

2021-2022 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Sharla Heistad

DATE: Jul 03, 2022

Claim Totals		Office Use
Unit Total (A+B)	\$405.71	Purchase Order #
GST/HST Total (A+B)	\$20.29	
Adjusted Unit Amount	\$412.20	Authorization
68% of GST/HST	\$13.80	

Claim Total (Reimbursement): \$426.00

Applicant Signature

Admin/Approval Signature

X

X

no receipts entered

Date	From	To	Comment	Distance (km)
Jun 05, 2022	Innisfail	Sprbrook/Red Deer	Rural caucus and then ASBA Red Deer	80
Jun 06, 2022	Innisfail	Red Deer	ASBA Spring AGM	76
Jun 07, 2022	Innisfail	Red Deer	ASBA Spring AGM learning session	76
Jun 10, 2022	Innisfail	Olds	Holy Trinity School Council at School	80
Jun 14, 2022	Innisfail	Olds	St. Stephen's church Grade 8 farewell	76
Jun 15, 2022	Innisfail	Montfort	Education foundation meeting	80
Jun 08, 2022	Innisfail	Montfort	St. Marguerite Principal interviews	80
Jun 21, 2022	Innisfail	Monfort	Regular Board meeting	80
Jun 24, 2022	Innisfail	Montfort	Superintendent review retreat	80
Jun 29, 2022	Innisfail	Westerner Red Deer	Notre Dame Graduation	72
Jun 02, 2022	Innisfail	Westerner Red Deer	Celebration of Excellence	72
Distance Total (km)				852
Rate (\$/km after tax)				\$0.50

GST Total \$20.29

Unit Total \$405.71

Mileage Total \$426.00



Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

Fwd: Jul 03, 2022 - Mileage & Expense Claim

1 message

Rod Steeves <rod.steeves@rdcrs.ca>
To: Jeanmarie Gillespie <jeanmarie.gillespie@rdcrs.ca>

Tue, Jul 5, 2022 at 11:40 AM

Hi Jean:
Here it is.
Thanks

Roderic M. Steeves
Secretary-Treasurer
Red Deer Catholic Regional Division No. 39

----- Forwarded message -----


From: **Sharla Heistad** <sharla.heistad@rdcrs.ca>
Date: Sun, Jul 3, 2022 at 7:17 PM
Subject: Fwd: Jul 03, 2022 - Mileage & Expense Claim
To: Rod Steeves <rod.steeves@rdcrs.ca>

Hi Rod,
Does this automatically go to you once I submit? Seems I've been getting it wrong all year!
Sharla

----- Forwarded message -----

From: <sharla.heistad@rdcrs.ca>
Date: Sun, Jul 3, 2022 at 7:14 PM
Subject: Jul 03, 2022 - Mileage & Expense Claim
To: <sharla.heistad@rdcrs.ca>

Attached is your Expense & Mileage claim form generated on Jul 03, 2022.

 **Sharla Heistad - Jul 03, 2022.pdf**
92K



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

Date	Invoice #
6/24/2022	2021270

INVOICE TO

Red Deer Catholic RD No. 39
 5210 - 61 Street
 Red Deer, AB T4N 6N8

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
6	000-51000-30	Registration as attached - ASBA Spring General Meeting	675.00	4,050.00
		GST on sales	5.00%	202.50
Electronic Funds Transfer (EFT) Option: Bank of Nova Scotia Beneficiary: Alberta School Boards Association Transit #: 12989 Bank #: 992 Account #: 0386014 Send payment notifications to finance@asba.ab.ca			Summary CAD 4,050.00 CAD 202.50 CAD 4,252.50	

Alberta School Boards Association

Spring General Meeting

June 5-7, 2022

Board/Company	First Name	Last Name	Title	Reg Type	Reg Fee	GST	Total		
Red Deer Catholic	Kathleen	Finnigan	Superintendent	6510-42	00093-80	In person	\$675.00	\$33.75	\$708.75
Red Deer Catholic	Sharla	Heistad	Trustee	6510-41	06502-80	In person	\$675.00	\$33.75	\$708.75
Red Deer Catholic	Monique	LaGrange	Trustee	6510-41	06193-80	In person	\$675.00	\$33.75	\$708.75
Red Deer Catholic	Cynthia	Leyson	Trustee	6510-41	06513-80	In person	\$675.00	\$33.75	\$708.75
Red Deer Catholic	Dorraine	Lonsdale	Trustee	6510-41	06512-80	In person	\$675.00	\$33.75	\$708.75
Red Deer Catholic	Anne Marie	Watson	Trustee	6510-41	03964-80	In person	\$675.00	\$33.75	\$708.75
Red Deer Catholic Total					\$4,050.00	\$202.50	\$4,252.50		

2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort

PAYABLE TO: Sharla Heistad

DATE: ~~Oct 03, 2022~~

Aug 31

Claim Totals		Office Use
Unit Total (A+B)	80.00 \$97.60	Purchase Order #
GST/HST Total (A+B)	4.00 \$4.88	Authorization
Adjusted Unit Amount	\$99.16	
68% of GST/HST	\$3.32	

Claim Total (Reimbursement): ~~\$102.48~~ 84.00

Applicant Signature

Admin/Approval Signature

X _____

X _____

no receipts entered

Date	From	To	Comment	Distance (km)
Aug 30, 2022	Innisfail	Montfort	Board organizational meeting	80
Aug 31, 2022	Innisfail	St. Joseph	Opening Mass	88

Distance Total (km) 168

Distance Total Year (km)

Rate (\$/km after tax) .50 ~~\$0.61~~

GST Total 4.00 ~~\$4.88~~

Unit Total 80.00 \$97.60

Mileage Total 84.00 ~~\$102.48~~