

**2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT**



**Red Deer Catholic  
Regional Schools**

*Inv#*  
*Sept/18 - mileage*

**LOCATION / DEPARTMENT** Montfort/ Trustee

**PAYABLE TO:** Sharla Heistad

**DATE:** Oct. 04, 2018

**B: MILEAGE**

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Sep 08, 2018	Innisfail	Olds	80	Mass St. Stephen's return trip
Sep 12, 2018	Innisfail	Olds	80	Holy Trinity Meet the teacher night
Sep 18, 2018	Innisfail	Sylvan Lake	80	OLOR School Council
Sep 24, 2018	Innisfail	Montfort	80	Carpool from Montfort to Ponoka ASBA
Sep 24, 2018	Innisfail	Olds	80	Holy Trinity School Council
Sep 25, 2018	Innisfail	Montfort	80	Board meeting
Sep 30, 2018	Innisfail	Prairie Creek	90	Drive to Retreat

	RATE	TOTAL CLAIM	GST
<b>TOTAL KM'S THIS CLAIM</b> 570	.50	\$285.00	\$13.57

**UNIT Total (A + B):** \$271.43  
**GST/HST Total (A + B):** \$13.57  
**TOTAL CLAIM / CHQ:** \$285.00

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

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

*6510-41* ——— *06502-80*

School Office Use:

Purchase Order No:	_____
Authorization:	_____
	(secretary)

record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$275.77
68% of GST/HST:	\$9.23
<b>Total Claim:</b>	<b>\$285.00</b>

Version: 1-17/18 September 01, 2017



Red Deer Catholic Regional Schools

2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT

Invt#  
0d/18-mileage

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Sharla Heistad

DATE: Oct. 30, 2018

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Oct 02, 2018	Prairie Creek	Innisfail	98	Return drive from Board Retreat
Oct 03, 2018	Innisfail	Montfort	80	MLA meetings
Oct 04, 2018	Innisfail	Montfort	80	Negotiations
Oct 05, 2018	Innisfail	Montfort	80	Negotiations
Oct 13, 2018	Innisfail	Red Deer	80	Groupwork Strategic Plan
Oct 17, 2018	Innisfail	St. Francis	80	Lunch with Archbishop
Oct 22, 2018	Innisfail	Montfort	80	ASBA Zone 4 host
Oct 23, 2018	Innisfail	Montfort	80	Negotiations meeting/Ed Foundation Gala Planning
Oct 24, 2018	Innisfail	Sylvan Lake	80	Admin Mass OLoFA
Oct 26, 2018	Innisfail	Montfort	80	Budget Audit Education Foundation
Oct 27, 2018	Innisfail	Olds	80	Mass St. Stephen's
Oct 29, 2018	Innisfail	Montfort	80	Education Foundation AGM
Oct 30, 2018	Innisfail	Montfort	80	Board meeting
<b>TOTAL KM'S THIS CLAIM</b>			1058	
			<b>RATE</b>	<b>TOTAL CLAIM</b>
			.50	\$529.00
				<b>GST</b>
				\$25.19

UNIT Total (A + B): \$503.81 ✓  
 GST/HST Total (A + B): \$25.19 ✓  
 TOTAL CLAIM / CHQ: \$529.00 ✓

Applicant Signature

Admin Approval/ Signature

School Office Use:

Purchase Order No:

Authorization:

(secretary)

6510-41 ———— 06502-80  
record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$511.87
68% of GST/HST:	\$17.13
<b>Total Claim:</b>	<b>\$529.00</b>

Version: 1-17/18 September 01, 2017

11/13/2018

Red Deer Catholic Regional Schools Mail - Fwd: Expenses Multiple Months'19 - Sharla Heistad.pdf



Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

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## Fwd: Expenses Multiple Months'19 - Sharla Heistad.pdf

1 message

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Rod Steeves <rod.steeves@rdcrs.ca>  
To: Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

Tue, Nov 13, 2018 at 11:20 AM

Hi Jean:  
I have approved these expenses  
Thanks

**Roderic M. Steeves**  
**Secretary-Treasurer**  
**Red Deer Catholic Regional Division No. 39**

----- Forwarded message -----

From: **Sharla Heistad (via Google Drive)** <drive-shares-noreply@google.com>  
Date: Tue, Oct 30, 2018 at 6:26 PM  
Subject: Expenses Multiple Months'19 - Sharla Heistad.pdf  
To: <rod.steeves@rdcrs.ca>

sharla.heistad@rdcrs.ca has shared the following PDF:

 Expenses Multiple Months'19 - Sharla Heistad.pdf



Please find attached my mileage for the month of October 2018!  
Thank you in advance,  
Sharla

