



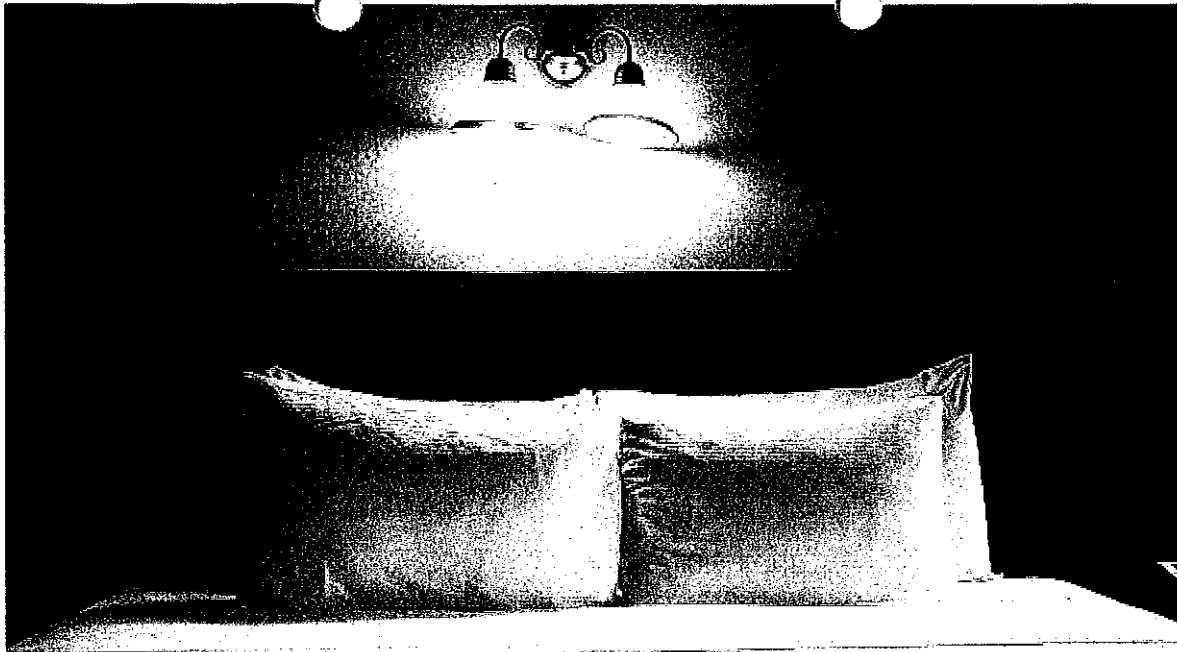
Cardholder Activity

Name: MARIA ST PIERRE Account Number: \*\*0320 Cycle End Date: 09/23/2022

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Currency Amount	Allocation Comment
		<-----	Allocation Amounts	----->	Accounting Code		
09/14/2022	IRWIN'S MOUNTAIN INN	\$347.65 ✓	\$0.00 ✓	\$0.00	CAD	347.65	
09/16/2022	BANFF, AB	\$347.65	\$0.00	\$0.00	6510-41-000000-06513-80		Cynthia Leyson hotel

(Handwritten initials)

09/21/2022  
09/22/2022



## RESERVATION CONFIRMATION

*Cynthia Leysur*

Dear Maria St Pierre,

Thank you for choosing Irwin's Mountain Inn for your upcoming visit to Banff. Please review your reservation information carefully and contact us if we can be of further assistance.

We look forward to welcoming you and wish you a most enjoyable stay.

