



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


**Red Deer Catholic Regional Schools**  
 Invo # *Sept 23/19 - mileage*  
 LOCATION / DEPARTMENT: Trustee  
 PAYABLE TO: Cynthia Leyson  
 DATE: Oct. 20, 2019

**B: MILEAGE**

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL		
Sep 23, 2019	Red Deer	Wolfcreek Div. Ponoka	110	ASBA meeting		
<b>TOTAL KM'S THIS CLAIM</b>			110	<b>RATE</b>	<b>TOTAL CLAIM</b>	<b>GST</b>
				.50	\$55.00	\$2.62
			✓	✓	<b>UNIT Total (A + B):</b>	<b>\$52.38</b>
					<b>GST/HST Total (A + B):</b>	<b>\$2.62</b>
					<b>TOTAL CLAIM / CHQ:</b>	<b>\$55.00</b>

Applicant Signature	Admin Approval/ Signature
School Office Use:	6510-41 ——— 06513 — 30 record code (optional)
Purchase Order No:	Central Office / Secretary GST override
Authorization:	Adjusted UNIT Amt: \$52.38
(secretary)	68% of GST/HST: \$1.76
	<b>Total Claim: \$55.00</b>

PI000 72177

 <b>Red Deer Catholic Regional Schools</b>		2018/19 EXPENSE/MILEAGE CLAIM REIMBURSEMENT	
		Inv#	LOCATION / DEPARTMENT
		Trustee	
		PAYABLE TO:	Cynthia Leyson
		DATE:	Dec. 12, 2019

**A: RECEIPTS**

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Nov 15, 2019	Westin Hotel	room	202.09	9.27	192.82
Nov 16, 2019	Westin Hotel	room	202.09	\$9.27	192.82
Nov 17, 2019	Westin Hotel	room			\$0.00
Nov 18, 2019	Westin Hotel	room	202.09	\$9.27	192.82
Nov 19, 2019	Westin Hotel	room			\$0.00
<b>TOTAL THIS CLAIM</b>			<del>3548.00</del>	\$27.81	<del>548.48</del>
			606.27		578.46

**B: MILEAGE**

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Sep 23, 2019	Red Deer	Wolfcreek Div. Ponoka	110	ASBA meeting
<b>TOTAL KM'S THIS CLAIM</b>			110	

RATE	TOTAL CLAIM	GST
.50	\$55.00	\$2.62
<b>UNIT Total (A + B):</b>		<del>55.00</del> 578.46
<b>GST/HST Total (A + B):</b>		<del>2.62</del> 27.81
<b>TOTAL CLAIM / CHQ:</b>		606.27

*This was paid Oct 23/19*

Applicant Signature

Admin Approval/ Signature

School Office Use:

6510-41 ——— 06513-80  
record code (optional)

Purchase Order No:

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$574.31
68% of GST/HST:	\$20.69
<b>Total Claim:</b>	<b>\$595.00</b>

Authorization:

(secretary)

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

# WESTIN

## HOTELS & RESORTS

Cynthia Leyson  
 55-33 DON LEVY AVE  
 RED DEER AB, AB, T4R 3B5  
 XA1178 - ASBA 2019 Conference

Page Number : 1  
 Guest Number : 1289801  
 Folio ID : A  
 Arrive Date : 18-NOV-19  
 Depart Date : 18-NOV-19  
 No. Of Guest : 1  
 Room Number : 1419  
 Marriott Bonvoy Number : 2346

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-19-2019 07:22:59 IN CARD

15-NOV-19	RT615	Room Charge
15-NOV-19	RT615	GST
15-NOV-19	RT615	DMF
15-NOV-19	RT615	Tour Levy
16-NOV-19	RT1419	Room Charge
16-NOV-19	RT1419	GST
16-NOV-19	RT1419	DMF
16-NOV-19	RT1419	Tour Levy
17-NOV-19	11/16/19	ADJ Room Charge
17-NOV-19	11/16/19	ADJ GST
17-NOV-19	11/16/19	ADJ DMF
17-NOV-19	11/16/19	ADJ Tour Levy
17-NOV-19	RT1419	Room Charge
17-NOV-19	RT1419	GST
17-NOV-19	RT1419	DMF
17-NOV-19	RT1419	Tour Levy
18-NOV-19	RT1419	Room Charge
18-NOV-19	RT1419	GST
18-NOV-19	RT1419	DMF
18-NOV-19	RT1419	Tour Levy

Approve EMV Receipt for 41-0015: PIN Verified  
 TC:592F5DD426CE6231 17/11/2019 09:00:00  
 Application Label: SCOTIABANK VISA