Open

Google Drive: Have all your files within reach from any device.  
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

Google™

2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic Regional Schools

Inv#  
Nov 2 - 27/18 - mileage/Westin

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Sharla Heistad

DATE: Nov. 20, 2018

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Nov 14, 2018	Marriott Parking	parking overnight	\$32.00		\$32.00
Nov 15, 2018	Marriot restaurant	supper	\$30.71	\$1.46	\$29.25
Nov 16, 2018	Marriott restaurant	breakfast	\$16.00	\$0.65	\$15.35
Nov 16, 2018	Westin	parking valet	45.15	\$2.15	43.00
Nov 16, 2018	Westin	Room charge	184.01	\$9.01	175.00
Nov 16, 2018	Westin	Tourism Levy	\$7.21		\$7.21
Nov 17, 2018	Westin	parking valet	45.15	\$2.15	43.00
Nov 17, 2018	Westin	Room charge	184.01	\$9.01	175.00
Nov 17, 2018	Westin	Tourism Levy	\$7.21		\$7.21
Nov 18, 2018	Westin	Parking valet	45.15	\$2.15	43.00
Nov 18, 2018	Westin	Room charge	184.01	\$9.01	175.00
Nov 18, 2018	Westin	Tourism Levy	14.42		14.42
Nov 19, 2018	Westin	parking valet	45.15	\$2.15	43.00
Nov 19, 2018	Westin	Room charge	184.01	\$9.01	175.00
Nov 19, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25
Nov 18, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25
Nov 17, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25
Nov 16, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25
Nov 16, 2018	Westin	DEPOSIT	-\$196.47		-\$196.47
				TOTAL GST	Total Unit
TOTAL THIS CLAIM			848.72	\$46.75	801.97

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL	RATE	TOTAL CLAIM	GST	
Nov 02, 2018	Innisfail	Montfort	80	Board retreat				
Nov 03, 2018	Innisfail	Olds	80	St. Stephen's Catholic Ed Sunday message at mass				
Nov 05, 2018	Innisfail	Olds	80	School Council meeting				
Nov 06, 2018	Innisfail	Sylvan Lake	80	EOLOR Remembrance Ceremony				
Nov 12, 2018	Innisfail	Montfort	80	Grievance				
Nov 13, 2018	Innisfail	Montfort	80	Education Foundation meeting				
Nov 14, 2018	Innisfail	Olds	80	St. Stephen's Holy Trinity Mass				
Nov 15, 2018	Innisfail	Edmonton	190	ACSTA/ASBA AGM's				
Nov 20, 2018	Edmonton	Innisfail	190	return from AGM's				
Nov 27, 2018	Innisfail	Sylvan Lake	80	EOLOR school council				
Nov 27, 2018	Innisfail	Montfort	80	Board meeting				
TOTAL KM'S THIS CLAIM					1100	.50	\$550.00	\$26.19

UNIT Total (A + B): 1325.78  
 GST/HST Total (A + B): \$72.94

TOTAL CLAIM / CHQ: 1398.72

*see attached -*

Applicant Signature

Admin Approval/ Signature

*6510-41* ——— *06502-80*

record code (optional)

School Office Use:

Purchase Order No:

Authorization:

(secretary)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$1,297.27
68% of GST/HST:	\$49.60
<b>Total Claim:</b>	<b>\$1,346.87</b>

Version: 1-17/18 September 01, 2017

## 2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic  
Regional Schools**

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Sharla Heistad

DATE: Nov. 20, 2018

**A: RECEIPTS**

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount	
Nov 15, 2018	Marriott Parking	parking overnight	\$32.00		\$32.00	
Nov 15, 2018	Marriot restaurant	supper	\$30.71	\$1.46	\$29.25	
Nov 16, 2018	Marriott restaurant	breakfast	\$16.00	\$0.65	\$15.35	
Nov 16, 2018	Westin	parking valet	\$43.00	\$2.15	\$40.85	
Nov 16, 2018	Westin	Room charge	\$175.00	\$9.01	\$165.99	
Nov 16, 2018	Westin	Tourism Levy	\$7.21		\$7.21	
Nov 17, 2018	Westin	parking valet	\$43.00	\$2.15	\$40.85	
Nov 17, 2018	Westin	Room charge	\$175.00	\$9.01	\$165.99	
Nov 17, 2018	Westin	Tourism Levy	\$7.21		\$7.21	
Nov 18, 2018	Westin	Parking valet	\$43.00	\$2.15	\$40.85	
Nov 18, 2018	Westin	Room charge	\$175.00	\$9.01	\$165.99	
Nov 18, 2018	Westin	Tourism Levy	\$7.21		\$7.21	
Nov 19, 2018	Westin	parking valet	\$43.00	\$2.15	\$40.85	
Nov 19, 2018	Westin	Room charge	\$175.00	\$9.01	\$165.99	
Nov 19, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25	
Nov 18, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25	
Nov 17, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25	
Nov 16, 2018	Westin	Destination Marketing fee	\$5.25		\$5.25	
Nov 16, 2018	Westin	DEPOSIT	-\$196.47		-\$196.47	
<b>TOTAL THIS CLAIM</b>				<b>TOTAL GST</b>	<b>Total Unit</b>	
				\$796.87	\$46.75	\$750.12

