



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
9/29/17	ASBA Zone 2/3 Meeting	60.0	\$ 32.40					\$32.40	
10/27/2017	ASBA Zone 2/3 Meeting	60.0	\$ 32.40					\$32.40	
10/20/2017	RMEC Conference Registration		\$ -			325.00		\$325.00	
10/22/2017	Rimrock Hotel 2 nights for RMEC conference		\$ -		471.35		22.73	\$494.08	
11/17/2017	Westin Hotel for ACSTA AGM				356.18		17.12	\$373.30	
	Parking Westin 2 days					66.00	3.30	\$69.30	
			\$ -					\$0.00	
								\$0.00	
								\$0.00	
Totals		120.0	64.80			391.00	43.15	\$1,326.48	

JUSTINE WRIGHT CLS / TRUSTEE

Employee Name and Location

(Please Print)

Employee Signature

Date

[Signature]

Supervisor's Approval

Nov. 29/17

Date



RMEC
RELIGIOUS & MORAL
EDUCATION COUNCIL

Receipt

Date:	Receipt #
20-10-2017	2017-10

To:
Justine Wright

Date	Quantity	Description	Rate	Amount
October 20, 2017	1	Registration Fee <i>pd. cheque 814</i>	\$325.00	\$325.00

Total: \$325.00

Thank you for attending our conference.
We look forward to seeing you again next year.



Ms Justine Wright

Room No. : 326
 Arrival : 10/20/17
 Departure : 10/22/17
 Conf. No. : 355311
 Ref. No. : 596260990

Group Name :
 Company Name :
 Cashier No. :

Date	Description	Charges	Credits
		CAD	
10/20/17	AAA/CAA/AMA Membership Discount	187.20	
10/20/17	Room Tourism Improvement Fee	3.74	
10/20/17	Room Tourism Levy	7.64	
10/20/17	Room GST	<u>9.55</u>	
10/20/17	Self Parking	18.00	
10/20/17	GST	<u>0.90</u>	
10/21/17	AAA/CAA/AMA Membership Discount	223.20	
10/21/17	Room Tourism Improvement Fee	4.46	
10/21/17	Room Tourism Levy	9.11	
10/21/17	Room GST	<u>11.38</u>	
10/21/17	Self Parking	<u>18.00</u>	
10/21/17	GST	<u>0.90</u>	
Balance		494.08	CAD

Enjoyed Your Stay?
 Please take time to share your experience on Trip Advisor.

Thank you for choosing The Rimrock Resort Hotel.
 We look forward to your next visit!

The Rimrock Resort Hotel 300 Mountain Ave. Banff, AB, CA T1L 1J2
 Telephone 403.762.3356
 GST: R121509582

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada

Tel: 780-426-3636 Fax: 780-428-1454



HOTELS & RESORTS

Justine Wright
 Canada

Page Number : 1
 Guest Number : 1197456
 Folio ID : A
 Arrive Date : 17-NOV-17 15:50
 Depart Date : 19-NOV-17 12:13
 No. Of Guest : 4
 Room Number : 745
 Club Account : SPG - A4868

Invoice Nbr : 27794855

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton NOV-19-2017 12:20 A0021713

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-17	DEPOSIT	Deposit-MC-1605	166.25	
17-NOV-17	RT745	Room Chrg Restricted SW	8.56 - GST	
17-NOV-17	RT745	GST	4.99	
17-NOV-17	RT745	Destination Marketing Fee	6.85	
17-NOV-17	RT745	Tourism Levy	30.00	
17-NOV-17	RT745	Room Upgrade Drake Beil	1.55	
17-NOV-17	RT745	GST	0.99	
17-NOV-17	RT745	Destination Marketing Fee	1.24	
17-NOV-17	RT745	Tourism Levy	33.00	
17-NOV-17	RT745	Parking Self	1.65	
17-NOV-17	RT745	GST	13.28	
18-NOV-17	300	In Room Dining	166.25	
18-NOV-17	RT745	Room Chrg Restricted SW	8.56 - GST	
18-NOV-17	RT745	GST	4.99	
18-NOV-17	RT745	Destination Marketing Fee	6.85	
18-NOV-17	RT745	Tourism Levy	30.00	
18-NOV-17	RT745	Room Upgrade Drake Beil	1.55	
18-NOV-17	RT745	GST		

Charges (CAD) Credits (CAD)

-373.30

Handwritten notes: *33.00* circled, *1.65* circled, *34.65* written next to it.

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

WESTIN® HOTELS & RESORTS

Justine Wright : Page Number : 2 Invoice Nbr : 27794855
 Guest Number : 1197456
 Folio ID : A
 Arrive Date : 17-NOV-17 15:50
 Depart Date : 19-NOV-17 12:13
 No. Of Guest : 4
 Room Number : 745
 Club Account : SPG - A4868

Canada

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-NOV-17	RT745	Destination Marketing Fee	-0.90	
18-NOV-17	RT745	Tourism Levy	1.24	
18-NOV-17	RT745	Parking Self	33.00	
18-NOV-17	RT745	GST	1.65	
19-NOV-17	MC	Mastercard-1605		-149.96

*per King
 34265*

Approve EMV Receipt for MC - 1605: PIN Verified
 TC:5147A2E9A3EC3160 TVR:0000008000 AID:A0000000041010
 Application Label:MasterCard

** Total : 523.26 -523.26
 *** Balance : 0.00

FUEL YOUR BODY - It's 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/eatwell

*CHARGE PARKING 69.30
 CHARGE HOTEL 373.30*

*upgrades / meal
 NO CHARGE*

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