

2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

Inu#
Dec 3-16/18 - mileage

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Sharla Heistad

DATE: Dec. 18, 2018

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Dec 03, 2018	Innisfail	Montfort	80	Negotiations ATA and mediator
Dec 05, 2018	Innisfail	Montfort	80	Trustee/Admin Wine and Cheese
Dec 07, 2018	Innisfail	St. Joseph's School	80	Faith Day Mass
Dec 12, 2018	Innisfail	St. Gabriel School	80	Christmas Potluck
Dec 13, 2018	Innisfail	Montfort	80	Student Teacher appreciation
Dec 13, 2018	Innisfail	St. Stephen's Olds	80	Holy Trinity Christmas Concert
Dec 16, 2018	Innisfail	Red Deer	80	Meet with Trustees to discuss LRB
			RATE	TOTAL CLAIM
TOTAL KM'S THIS CLAIM			560	\$280.00
			.50	GST
				\$13.33

UNIT Total (A + B): \$266.67
 GST/HST Total (A + B): \$13.33
TOTAL CLAIM / CHQ: \$280.00

Applicant Signature

Admin Approval/ Signature

School Office Use:

Purchase Order No:

Authorization:

(secretary)

record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$270.93
68% of GST/HST:	\$9.07
Total Claim:	\$280.00

Version: 1-17/18 September 01, 2017

2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

Inv#
JAN/19 - MILEAGE

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Sharla Heistad

DATE: Jan. 31, 2019

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Jan 07, 2019	Innisfail	Olds	80	HolyTrinity School Council meeting
Jan 09, 2019	Innisfail	Montfort	80	Special Board meeting
Jan 10, 2019	Innisfail	Sylvan Lake	80	EOLOR School Council meeting
Jan 11, 2019	Innisfail	Red Deer	80	Board Christmas celebration
Jan 19, 2019	Innisfail	Olds	80	Mass St. Stephen's
Jan 20, 2019	Innisfail	Red Deer	80	Friendship Dinner Sacred Heart
Jan 25, 2019	Innisfail	Red Deer	80	Board Retreat Pidherney Centre
Jan 29, 2019	Innisfail	Montfort	80	Board meeting
Jan 30, 2019	Innisfail	Red Deer	80	Mass Band Concert Crossroads Church
TOTAL KM'S THIS CLAIM			720	
			RATE	TOTAL CLAIM
			.50	\$360.00
				GST
				\$17.14

UNIT Total (A + B): \$342.86
 GST/HST Total (A + B): \$17.14
 TOTAL CLAIM / CHQ: \$360.00

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:	\$348.34
68% of GST/HST:	\$11.66
Total Claim:	\$360.00

Version: 1-17/18 September 01, 2017

2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

Inw#

Feb/19 - Mileage

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Sharla Heistad

DATE: Feb. 25, 2019

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Feb 02, 2019	Innisfail	Olds	80	St. Stephen's Mass Olds
Feb 04, 2019	Innisfail	Olds	80	Holy Trinity School Council meeting
Feb 08, 2019	Innisfail	Memorial Centre Red D	80	Notre Dame Musical Do You Wanna Dance
Feb 09, 2019	Innisfail	Rocky Mountain House	196	Mayor's Prayer Breakfast Community Centre
Feb 11, 2019	Innisfail	Montfort	80	Education Foundation Meeting /Fundraiser meeting
Feb 19, 2019	Innisfail	Montfort	80	Board Meeting
Feb 25, 2019	Innisfail	Red Deer Public Schoo	80	ASBA Zone 4 meeting Red Deer Public Schools
			RATE	TOTAL CLAIM
TOTAL KM'S THIS CLAIM			676	.50
				GST
				\$338.00
				\$16.10

UNIT Total (A + B): \$321.90 ✓
 GST/HST Total (A + B): \$16.10 ✓
TOTAL CLAIM / CHQ: \$338.00 ✓

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	\$327.06
68% of GST/HST	\$10.94
Total Claim:	\$338.00

Version: 1-17/18 September 01, 2017