Sincerely,

Reservation Department

### RESERVATION DETAILS

**Reservation #:** 3646984  
**Guest Name:** Maria St Pierre  
**Arrival Date:** July 2, 2023  
**Departure Date:** July 5, 2023  
**Number of Night(s):** 3

*\$ 347.65  
Deposit*

[Quoted text hidden]

### ROOM DETAILS

**Room Reserved:** Standard 2 Queen Room - 1 room(s)

- Two Queen Beds
- Coffee Maker and Mini Fridge
- Full Bathroom with shower/tub combination
- Air Conditioning

**Rate Reserved:** Stay 3 Nts Or More & Save!

### ENHANCEMENT DETAILS

### ACTIVITIES & SERVICES

RESORT INFORMATION

**Cancellation Policy:** You may cancel your reservation for no charge until 4:00 P.M. hotel time 3 days prior to your date of scheduled arrival. Please note that we will charge the first night room rate plus taxes if you must cancel after this deadline.

**Modification Policy:** Please note that a change in the length or dates of your reservation may result in a rate change or additional fees.

**Taxes:** Taxes equal to 11.18% will be applied to your base room rate and room upgrades. All other enhancements, activities and services are subject to 5% GST.

**Check-in time:** 4:00 P.M.

**Check-out:** 11:00 A.M.

**Pets Policy:** Pets with reservations are welcome in pet-friendly rooms at Irwin's Mountain Inn. There is a fee of \$25 per pet, per night and reservations must be made in advance.



Irwin's Mountain Inn

425 Banff Avenue

Banff, Alberta, T1L 1B2

1(866) 379-0028

1 (403) 762-2638

reservations@banfflodgingco.com



reservations@bestofbanff.com <reservations@bestofbanff.com>  
To: maria.stpierre@rdcrs.ca

Wed, Sep 14, 2022 at 11:01 AM



**Wolf Creek  
Public Schools**

107969

**INVOICE**

6000 Highway 2A  
Ponoka, AB T4J 1P6

Phone: 403.783.3473  
Fax: 403.783.3483  
Email: Finance@wolfcreek.ab.ca

Web: www.wolfcreek.ab.ca

RED DEER CATHOLIC REGIONAL DIVISION NO.  
5210 61 STREET  
RED DEER, ALBERTA, AB  
T4N 6N8

Date: 21-Oct-2022  
Customer #: 1054  
Invoice #: 11515  
GST Reg. #: 13997 5718 RT0001

Qty	Description	Unit Amount	Total
	ASBA Zone 4 Lunch (September 26, 2022)		25.00
	GST REBATE		1.25
	Cynthia Leyson . as per Maria 6510-41 — 06513-80		

Terms: Payable upon receipt

Invoice Total: \$ 26.25

Make Cheques Payable to:  
Wolf Creek School Division  
6000 Highway 2A  
Ponoka, Alberta, Canada T4J 1P6

Questions?  
Contact Accounts Receivable @ 403-783-3473

# 2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic  
Regional Schools

LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Oct 26, 2022

Claim Totals		Office Use
Unit Total (A+B)	\$139.19	Purchase Order #
GST/HST Total (A+B)	\$6.96	
Adjusted Unit Amount	\$141.42	Authorization
68% of GST/HST	\$4.73	

**Claim Total (Reimbursement): \$146.16**

Applicant Signature

Admin/Approval Signature

X

X

## no receipts entered

Date	From	To	Comment	Distance (km)
Aug 30, 2022	Deer Park	Montfort	Board meeting	7.7
Aug 30, 2022	Montfort	Deer park	Board meeting	7.7
Aug 31, 2022	Deer Park	St. Joseph	Div. Opening mass	5
Aug 31, 2022	St. Joseph	Deer Park	Div. Opening mass	5
Sep 11, 2022	Deer Park	St. Joseph	GR. 10 BBQ	5
Sep 11, 2022	St. Joseph	Deer Park	GR. 10 BBQ	5
Sep 12, 2022	Deer Park	YMCA	Meeting with Minister	10.8
Sep 12, 2022	YMCA	Deer Park	meeting with Minister	10.8
Sep 13, 2022	Deer Park	St. Elizabeth	school council	2.9
Sep 13, 2022	St. Elizabeth	Deer Park	school council	2.9
Sep 14, 2022	Deer Park	St. Marys Parish	Seton OPening mass	2
Sep 14, 2022	St. Marys Parish	Deer Park	Seton Opening mass	2
Sep 14, 2022	Deer Park	St. Marys Parish	HF Opening mass	2
Sep 14, 2022	St. Marys	Deer Park	HF Opening mass	2
Sep 21, 2022	Deer Park	Notre Dame	Meet at the pole	1.8
Sep 21, 2022	Notre Dame	Dee Park	Meet at the pole	1.8

