

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

Inu #
Oct/19-Mileage

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Dorraine Lonsdale

DATE: Dec. 05, 2019

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Oct 22, 2019	Rocky Mtn House	Sylvan Lake	140	School Council Meeting - EMTS
Oct 28, 2019	Rocky Mtn House	Red Deer	180	ASBA Zone 4 Meeting - Montfort
Oct 29, 2019	Rocky Mtn House	Red Deer	180	Gr 5 Rosary Celebratin & Board Meeting

	RATE	TOTAL CLAIM	GST
TOTAL KM'S THIS CLAIM 500	.50	\$250.00	\$11.90

UNIT Total (A + B): \$238.10
 GST/HST Total (A + B): \$11.90
 TOTAL CLAIM / CHQ: \$250.00

Applicant Signature _____

Admin Approval/ Signature _____

School Office Use:

Purchase Order No: _____

Authorization: _____
 (secretary)

6510-41

record code (optional)

Central Office / Secretary GST Override	
Adjusted UNIT Amt:	\$241.90
68% of GST/HST:	\$8.10
Total Claim:	\$250.00

Version: 1-17/18 September 01, 2017

—80

2019/20 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

Inv#

Nov/19 - Mileage/Westin

LOCATION / DEPARTMENT Montfort/ Trustee

PAYABLE TO: Dorraine Lonsdale

DATE: Dec. 05, 2019

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Nov 17, 2019 ✓	Westin ✓	ACSTA Conf Room / Self Parking	\$713.37 ✓	\$32.91 ✓	\$680.46 ✓
TOTAL THIS CLAIM			\$713.37	\$32.91	\$680.46
				TOTAL GST	Total Unit

B: MILEAGE

Date	Departure Location	Arrival Location	KMS	COMMENTS / PURPOSE OF TRAVEL
Nov 01, 2019	Rocky Mtn House	Red Deer	180	Board Mini Retreat - Montfort
Nov 13, 2019	Rocky Mtn House	Red Deer	180	Board Meeting with City of Red Deer - Pidherney Cer
Nov 14, 2019	Rocky Mtn House	Edmonton	440	ACSTA FGM - Westin Edmonton
Nov 26, 2019	Rocky Mtn House	Red Deer	180	Board Meeting - Montfort
Nov 02, 2019	Rocky Mtn House	Sylvan Lake	140	Catholic Ed Sunday Mass - OLA Church
TOTAL KM'S THIS CLAIM			1120	
			RATE	TOTAL CLAIM
			.50	\$560.00
				GST
				\$26.67

UNIT Total (A + B): \$1,213.79 ✓
GST/HST Total (A + B): \$59.58 ✓
TOTAL CLAIM / CHQ: \$1,273.37 ✓

Applicant Signature _____

Admin Approval/ Signature _____

School Office Use:

Purchase Order No: _____

Authorization: _____

(secretary)

6510-41
record code (optional)

Central Office / Secretary GST-Override	
Adjusted UNIT Amt:	\$1,232.86
68% of GST/HST:	\$40.51
Total Claim:	\$1,273.37

Version: 1-17/18 September 01, 2017



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

WESTIN®

HOTELS & RESORTS

Dorraine Lonsdale
 XA1166 - ACSTA ASBA CONFERENCES

Page Number : 1 Invoice Nbr : 27916409
 Guest Number : 1298798
 Folio ID : A
 Arrive Date : 14-NOV-19 19:34
 Depart Date : 17-NOV-19 15:01
 No. Of Guest : 1
 Room Number : 1410
 Marriott Bonvoy Number : 4578

Information Invoice

Tax ID : 815461330RT0001
 The Westin Edm YEGWI NOV-17-2019 05:00 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
14-NOV-19	RT1410	Room Chrg - Grp - Association	180.00	
14-NOV-19	RT1410	GST	9.27	
14-NOV-19	RT1410	DMF	5.40	
14-NOV-19	RT1410	Tour Levy	7.42	
14-NOV-19	RT1410	Parking Self	34.00	
14-NOV-19	RT1410	GST	1.70	
15-NOV-19	RT1410	Room Chrg - Grp - Association	180.00	
15-NOV-19	RT1410	GST	9.27	
15-NOV-19	RT1410	DMF	5.40	
15-NOV-19	RT1410	Tour Levy	7.42	
15-NOV-19	RT1410	Parking Self	34.00	
15-NOV-19	RT1410	GST	1.70	
16-NOV-19	RT1410	Room Chrg - Grp - Association	180.00	
16-NOV-19	RT1410	GST	9.27	
16-NOV-19	RT1410	DMF	5.40	
16-NOV-19	RT1410	Tour Levy	7.42	
16-NOV-19	RT1410	Parking Self	34.00	
16-NOV-19	RT1410	GST	1.70	
NOV-17-2019	MC	Mastercard		-713.37

Approve EMV Receipt for MC - 9099: PIN Verified
 TC:A71B5D6F9C49F6BF TVR:0000008000
 Application Label:MASTERCARD

** Total 713.37 -713.37
 *** Balance -0.00

Continued on the next page

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



Dorraine Lonsdale
 XA1166 - ACSTA ASBA CONFERENCES

Page Number : 2 Invoice Nbr : 27916409
 Guest Number : 1298798
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For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

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 Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	City	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-14-2019	0.00	0.00	0.00	0.00	0.00	237.79	237.79	0.00
11-15-2019	0.00	0.00	0.00	0.00	0.00	237.79	237.79	0.00
11-16-2019	0.00	0.00	0.00	0.00	0.00	237.79	237.79	0.00
Total	0.00	0.00	0.00	0.00	0.00	713.37	713.37	0.00

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