



## 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         | Mileage Other  | Gst | Total incl. Gst | G/L Account |
|----------------------|---|-------------|----------------|--------------------|---------------|----------------|-----|-----------------|-------------|
| April 12             | St. Andre Bessette tour and Fort Couneil Dinner | 206 km      |                |                    |               |                |     | 143.64          |             |
| April 18             | Board meeting                                   | 248 km      |                |                    |               |                |     | 133.92          |             |
| May 9 <sup>th</sup>  | Assurance meeting EKS Learning Centre           | 248 km      |                |                    |               |                |     | 133.92          |             |
| May 12               | Young Scientists Conference                     | 278 km      |                |                    |               |                |     | 150.12          |             |
| April 26             | Spice - Kananaskis                              | 248 km      |                | breakfast<br>lunch |               |                |     | 133.92          |             |
| May 30               | Board meeting                                   | 248 km      |                |                    |               |                |     | 133.92          |             |
| June 3 <sup>rd</sup> | ASBA - Spring Session Red Deer                  | 526 km      |                | dinner             | 294.30        |                |     | 273.24          |             |
| June 8 <sup>th</sup> | Camrose Curriculum Session                      | 224 km      |                |                    |               |                |     | 120.96          |             |
| June 12              | EKS - Leadership dinner Fort Sask               | 266 km      |                |                    |               |                |     | 143.64          |             |
| June 20              | Board meeting                                   | 248 km      |                |                    |               |                |     | 133.92          |             |
| Feb 6 <sup>th</sup>  | Public engagement ABJ Configuration             | 248 km      |                |                    |               |                |     | 133.92          |             |
| Feb 16               | Faith Day                                       | 248 km      |                | lunch              |               |                |     | 133.92          |             |
| <b>Totals</b>        |   | <b>3276</b> |                | <b>90.00</b>       | <b>294.30</b> | <b>1769.04</b> |     |                 |             |

Teresa Makowecki, Trustee Vegreville

\$2153.34

Employee Name and Location  
(Please Print)

Employee Signature

September 18, 2018

Date

Supervisor's Approval

Sept. 18, 2018

Date

Black Knight Inn  
2929 50th Avenue  
Red Deer, AB  
T4R 1H1

Telephone: 403-343-6666 Fax: 403-340-8970

Teresa Makowski Page # 1

Elk Island Catholic Schools Res. # 016284  
Sherwood Park

Checked in Mon Jun 4/18 - 8:54am  
Checked out Tue Jun 5/18 - 8:40am

Nights 1

Room Rate 135.00

| Date Description | Reference | Charges |
|------------------|-----------|---------|
|------------------|-----------|---------|

|                        |  |        |
|------------------------|--|--------|
| Jun04 Room - Corporate |  | 135.00 |
| Jun04 GST              |  | 6.75   |
| Jun04 Tourism Levy     |  | 5.40   |
| Jun04 Room - Corporate |  | 135.00 |
| Jun04 GST              |  | 6.75   |
| Jun04 Tourism Levy     |  | 5.40   |

Jun05 PAID BY MASTERCAR auth #  
294.30

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|        |      |        |
|--------|------|--------|
| 294.30 | 0.00 | 294.30 |
|--------|------|--------|

Thank you for choosing the Black Knight Inn.

Visit us online at <http://www.blackknightinn.ca/>

Our G.S.T. # is R121889661

Charge Summary:

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|              |       |
|--------------|-------|
| GST          | 13.50 |
| Tourism Levy | 10.80 |