**B: MILEAGE**

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL			
Nov 02, 2018	Innisfail	Montfort	80	Board retreat			
Nov 03, 2018	Innisfail	Olds	80	St. Stephen's Catholic Ed Sunday message at mass			
Nov 05, 2018	Innisfail	Olds	80	School Council meeting			
Nov 06, 2018	Innisfail	Sylvan Lake	80	EOLOR Remembrance Ceremony			
Nov 12, 2018	Innisfail	Montfort	80	Grievance			
Nov 13, 2018	Innisfail	Montfort	80	Education Foundation meeting			
Nov 14, 2018	Innisfail	Olds	80	St. Stephen's Holy Trinity Mass			
Nov 15, 2018	Innisfail	Edmonton	190	ACSTA/ASBA AGM's			
Nov 20, 2018	Edmonton	Innisfail	190	return from AGM's			
Nov 27, 2018	Innisfail	Sylvan Lake	80	EOLOR school council			
Nov 27, 2018	Innisfail	Montfort	80	Board meeting			
<b>TOTAL KM'S THIS CLAIM</b>				<b>RATE</b>	<b>TOTAL CLAIM</b>	<b>GST</b>	
				1100	.50	\$550.00	\$26.19

**UNIT Total (A + B): \$1,273.93**  
**GST/HST Total (A + B): \$72.94**

TOTAL CLAIM / CHQ: \$1,346.87

Applicant Signature

Admin Approval/ Signature

School Office Use:

Purchase Order No:

Authorization:

(secretary)

record code (optional)

Central Office / Secretary GST Override	
Adjusted Unit Amt:	\$1,297.27
68% of GST/HST:	\$49.60
Total Claim:	\$1,346.87

Version: 1-17/18 September 01, 2017



Courtyard Edmonton Downtown

1 Thornton Court Nw  
Edmonton, Ab T5j 2e7  
T 780.423.9999

Sharia Heistad  
Solidarity Place 10451-17  
Edmonton AB T5P 4S7  
Aupe

Room: 1105  
Room Type: KSTE  
Number of Guests: 1  
Rate: \$139.00 Clerk: ALC

Arrive: 14Nov18 Time: 10:57AM Depart: 16Nov18 Time: 05:59AM Folio Number: 95870

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Date	Description	Charges	Credits
16Nov18	Folio charges for 16Nov18 through Last Charge Master Card Card #: MCXXXXXXXXXXXX5082XXXX Amount: 32.00 Auth: 01644S Signature on File This card was electronically swiped on 16Nov18		32.00
	Balance:		32.00

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The undersigned agrees to make immediate payment upon receipt of statement. In the event such payment is not made within 30 days after receipt of the original statement, it is agreed that the hotel may impose a late payment charge at a rate of 1 1/2% per month (annual rate of 18%), or the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney's fees.



COURTYARD BY MARRIOTT

1 Thornton Court, 99 Street and Jasper Avenue  
Edmonton Alberta T5J 2E7  
(780) 423-9999  
Thank you, from Courtyard!  
14357 Frances

CHK 7068 TBL 12/1  
GST 2  
15 Nov'18 6:04 PM

\*Day Soup Cup 6.00  
\*Nachos Regular 16.25  
Topping Chicken 7.00  
EXTRA  
JALAPENO

FOOD \$29.25  
GST \$1.46

7:42 PM  
TOTAL DUE \$30.71

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

PRINT LAST NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Thank you for joining us  
at Courtyard by Marriott !

