

2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

LOCATION/DEPARTMENT: Montfort

PAYABLE TO: Sharla Heistad

DATE: Feb 28, 2023

Claim Totals		Office Use
Unit Total (A+B)	\$192.87	Purchase Order #
GST/HST Total (A+B)	\$9.65	
Adjusted Unit Amount	\$195.96	Authorization
68% of GST/HST	\$6.56	

Claim Total (Reimbursement): \$202.52

Applicant Signature

Admin/Approval Signature

X

no receipts entered

Date	From	To	Comment	Distance (km)
Jan 16, 2023	Innisfail	Montfort	Board Retreat	80
Jan 20, 2023	Innisfail	Little Red Barn	Board Function	92
Jan 26, 2023	Innisfail	Mother Teresa	School Council meeting	80
Jan 27, 2023	Innisfail	Montfort	Regular Board meeting	80

Distance Total (km) 332

Distance Total Year (km)

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

GST Total \$9.65

Unit Total \$192.87

Mileage Total \$202.52

2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

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PAYABLE TO: Sharla Heistad

DATE: Feb 28, 2023

	Claim Totals		Office Use
Unit Total (A+B)	\$185.90 98.95		Purchase Order #
GST/HST Total (A+B)	\$9.30 4.65		
Adjusted Unit Amount	\$188.88		Authorization
68% of GST/HST	\$6.32		

Claim Total (Reimbursement): ~~\$195.20~~ 97.60

Applicant Signature

Admin/Approval Signature

no receipts entered

Date	From	To	Comment	Distance (km)
Feb 13, 2023	Innisfail	Montfort	Board Retreat	80
Feb 28, 2023	Innisfail	Montfort	Board meeting and interviews	80
Jan 26, 2023	Innisfail	Mother Teresa	School Council meeting	80
Jan 27, 2023	Innisfail	Montfort	Regular Board meeting	80

Distance Total (km)

~~320~~ 160

Distance Total Year (km)

Rate (\$/km after tax)

\$0.61

GST Total

~~\$9.30~~ 4.65

Unit Total

~~\$185.90~~ 92.95

Mileage Total

\$195.20

~~97.60~~

2022-2023 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

LOCATION/DEPARTMENT: Montfort

PAYABLE TO: Sharla Heistad

DATE: Apr 02, 2023

Claim Totals		Office Use
Unit Total (A+B)	1177.94 \$1,140.30	Purchase Order #
GST/HST Total (A+B)	58.17 \$94.97	
Adjusted Unit Amount	\$1,170.69	Authorization
68% of GST/HST	\$64.58	

1236.11
Claim Total (Reimbursement): ~~\$1,235.27~~

Applicant Signature

Admin/Approval Signature

_____ X _____

A: RECEIPTS

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Mar 05, 2023	Fantasyland Motel	Room charge	\$184.00	\$9.20	\$174.80
Mar 05, 2023	Fantasyland Motel	Alberta Tourism Levy	\$7.36	\$9.20	7.36. -\$1.84
Mar 05, 2023	Fantasyland Motel	GST	\$9.20	\$9.20	9.20. \$0.00
Mar 06, 2023	Fantasyland Motel	Room Charge	\$184.00	\$9.20	\$174.80
Mar 06, 2023	Fantasyland Motel	Alberta Tourism Levy	\$7.36	\$9.20	7.36. -\$1.84
Mar 06, 2023	Fantasyland Motel	GST	\$9.20	\$9.20	9.20. \$0.00
Mar 06, 2023	Earls Rest.	Supper	17.59 \$16.75	\$0.84	16.75 \$15.91
			Receipts Total		418.71 \$417.87
			GST/HST Total		19.24 \$56.04
			Unit Total		399.47 \$361.83

401.42

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Heistad , Sharla
6033 47 st
Innisfall, AB t4g 1v8

Confirmation Number: 49110291-1
Room Number: 419
Room Type: EXKGN
No. of Guests: 1

ARRIVAL DEPARTURE RATE PLAN
03/05/2023 03/07/2023 GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/05/2023	RM	Room Charge	184.00
03/05/2023	RT	Alberta Tourism Levy	7.36
03/05/2023	GST	GST 845861368 RT	9.20
03/06/2023	RM	Room Charge	184.00
03/06/2023	RT	Alberta Tourism Levy	7.36
03/06/2023	GST	GST 845861368 RT	9.20
03/07/2023	MC	MasterCard *****5082	(401.12)

TOTAL DUE: 0

TERMS: If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

EARLS RESTAURANTS

Earls

Earls West Edmonton Mall
8882 170 St. NW Unit 1667
Edmonton AB, T5T 4J2
(780) 481-8279

50 NIGHTBAR

Tbl 131/2 Chk 7425 Gst 1
Mar06'23 07:55PM

1 YUCATAN TACOS' 16.75

Subtotal 16.75
GST Tax 0.84
09:12PM Total 17.59

--PLEASE PAY YOUR SERVER--

Have any feedback?
We would love to hear from you!
Manager- Mehak James
mehak.james@earls.ca

GST# 85421 - 7502R T0001

EARLS RESTAURANTS

Earls West Edmonton Mall
8882 170 St. NW Unit 1667
Edmonton AB, T5T 4J2
(780) 481-8279

Tbl 131/2 Chk 7425 Gst 1
Mar6'23 7:55PM NIGHTBAR

1 YUCATAN TACOS' 16.75

SUBTOTAL 16.75
GST Tax 0.84
Total @ 9:15PM 17.59

--PLEASE PAY YOUR SERVER--

Have any feedback?
We would love to hear from you!
Manager- Mehak James
mehak.james@earls.ca
GST# 85421 - 7502R T0001

Transaction ID 6252585
Total 17.59
Tip 3.52
DEBIT (5093) 21.11

Date	From	To	Comment	Distance (km)
Mar 05, 2023	Innisfail (home)	West Edmonton Mall	Alberta Rural Education Symposium	198
Mar 07, 2023	West Edmonton Mall	Innisfail (home)	Return from ARES	198
Mar 09, 2023	Innisfail (home)	St. Thomas	Interviews with Grade 9 class	76
Mar 10, 2023	Innisfail (home)	St. Joseph	Faith Day	84
Mar 13, 2023	Innisfail (home)	Montfort	Board Retreat	80
Mar 16, 2023	Innisfail (home)	Memorial Centre	Willy Wonka Play St. Francis	76
Mar 16, 2023	Innisfail (home)	Mother Teresa	School Council meeting	80
Mar 18, 2023	Innisfail (home)	Mother Teresa	Little Mermaid Jr play	80
Mar 21, 2023	Innisfail (home)	Federal Building Edmonton	ACSTA MLA reception	388
Mar 24, 2023	Innisfail (home)	Montfort	Regular Board meeting	80

Distance Total (km) 1340

Distance Total Year (km)

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

GST Total \$38.93

Unit Total \$778.47

Mileage Total \$817.40