



Employee Expense Claim Form

Meal Allowances:
Breakfast \$15.00, Lunch \$20.00., Dinner \$35.00

Revised October 2, 2015

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013
over 5000 kms mileage rate @ .47 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total incl. Gst	G/L Account
October 28	ASBA Zone 2/3 Meeting	60.0	\$ 32.40					\$32.40	
	parking					10.00		\$10.00	
November 25	ASBA Zone 2/3 Meeting	60.0	\$ 32.40					\$32.40	
	Parking					10.00		\$10.00	
Nov 18/19	Westin Hotel				219.61		10.56	\$230.17	
	for ASBA AGM							\$0.00	
30-Nov-16	Parking for Edmonton International					44.00		\$44.00	
4-Dec-16	Hyatt Hotel San Jose				662.30			\$662.30	
	For Catholic Faith Formation Conference							\$0.00	
7-Dec-16	Meeting with Archbishop							\$0.00	
	Catholic Pastoral Centre	60.0	\$ 32.40					\$32.40	
								\$0.00	
Totals		180.0	97.20			64.00	10.56	\$1,053.67	

JUSTINE WRIGHT
 Employee Name and Location
 (Please Print)
[Signature]
 Employee Signature
DEC 14/2016.
 Date

[Signature]
 Supervisor's Approval

Dec 14/2016
 Date

\$10⁰⁰

R118894070

NN 25/16

OLD SCONA PARKING
10425 - 84th Ave, Edmonton

Charges are for use of parking space only. This company assumes no responsibility whatever for loss or damage due to fire, theft, collision or otherwise, to the vehicle or its contents, however caused.

CHECK IN AND OUT WITH CASHIER
INCLUDES G.S.T.

0078094 **OSP**

\$10⁰⁰

R118894070

25/16

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10425 - 84th Ave, Edmonton

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CHECK IN AND OUT WITH CASHIER
INCLUDES G.S.T.

0082008 **OSP**

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Justine Wright
 ACSTA
 160 Festival Way
 Sherwood Park, AB T8A 5Z2
 Canada

Page Number : 1
 Guest Number : 1056549
 Folio ID : A
 Arrive Date : 18-NOV-16
 Depart Date : 20-NOV-16
 No. Of Guest : 1
 Invoice Nbr : 27726524

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 20-NOV-16 13:10 BENTJE

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-NOV-16	DEPOSIT	Deposit-VI-4096		
18-NOV-16	RT744	Room Charge	205.00	
18-NOV-16	RT744	GST	10.56	
18-NOV-16	RT744	Destination Marketing Fee	6.15	
18-NOV-16	RT744	Tourism Levy	8.45	
19-NOV-16	RT744	Room Charge	205.00	
19-NOV-16	RT744	GST	10.56	
19-NOV-16	RT744	Destination Marketing Fee	6.15	
19-NOV-16	RT744	Tourism Levy	8.45	
20-NOV-16	VI			-230.17
** Total			460.32	-460.32
*** Balance			-0.00	

FUEL YOUR BODY - Its easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at westin.com/veatwell

Continued on the next page

The Westin Edmonton
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 Edmonton, AB T5J 0N7
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 Tel: 780-426-3636 Fax: 780-428-1454



Justine Wright
 ACSTA
 160 Festival Way
 Sherwood Park, AB T8A 5Z2
 Canada

Page Number : 2
 Guest Number : 1056549
 Folio ID : A
 Arrive Date : 18-NOV-16 13:58
 Depart Date : 20-NOV-16 12:59
 No. Of Guest : 1
 Invoice Nbr : Z7726524

As a Starwood Preferred Guest you have earned at least 820 Starpoints for this visit

Tell us about your stay www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-18-2016	205.00	10.56	8.45	0.00	0.00	-224.00	0.01	0.00
11-19-2016	205.00	10.56	8.45	0.00	0.00	6.15	230.16	0.00
11-20-2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-230.17
Total	410.00	21.12	16.90	0.00	0.00	-217.85	230.17	-230.17

Booking GR133 Parking Confirmation

Airport Parking

Wed 2016-11-30 10:09 PM



jetSet Parking Edmonton
youPark booking confirmation

We recommend you print this page or take note of the reference number indicated below. In the unlikely event that there are any problems with your payment, our parking staff can use your reference number as proof of payment.

Your Booking Confirmation

Reference Number:
GR133

Purchased on: 30 Nov 2016



Dear Mrs Wright:

Thank you for choosing jetSet youPark at Edmonton International Airport. We have processed your payment and your booking details are below:

Have a question? Call 780-890-8527

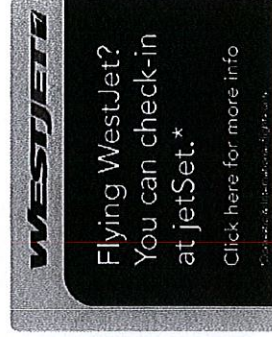
Your Booking

Reference Number: GR133

Car Park: youpark
Entry: 20:30 on Wednesday, 30 November 2016
Exit: 18:30 on Sunday, 04 December 2016
License Plate:

Payment Details

Booking Rate: 44.00
GST @ 5%: \$2.10 (CAD GST)
Total: 44.00



Credit Card Number: _____

Access Card Number: _____

This is your booking confirmation and GST receipt: R128599776.

[Change my booking](#)

Monthly airport discounts
plus free flights each month.

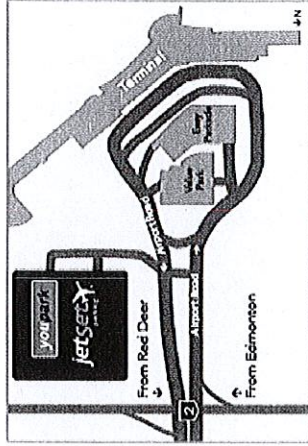


Not a member yet?
SIGN UP NOW

Parking Instructions

Directions to jetSet youPark:

Turn left before the 7-11 and continue South through the intersection. Turn left into jetSet's youPark entrance as indicated. Insert the same credit card specified at the time of the online reservation. DO NOT press the button at the entry gate to pull a ticket. Proceed to finding an available stall and proceed to one of the 5 bus shelters located on rows 5/6 and 13/14 for shuttle pick up. Upon return after collecting your luggage, please proceed to doors 3 or 8 to catch the jetSet shuttle. Once in your vehicle, please proceed to the exit plaza. Using the credit card express exits, insert the same credit card used upon entering. We hope you have a great trip!



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Posted Transactions ②

Date **Description** **Debits** **Credits**

Dec 04, 2016 HYATT HOTELS SAN JOSE CA
483.69 USD @ 1.369200000000

662.30