Date	From	To	Comment	Distance (km)
Sep 26, 2022	Deer Park	Wolff Creek Ponoka	ASBA	62.7
Sep 26, 2022	Wolff Creek Ponoka	Deer Park	ASBA	62.7
Oct 07, 2022	Deer Park	Monfort	ACSTA meeting	7.7
Oct 07, 2022	Monfort	Deer Park	ACSTA meeting	7.7
Oct 17, 2022	Deer Park	Radisson	Meeting with City Council	9.3
Oct 17, 2022	Radisson	Deer Park	Meeting with City Council	9.3
Oct 18, 2022	Deer Park	St. Elizabeth	Sch council	2.9
Oct 18, 2022	St. Elizabeth	Deer Park	Sch council	2.9

**Distance Total (km)** 239.6

**Distance Total Year (km)**

**Rate (\$/km after tax)** \$0.61

**GST Total** \$6.96

**Unit Total** \$139.19

**Mileage Total** \$146.16



**22/23 CELL PHONE SUBSIDY**

Location: **BOARD OF TRUSTEES**

Cheque Payable to: **CYNTHIA LEYSON 06513**  
(Teacher / Staff name)

DATE: **November 2/22**

Date	Description	TOTAL (includes GST)	GST	Unit Amount
Nov 2/22	22/23 PHONE PLAN REIMBURSEMENT 12 months X \$47.25 Sept/22-Aug 31/23	\$ 567.00	\$ 27.00	\$ 540.00
<b>Total :</b>		<b>\$ 567.00</b>	<b>\$ 27.00</b>	<b>\$ 540.00</b>

UNIT Total:	\$ 540.00
GST/HST Total :	\$ 27.00

**TOTAL CLAIM REIMBURSEMENT: \$ 567.00**

\_\_\_\_\_  
Accounts Payable Representative

\_\_\_\_\_  
Admin Approval / Signature

Accounts Payable Use

Inv#: 22/23 Cell Phone  
Posting Desc: 22/23-cell 12X\$47.25

**6510-41-000000-06513-80**  
GL Code



## 2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Nov 23, 2022

Claim Totals		Office Use
Unit Total (A+B)	\$105.79	Purchase Order #
GST/HST Total (A+B)	\$5.29	
Adjusted Unit Amount	\$107.48	Authorization
68% of GST/HST	\$3.60	

**Claim Total (Reimbursement): \$111.08**

Applicant Signature

Admin/Approval Signature

X

X

no receipts entered

Date	From	To	Comment	Distance (km)
Nov 03, 2022	Deer Park	Holy Family	Bible celebration	1.8
Nov 03, 2022	Holy Family	Deer Park	Bible Celebration	1.8
Nov 04, 2022	Deer Park	St. Elizabeth	Bible Celebration	4.5
Nov 04, 2022	St. Elizabeth	Deer Park	Bible Celebration	4.5
Oct 24, 2022	Deer Park	Montfort	ASBA	8.2
Oct 24, 2022	Montfort	Deer Park	ASBA	8.2
Nov 18, 2022	Deer Park	Chateau Edmonton	ACSTA AGM	153.1

Distance Total (km) 182.1

Distance Total Year (km)

Rate (\$/km after tax) \$0.61

GST Total \$5.29

Unit Total \$105.79

Mileage Total \$111.08



**22/23 CELL PHONE SUBSIDY**

Location: **BOARD OF TRUSTEES**

Cheque Payable to: **CYNTHIA LEYSON 06513**  
(Teacher / Staff name)

