

**2020-2021 EXPENSE/MILEAGE CLAIM REIMBURSEMENT**



**Red Deer Catholic  
Regional Schools**

**LOCATION/DEPARTMENT: Montfort/Trustee**

**PAYABLE TO: Sharla Heistad**

**DATE: Dec 22, 2020**

Version 6 - 21 Sep 2020

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

**A: RECEIPTS**

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

**B: MILEAGE**

Date	From	To	Comment/Purpose of Travel	Distance (km)
Sep 09, 2020	Innisfail	St. Joseph	Special Board meeting	80.0
Sep 29, 2020	Innisfail	St. Joseph	Regular Board meeting	80.0
<b>Total Distance (km):</b>			✓	160.0

Applicant Signature

Admin/Approval Signature

\_\_\_\_\_

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

**2020-2021 EXPENSE/MILEAGE CLAIM REIMBURSEMENT**



**Red Deer Catholic  
Regional Schools**

**LOCATION/DEPARTMENT: Montfort/Trustee**

**PAYABLE TO: Sharla Heistad**

**DATE: Dec 22, 2020**

Version 6 - 21 Sep 2020

Claim Totals		Office Use
Unit Total (A+B):	\$146.67	Purchase Order #:
GST/HST Total (A+B):	\$7.33	
Adjusted Unit Amount:	\$149.01	Authorization:
68% of GST/HST:	\$4.99	
<b>Total Claim (Reimbursement): \$154.00</b>		

**A: RECEIPTS**

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

<b>Total This Claim:</b>	\$0.00
<b>Total GST:</b>	\$0.00
<b>Total Unit:</b>	\$0.00

**B: MILEAGE**

Date	From	To	Comment/Purpose of Travel	Distance (km)
Oct 07, 2020	Innisfail	Red Deer	Interviews Superintendent	74.0
Oct 13, 2020	Innisfail	Red Deer	Interviews Superintendent	74.0
Oct 20, 2020	Innisfail	Radisson Red Deer	City of Red Deer Meeting Counsellors	80.0
Oct 27, 2020	Innisfail	Montfort	Regular Board Meeting	80.0

Applicant Signature

Admin/Approval Signature

---

<b>Total Distance (km):</b>	✓	308.0
<b>Rate (\$/km):</b>	✓	\$0.50
<b>Unit:</b>	✓	\$146.67
<b>GST:</b>	✓	\$7.33
<b>Mileage Claim Total:</b>	✓	\$154.00