

## 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 6000 kms mileage rate @ .47 km

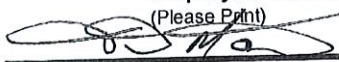
Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total incl. Gst	G/L Account
Oct 23	Signing Ceremony	248	133.92						
Oct 30	Trustee Orientation	248	133.92						
Nov 6	Organizational meeting	248	133.92						
Nov 17-19	ACSTA Convention	272	146.88	\$20 *					
Nov 19-21	ASBA convention	272	146.88						
Nov 29	Board meeting	248	133.92						
Dec 13	Board meeting	248	133.92						
Jan 10	Board meeting	248	133.92						
Jan 24	Special board meeting	248	133.92						
Feb 13	Joint meeting Battle River	248	133.92						
Feb 21	Board meeting	248	133.92						
March 4-6	Rural Symposium	322	173.88						
March 21	Board meeting	248	133.92						
April 3	Board meeting	248	133.92						
Nov 19, 17	WESTIN (ASBA)				929.46				
Mar 6/18	FANTASYLAND (RURAL)				281.22				
		= Km							
<b>Totals</b>		3594	1940.76	20.00	1210.68				

\$3,171.44

Teresa Makowechi

Employee Name and Location


(Please Print)



Employee Signature

April 3/18

Date



Supervisor's Approval

April 4/18

Date

\* NO LUNCH WAS PROVIDED.

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



Mrs. Teresa Makowicki

Page Number : 3 Invoice Nbr : 27795433  
 Guest Number : 1199370  
 Folio ID : A  
 Arrive Date : 19-NOV-17 21:30  
 Depart Date : 22-NOV-17 14:25  
 No. Of Guest : 1  
 Room Number : 802  
 Club Account : SPG - A9240

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-19-2017	245.10	12.62	10.10	0.00	0.00	42.00	309.82	0.00
11-20-2017	245.10	12.62	10.10	0.00	0.00	42.00	309.82	0.00
11-21-2017	245.10	12.62	10.10	0.00	0.00	42.00	309.82	0.00
11-22-2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-929.46
<b>Total</b>	<b>735.30</b>	<b>37.86</b>	<b>30.30</b>	<b>0.00</b>	<b>0.00</b>	<b>126.00</b>	<b>929.46</b>	<b>-929.46</b>

The Westin Edmonton  
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Mrs. Teresa Makowecki

# WESTIN® HOTELS & RESORTS

Page Number : 2 Invoice Nbr : 27795433  
Guest Number : 1199370  
Folio ID : A  
Arrive Date : 19-NOV-17 21:30  
Depart Date : 22-NOV-17 14:25  
No. Of Guest : 1  
Room Number : 802  
Club Account : SPG - A9240

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-NOV-17	MC	Mastercard		-929.46

Approve EMV Receipt for MC - 5380: PIN Verified  
TC:5D61480814B9C2AF TVR:0000008000 AID:A00000000041010  
Application Label:MasterCard

\*\* Total  
\*\*\* Balance

929.46  
0.00  
-929.46

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As a Starwood Preferred Guest you have earned at least 1471 Starpoints for this visit A9240

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

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# FANTASYLAND HOTEL

17700 87 AVE  
EDMONTON AB T5T 4V4

**Confirmation Number:** 58295069-1  
**Room Number:** 629  
**Room Type:** STWN  
**No. of Guests:** 1

**Makowecki, Teresa**  
Vegreville, AB T9C 1S8

ARRIVAL	DEPARTURE	RATE PLAN	AMOUNT (CAD)
03/04/2018	03/06/2018	BAR9	
DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/04/2018	RM	Room Charge	129.00
03/04/2018	RT	Alberta Tourism Levy	5.16
03/04/2018	GST	GST 845861368 RT	6.45
03/05/2018	RM	Room Charge	129.00
03/05/2018	RT	Alberta Tourism Levy	5.16
03/05/2018	GST	GST 845861368 RT	6.45
03/06/2018	MC	MasterCard	(281.22)
<b>TOTAL DUE:</b>			<b>0</b>