



## Employee Expense Claim Form

Revised October 2, 2015

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

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
SEPT 20	UKRAINIAN STUDENT MASS AT ST. BASIL	40	21.60						
OCT 26	JPII STUDENTS AWARD FSK	31	19.96						
NOV 9	AB ED ENGAGEMENT SESSION OASIS CENTRE 10930 - 177ST. EDMONTON	86	46.44						
NOV 17-19	ACSTA ANNUAL GENERAL (2 TRIPS) MEETING & ACSTA NEW TRUSTEE SESSION - WESTIN HOTEL EDMONTON	64	34.56		<del>202.09</del>	PARKING 89.30			
NOV 19-22	ASBA FGM - NEW TRUSTEE (3 TRIPS) SESSION WESTIN EDMONTON	96	51.84			PARKING \$110.00			
NOV 24	ASBA ZONE 2/3 ST. ANTHONY CENTRE 83 AVE 105 ST EDMONTON	36	19.44			PARKING \$10.00			
<b>Totals</b>		<b>359</b>	<b>193.86</b>		<b>381.72</b>	<b>209.30</b>			

JEAN R BOISVERT ✓

Employee Name and Location

(Please Print)  
JR Boisvert

Employee Signature

DEC 8/2017

Date

[Signature]

Supervisor's Approval

DEC 13/2017

Date

\$ 784.88



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

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

Jean Boisvert  
 ALBERTA CATHOLIC SCHOOL TRUSTE  
 CHARLTON CRES  
 SHERWOOD PARK, AB T8H 1R1

Page Number : 1 Invoice Nbr: 27794938  
 Guest Number: 1142459 Arrive Date: 17-NOV-17 12:13  
 Folio ID : A Depart Date: 19-NOV-17 15:01  
 No. Of Guest: 1  
 Room Number : 1415  
 Room Rate : 170.00  
 Club Account: SPG - A7242

Email: PATTIED@EICS.AB.CA  
 AK14AA - ACSTA 2017

Tax Invoice

Tax ID: 815461330RT0001  
 The Westin Edmonton 19-NOV-17 10:35 A0029386

Date	Reference	Description	Charges	Credits
17-NOV-17	DEPOSIT	Deposit-VI-4096		-179.63
17-NOV-17	RT1415	Room Charge	170.00	
17-NOV-17	RT1415	GST	8.76	
17-NOV-17	RT1415	Destination Marketing Fee	5.10	
17-NOV-17	RT1415	Tourism Levy	7.00	
17-NOV-17	RT1415	Parking Self	33.00 *	
17-NOV-17	RT1415	GST	1.65	
18-NOV-17	RT1415	Room Charge	170.00	
18-NOV-17	RT1415	GST	8.76	
18-NOV-17	RT1415	Destination Marketing Fee	5.10	
18-NOV-17	RT1415	Tourism Levy	7.00	
18-NOV-17	RT1415	Parking Self	33.00 *	
18-NOV-17	RT1415	GST	1.65	
19-NOV-17	VI	Visa-3108		-271.39

Continued on the next page

Parking  
 451.02 \*  
 - 69.30  
 -----  
 381.72



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10135 100 St  
Edmonton, AB T5J 0N7  
Canada

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ALBERTA CATHOLIC SCHOOL TRUSTE  
CHARLTON CRES  
SHERWOOD PARK, AB T8H 1R1  
Page Number : 2 Invoice Nbr: 27794938  
Guest Number: 1142459 Arrive Date: 17-NOV-17 12:13  
Folio ID : A Depart Date: 19-NOV-17 15:01  
No. Of Guest: 1  
Room Number : 1415  
Room Rate : 170.00  
Email: PATTIED@EICS.AB.CA  
AK14AA - ACSTA 2017 Club Account: SPG - A7242

Approve EMV Receipt for VI - 3108: PIN Verified  
TC:1DC0C1D65132523B TVR:0080008000 AID:A00000000031010  
Application Label: Visa Credit

\*\* Total 451.02 -451.02  
\*\*\* Balance 0.00

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at [westin.com/store](http://westin.com/store)

As a Starwood Preferred Guest you have earned at least 680 Starpoints for this visit A7242  
Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

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The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
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Room Rate : 170.00  
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AK14AA - ACSTA 2017 Club Account: SPG - A7242

EXPENSE SUMMARY REPORT

Date	Tour Levy	Other	Phone	Room	Payment	GST
Total						
Date	Total	Food\Bev				
Total						





**PAY MACHINE PAYMENT**

**OFFICIAL RECEIPT**

G.S.T. # 119326270 RT0001



**CITY OF EDMONTON**

Zone: 7010

Terminal: 7010j  
Plate: WNR590  
LP - P2S Westin Entrance  
Valid through:  
**MONDAY 20 NOV 17**  
**7:58 PM**

Amount Paid: \$30.00 (GST incl.)  
Start Time: 11/20/2017 5:58 AM  
Trn: F3291fed371e2d4a

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

Received the sum of:

For paying at machine:

Start Time:

End Time:

Licence Plate:

Ticket Number:

20.00

7010j LP - P2S Westin Entry

2017-11-17 9:08 AM

2017-11-17 6:00 PM

WNR590

3383

*Thank you for your patronage.*

RECEIPT

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**CITY OF EDMONTON**

Zone: 7010

Terminal: 7010j  
Plate: WNR590  
LP - P2S Westin Entrance  
Valid through:  
**TUESDAY 21 NOV 17**  
**7:35 PM**

Amount Paid: \$30.00 (GST incl.)  
Start Time: 11/21/2017 5:35 AM  
Trn: 6b8a8aa1e59a54be

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RECEIPT

**CITY OF EDMONTON**

Zone: 7010

Terminal: 7010j  
Plate: WNR590  
LP - P2S Westin Entrance  
Valid through:  
**WEDNESDAY 22 NOV 17**  
**7:45 PM**

Amount Paid: \$30.00 (GST incl.)  
Start Time: 11/22/2017 5:46 AM  
Trn: 52d1010cb45e3c68

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**CITY OF EDMONTON**

Zone: 7010

Terminal: 7010k  
Plate: WNR590  
LP - P2S Elevators  
Valid through:  
**SUNDAY 19 NOV 17**  
**6:00 PM**

Amount Paid: \$20.00 (GST incl.)  
Start Time: 11/19/2017 1:12 AM  
Trn: 359817e79b544269

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RECEIPT

\$10<sup>00</sup>

R118894070

ZONE 2/3

Nov 24/2017

\$110.00 total