.76
8/24/2018	Market Fee	1	5.07	5.07

Total invoice 378.56

8/25/2018 Visa

-378.56

Total Paid -378.56

Total Due 0.00

Total GST 16.90

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144