

2019-2020 EXPENSE/MILEAGE CLAIM REIMBURSEMENT



**Red Deer Catholic
Regional Schools**

LOCATION/DEPARTMENT: Montfort/

PAYABLE TO: Sharla Heistad

DATE: Sep 26, 2020

Version 6 - 21 Sep 2020

Claim Totals		Office Use
Unit Total (A+B):	\$114.29	Purchase Order #:
GST/HST Total (A+B):	\$5.71	
Adjusted Unit Amount:	\$116.11	Authorization:
68% of GST/HST:	\$3.89	
Total Claim (Reimbursement): \$120.00		

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount

Total This Claim:	\$0.00
Total GST:	\$0.00
Total Unit:	\$0.00

B: MILEAGE

Date	From	To	Comment/Purpose of Travel	Distance (km)
Apr 02, 2020	Innisfail	Montfort	Budget first round information meeting	80.0
Apr 14, 2020	Innisfail	Montfort	Budget 2nd round update	80.0
Apr 28, 2020	Innisfail	Montfort	Board Regular meeting	80.0

Applicant Signature

Admin/Approval Signature

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Total Distance (km):	✓	240.0
Rate (\$/km):	✓	\$0.50
Unit:	✓	\$114.29
GST:	✓	\$5.71
Mileage Claim Total:	✓	\$120.00

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Claim Totals		Office Use
Unit Total (A+B):	\$76.19	Purchase Order #:
GST/HST Total (A+B):	\$3.81	
Adjusted Unit Amount:	\$77.41	Authorization:
68% of GST/HST:	\$2.59	
Total Claim (Reimbursement): \$80.00		

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Total This Claim:					
\$0.00					
Total GST:					
\$0.00					
Total Unit:					
\$0.00					

B: MILEAGE

Date	From	To	Comment/Purpose of Travel	Distance (km)
May 08, 2020	Innisfail	Montfort	Board mini retreat	80.0
May 26, 2020	Innisfail	Montfort	Board regular meeting	80.0

Total Distance (km):	✓	160.0
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Applicant Signature

Admin/Approval Signature

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Rate (\$/km):	✓	\$0.50
Unit:	✓	\$76.19
GST:	✓	\$3.81
Mileage Claim Total:	✓	\$80.00

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Claim Totals		Office Use
Unit Total (A+B):	\$152.38	Purchase Order #:
GST/HST Total (A+B):	\$7.62	
Adjusted Unit Amount:	\$154.82	Authorization:
68% of GST/HST:	\$5.18	
Total Claim (Reimbursement): \$160.00		

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Total This Claim:					
\$0.00					
Total GST:					
\$0.00					
Total Unit:					
\$0.00					

B: MILEAGE

Date	From	To	Comment/Purpose of Travel	Distance (km)
Jun 12, 2020	Innisfail	Montfort	Board evaluation and special meeting	80.0
Jun 15, 2020	Innisfail	Montfort	Search firm interviews and Principal interview Holy Trinity	80.0
Jun 23, 2020	Innisfail	Montfort	Tour St. Benedict the More and Board regular meeting	80.0

Applicant Signature

Admin/Approval Signature

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Jun 24, 2020	Innisfail	Montfort	Board Special meeting	80.0
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Total Distance (km):	320.0
Rate (\$/km):	\$0.50
Unit:	\$152.38
GST:	\$7.62
Mileage Claim Total:	\$160.00

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Claim Totals		Office Use
Unit Total (A+B):	\$38.10	Purchase Order #:
GST/HST Total (A+B):	\$1.90	
Adjusted Unit Amount:	\$38.70	Authorization:
68% of GST/HST:	\$1.30	
Total Claim (Reimbursement): \$40.00		

A: RECEIPTS

Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount

Total This Claim:	\$0.00
Total GST:	\$0.00
Total Unit:	\$0.00

B: MILEAGE

Date	From	To	Comment/Purpose of Travel	Distance (km)
Jul 30, 2020	Innisfail	Montfort	Special Board Meeting	80.0

Total Distance (km):	✓ 80.0
Rate (\$/km):	✓ \$0.50

Applicant Signature

Admin/Approval Signature

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Unit: ✓	\$38.10
GST: ✓	\$1.90
Mileage Claim Total: ✓	\$40.00