DATE: **November 30/22**

Date	Description	TOTAL (includes GST)	GST	Unit Amount
Nov 30/22	22/23 Communications allowance	\$ 900.00	\$ -	\$ 900.00
Nov 2/22	Less Nov 2/22 payment already applied	\$ (567.00)	\$ -	\$ (567.00)
<b>Total :</b>		<b>\$ 333.00</b>	<b>\$ -</b>	<b>\$ 333.00</b>

UNIT Total:	\$	333.00
GST/HST Total :	\$	-

**TOTAL CLAIM REIMBURSEMENT: \$ 333.00**

\_\_\_\_\_  
Accounts Payable Representative

\_\_\_\_\_  
Admin Approval / Signature

Accounts Payable Use

**6510-41-000000-06513-80**

GL Code

copy

# 2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic  
Regional Schools

LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Dec 14, 2022

### Claim Totals

### Office Use

Unit Total (A+B) *286.99* ~~\$42.75~~

Purchase Order #

GST/HST Total (A+B) *13.88* ~~\$258.12~~

Adjusted Unit Amount \$125.35

Authorization

68% of GST/HST \$175.52

**Claim Total (Reimbursement): \$300.88**

Applicant Signature

Admin/Approval Signature

X

X

\_\_\_\_\_

\_\_\_\_\_

**A: RECEIPTS**

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Nov 18, 2022	Chateau Lacombe	hotel accomodation	\$255.98 /	<del>\$255.98</del> 11.74	<del>\$0.00</del> 244.24

Receipts Total \$255.98

GST/HST Total 11.74 ~~\$255.98~~

Unit Total 244.24 ~~\$0.00~~



No. Cynthia Lavon  
[Redacted]

**INVOICE**  
Room No. : 1515  
Arrival : 11-18-22  
Departure : 11-20-22  
Page No. : 1 of 1  
Folio No. : 10718  
Conf. No. : 188059349  
Cashier No. : 33  
Custom Ref.

Company Name: [Redacted]  
Group Name: [Redacted]  
Guest Name: [Redacted]  
Able to book through Association

Date	Description	Charges	Credits
11-18-22	Accommodation	114.00	
11-18-22	ERDMF 3%	3.42	
11-18-22	Tourism LEVY 4%	4.70	
11-18-22	Room / GST 8%	5.87	
11-18-22	Accommodation	114.00	
11-19-22	ERDMF 3%	3.42	
11-19-22	Tourism LEVY 4%	4.70	
11-19-22	Room / GST 8%	5.87	
11-20-22	MasterCard		255.98
XXXXXXXXXXXX4859 XXXX			
<b>Total Charges</b>		<b>255.98</b>	
<b>Total Credits</b>			<b>255.98</b>
<b>Balance</b>		<b>0.00</b>	

Merchant ID		Credit Card #	XXXXXXXXXXXX4859
Transaction ID	9540045	Credit Card Expiry	XXXX
Approval Code	06893E	Capture Method	Manual
Approval Amount	255.98	Transaction Amount	255.98

I have received the goods and / or services in the amount of [Redacted], I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated [Redacted] party or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer. (Hotel GST#816322242RT000)

Chateau Lacombe Hotel | 10011 Belpenny Hill | Edmonton AB | T6E 1N7  
Toll Free: 1-800-661-8801 | Telephone: 780-425-6594 | Email: reservations@chateaulacombe.com  
www.chateaulacombe.com