COURTYARD EDMONTON  
ONE THORNTON COURT  
99 STREET AND JASPER AVE  
EDMONTON, AB T5J2E7  
7804239999

SALE

MID: 5954104  
TID: 005 REF#: 00000011  
Batch #: 328 1043.32  
11/15/18  
APPR CODE 01656S  
MASTERCARD Chip  
\*\*\*\*\*5082

AMOUNT \$30.71

APPROVED

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSE: EB 00

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES  
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH  
ISSUER'S AGREEMENT WITH CARDHOLDER  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

THANK YOU/MERCE

CUSTOMER COPY

COURTYARD BY MARRIOTT

1 Thornton Court, 99 Street and Jasper Avenue  
Edmonton Alberta T5J 2E7  
(780) 423-9999  
Thank you, from Courtyard!  
78999 Caroline

CHK 41907 TBL 53/1  
GST 1  
16 Nov'18 7:28 AM

1 ADULT CNTL BUFFET 13.00  
NO UPGRADE

FOOD \$13.00  
GST \$0.65

7:28 AM  
TOTAL DUE \$13.65

GRATUITY 2.35

TOTAL \$16.00

ROOM NUMBER 1105

PRINT LAST NAME \_\_\_\_\_

SIGNATURE

Thank you for joining us  
at Courtyard by Marriott !

SALE

MID: 5954104  
TID: 004 REF#: 00000006  
Batch #: 087  
11/16/18  
APPR CODE 01656S 0802.69  
MASTERCARD  
\*\*\*\*\*5082 Chip  
\*\*\*

AMOUNT \$13.65  
TIP \$2.35  
TOTAL \$16.00

APPROVED

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSE: EB 00

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES  
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH  
ISSUER'S AGREEMENT WITH CARDHOLDER  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

THANK YOU/MERCE

CUSTOMER COPY

COURTYARD EDMONTON  
ONE THORNTON COURT  
99 STREET AND JASPER AVE  
EDMONTON, AB T5J2E7  
7804239999

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

# WESTIN

HOTELS & RESORTS

Sharla Heistad  
 5210 61st  
 Red Deer, AB, T4N 6N8  
 Canada  
 AK16AE - ASBA 2018

Page Number : 1 Invoice Nbr : 27860057  
 Guest Number : 1218428  
 Folio ID : A  
 Arrive Date : 16-NOV-18 08:16  
 Depart Date : 20-NOV-18 07:38  
 No. Of Guest : 2  
 Room Number : 1813  
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton NOV-20-2018 07:38 AQUIN751

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-18	DEPOSIT	Deposit-VI-6124		
16-NOV-18	RT1813	Room Charge	- 175.00	-196.47
16-NOV-18	RT1813	GST	- 9.01	
16-NOV-18	RT1813	Destination Marketing Fee	- 5.25	
16-NOV-18	RT1813	Tourism Levy	- 7.21	
16-NOV-18	RT1813	Parking Valet	- 43.00	
16-NOV-18	RT1813	GST	- 2.15	
17-NOV-18	RT1813	Room Charge	- 175.00	
17-NOV-18	RT1813	GST	- 9.01	
17-NOV-18	RT1813	Destination Marketing Fee	- 5.25	
17-NOV-18	RT1813	Tourism Levy	- 7.21	
17-NOV-18	RT1813	Parking Valet	- 43.00	
17-NOV-18	RT1813	GST	- 2.15	
18-NOV-18	RT1813	Room Charge	- 175.00	
18-NOV-18	RT1813	GST	- 9.01	
18-NOV-18	RT1813	Destination Marketing Fee	- 5.25	
18-NOV-18	RT1813	Tourism Levy	- 7.21	
18-NOV-18	RT1813	Parking Valet	- 43.00	

241.62

Continued on the next page

44.64

9

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

# WESTIN

HOTELS & RESORTS

Sharla Heistad  
5210 61st  
Red Deer, AB, T4N 6N8  
Canada  
AK16AE - ASBA 2018

Page Number : 2 Invoice Nbr : 27860057  
Guest Number : 1218428  
Folio ID : A  
Arrive Date : 16-NOV-18 08:16  
Depart Date : 20-NOV-18 07:38  
No. Of Guest : 2  
Room Number : 1813  
Club Account :

Date	Reference	Description	Charges (CAD)	Credits (CAD)
			2.15	
18-NOV-18	RT1813	GST	175.00	
19-NOV-18	RT1813	Room Charge	9.01	
19-NOV-18	RT1813	GST	5.25	
19-NOV-18	RT1813	Destination Marketing Fee	7.21	
19-NOV-18	RT1813	Tourism Levy	43.00	
19-NOV-18	RT1813	Parking Valet	2.15	
19-NOV-18	RT1813	GST		-770.01
20-NOV-18	MC	Mastercard-5082		
** Total			966.48	-966.48
*** Balance			0.00	

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at [westin.com/eatwell](http://westin.com/eatwell)

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Continued on the next page