





Red Deer Catholic  
Regional Schools

### EXPENSE CLAIM REIMBURSEMENT

MONFORT CENTRE: \_\_\_\_\_

Cheque Payable to: V. Paul Mason  
(Teacher / Staff name)

*Invt #*  
*06/27/18 - mobile Snap*

Enter information in yellow cells

DATE: June 27, 2018

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

A: RECEIPTS					
Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
June 26/18	Mobile Snap	accessories for new phone	\$ 99.75	\$ 4.75	\$ 95.00
					\$ -
					\$ -
					\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total A:</b>			<b>\$ 99.75</b>	<b>\$ 4.75</b>	<b>\$ 95.00</b>

B: MILEAGE						
Date	Own Auto KMS	Monthly Rate KMS	Total	GST	Unit Amount	Explanation / Function
		0.50	\$ -	\$ -	\$ -	
		0.50	\$ -	\$ -	\$ -	
		0.50	\$ -	\$ -	\$ -	
		0.50	\$ -	\$ -	\$ -	
		0.50	\$ -	\$ -	\$ -	
	0	0.50	\$ -	\$ -	\$ -	
<b>Total B:</b>	<b>0</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

UNIT	Total (A+B):	\$	95.00
GST/HST	Total (A+B):	\$	4.75
<b>TOTAL CLAIM / CHQ:</b>		<b>\$</b>	<b>99.75</b>

Applicant Signature \_\_\_\_\_

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

School Office Use:

Request No:	_____
Authorization:	_____ (secretary)

6510-42 — 03345-80  
record code (optional)

\_\_\_\_\_ record code (optional)

Central Office Use Only:  
68% of GST/HST = \$ 3.23

MOBILE SNAP  
BOWER PLACE MALL  
4900 Molly Banister Dr, Red Deer  
403-342-5240

#014907  
DATE: 26-Jun-18 TIME: 03:25 PM

SYMMETRY			
1.00 @	55.00		55.00
TEMPERD GLASS			
1.00 @	20.00		20.00
SMALL POUCH			
1.00 @	20.00		20.00
		SUBTOTAL	95.00
		GST	4.75
		TOTAL	99.75
		CHECK	99.75
		CHANGE	0.00

Thanks for shopping with us  
Exchange within 10 days without damage

*20x  
Corp.  
VISA*

MOBILE SNAP BOWER  
4900 MOLLY BANNISTER DR  
RED DEER AB

CARD 4514\*\*\*\*\*  
CARD TYPE VISA  
DATE 2018/06/26  
TIME 1632 15:24:53  
RECEIPT NUMBER  
H84134206-001-001-862-0

PURCHASE  
TOTAL

**\$99.75**

VISA  
A0000000031010  
A2650355EC03973C  
0000000000-

**APPROVED**

AUTH# 035734 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

## 2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic  
Regional Schools**

*Inv#*  
*Aug/18 - mileage*

LOCATION / DEPARTMENT Montfort/ Admin

PAYABLE TO: Paul Mason

DATE: Sep. 14, 2018

**B: MILEAGE**

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL		
Aug 13, 2018	Montfort	St. Pat's	5			
Aug 24, 2018	Montfort	Sacred Heart	4			
Aug 29, 2018	Montfort	St. Joe's	12			
Aug 30, 2018	Montfort	Notre Dame	19			
<b>TOTAL KM'S THIS CLAIM</b>			40	<b>RATE</b>	<b>TOTAL CLAIM</b>	<b>GST</b>
				.50	\$20.00	\$0.95

UNIT Total (A + B): \$19.05 ✓  
 GST/HST Total (A + B): \$0.95 ✓  
 TOTAL CLAIM / CHQ: \$20.00 ✓

Applicant Signature \_\_\_\_\_

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

School Office Use:

Purchase Order No:
Authorization:
(secretary)

*6510-42 - 03345-80*  
 record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$19.35
68% of GST/HST:	\$0.65
<b>Total Claim:</b>	<b>\$20.00</b>

Version: 1-17/18 September 01, 2017