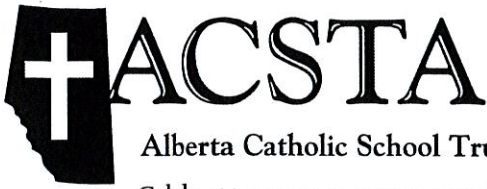
Date	From	To	Comment	Distance (km)
Nov 29, 2022	Deerpark	Monfort	board meeting	7.7
Nov 29, 2022	Montfort	Deerpark	board meeting	7.7
Dec 05, 2022	Deerpark	Montfort	board retreat	7.7
Dec 05, 2022	Montfort	Deerpark	board retreat	7.7
Dec 06, 2022	Deerpk	Montfort	meeting with SL councillors	7.7
Dec 06, 2022	Montfort	Deerpark	meeting with SL councillors	7.7
Dec 07, 2022	Deerpark	Monfort	ATA meeting	7.7
Dec 07, 2022	Monfort	Deerpark	ATA meeting	7.7
Dec 08, 2022	Deerpark	St. Marys	Holy Family Advent mass	2
Dec 08, 2022	St. Marys	Deerpark	Holy Family Advent mass	2
Dec 13, 2022	Deer park	St. Marys	STA advent mass	2
Dec 13, 2022	St. Marys	Deerpark	STA advent mass	2
Dec 13, 2022	Deerpark	St. Marys	Maryview Advent concert	2
Dec 13, 2022	St. Marys	Deerpark	Maryview Advent concert	2
<b>Distance Total (km)</b>				<b>73.6</b>
<b>Distance Total Year (km)</b>				
<b>Rate (\$/km after tax)</b>				<b>\$0.61</b>

**GST Total** \$2.14

**Unit Total** \$42.75

**Mileage Total** \$44.90





Alberta Catholic School Trustees' Association

Celebrate, preserve, promote and enhance Catholic education

Suite 205, 9940 - 106 Street  
Edmonton, Alberta, Canada T5K 2N2

Phone: (780) 484-6209  
Internet: www.acsta.ab.ca e-mail: admin@acsta.ab.ca

Date: November 18, 2022

Invoice No.: 5130

Attention: Maria St. Pierre  
Red Deer CSSD

ACSTA AGM & Convention - *Walking Together in Catholic Education*  
November 18 - 20, 2022 – Chateau Lacombe Hotel

Registration Type	First Name:	Last Name:	Reg. Fee	Banq.	Banq. Comp.	Total Banq. Amount	Total
0093 Delegate	Dr. Kathleen	Finnigan	\$550.00	1		\$84.00	\$634.00
06502 Delegate	Sharla	Heistad	\$550.00	1		\$84.00	\$634.00
06193 Delegate	Monique	LaGrange	\$550.00	1		\$84.00	\$634.00
06513 Delegate	Cynthia	Leyson	\$550.00	1		\$84.00	\$634.00
06512 Delegate	Dorraine	Lonsdale	\$550.00	1		\$84.00	\$634.00
03964 Delegate	Anne Marie	Watson	\$550.00	1		\$84.00	\$634.00
<b>Total Due:</b>							<b>\$3,804.00</b>

\*GST exempt.

*Finnigan*



copy

# Invoice

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

Date	Invoice #
11/30/2022	2022102

### 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
	000-51000-10	Registration as attached - ASBA Fall General Meeting	4,050.00	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 #: 002  
Account #: 0386014  
Send payment notifications to finance@asba.ab.ca

<b>Subtotal</b>	CAD 4,050.00
<b>GST 5%</b>	CAD 202.50
<b>Total</b>	CAD 4,252.50

Alberta School Boards Association  
 Fall General Meeting  
 November 20-22, 2022

School Board	Acctg Code	First Name	Last Name	Title	Reg Type	Reg Fee
06093 Red Deer Catholic Regional Schools	red01	Kathleen	Finnigan	Superintendent	In person	\$675.00 ✓
06502 Red Deer Catholic Regional Schools	red01	Sharla	Heistad	Trustee	In person	\$675.00 ✓
06193 Red Deer Catholic Regional Schools	red01	Monique	LaGrange	Trustee	Virtual	\$675.00 ✓
06513 Red Deer Catholic Regional Schools	red01	Cynthia	Leyson	Trustee	Virtual	\$675.00 ✓
06512 Red Deer Catholic Regional Schools	red01	Dorraine	Lonsdale	Trustee	In person	\$675.00 ✓
03964 Red Deer Catholic Regional Schools	red01	Anne Marie	Watson	Board Chair	In person	\$675.00 ✓
<b>Red Deer Catholic Total</b>						<b>\$4,050.00</b>