



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
Jan. 15	ASBA Winter Learning	69.6	37.58						
Jan. 16	" " "	69.6	37.58						
Jan. 23	APPLE SCHOOL 1041	40.6	38.12						
Feb. 09	ATA Luncheon - Parking					17.14			
" "	" " - Weston	37.2	20.08						
Jun. 03	ABT Grad 2018 Parking					12.00			
" "	" " "	37.4	20.19						
Jun. 3	ASBA SGM Red Deer	339.2	180.46						
" "	" " "				147.15				
MAR 15	MLA ADVOCACY MTG	41	22.14						
MAY 01	Blue Prints Kananaskis	795.6	429.62						
JUN 06	EPARCHY PRAYBREAK	52	28.08						
JUN 06	VEG. SCHOOL MASS	179	96.66						
Totals			909.91		147.15	39.14		\$1086.20	

MICHELLE SZOTT - Sherwood Park.

Employee Name and Location

(Please Print)

M. Szott

Employee Signature

June 13, 2018

Date

A. R. [Signature]

Supervisor's Approval

June 13/2018

Date



Black Knight Inn

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

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

Michelle Szott
160 Festival Way
Sherwood Park
Ab
T8A 5Z2

Page # 1
Res. # 008988
Checked in Sun Jun 3/18 - 8:21pm
Checked out Mon Jun 4/18 - 7:10am
Nights 1
Room Rate 135.00
Promo Code
Room 606

Handwritten:
A 25/18
A 26/18
A 27/18

Date	Description	Reference	Charges	Credits
Jun03	Room - Web rate		135.00	
Jun03	GST		6.75	
Jun03	Tourism Levy		5.40	
Jun04	PAID BY MASTERCAR auth #036381	*****8147		147.15
		0.00	147.15	147.15

Thank you for choosing the Black Knight Inn.
Call 1-800-661-8793 to make your next reservation with us.
Visit us online at <http://www.blackknightinn.ca/>

Our G.S.T. # is R121889661

Charge Summary:

GST 6.75
Tourism Levy 5.40

TYPE Capture
ACCOUNT Mastercard
CARD NUMBER **** * 8147
DATE/TIME 2018-06-04 07:10:10
REF NUMBER 610516190017100020
ORDER ID 00898873270
AUTH CODE 036381
AMOUNT \$147.15

APP PREFERRED NAME WALMART MC
EMV AID A000000041010
ARCQ TVR 00008000
ARCQ 467CEDD07DC3AA3
TSI E800
PROVED - THANK YOU 027

Cardholder will pay card issuer
above amount pursuant to
Cardholder Agreement
IMPORTANT - RETAIN FOR YOUR RECORDS

Customer Copy

Black Knight Inn
2929 50th Avenue
Red Deer, AB
T4R 1H1
403-343-6666

*APJ
Quad 2018*

Impark Lot 02-46

**06:00 AM
JUN 04, 2018**

Purchase Date/Time: 11:03am Jun 03, 2018
Total Parking: \$11.43
Total GST: \$0.57
Total Due: \$12.00
Total Paid: \$12.00
Ticket #: 40014901
SN #: 300010390822
Setting: Lot 46
Mach Name: Meter 1

Rate: \$12 - All Day To 6PM
Payment Type: Card

#####-8147, MasterCard

Auth #: 096702

GST #887315638RT0006
NO IN AND OUT PRIVILEGES

RECEIPT

Impark Lot 02-46

06:00am Jun 04, 2018
Purchase Date/Time: 11:03am Jun 03, 2018
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Total GST: \$0.57
Total Due: \$12.00
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Setting: Lot 46
Mach Name: Meter 1

Rate: \$12 - All Day To 6PM
Payment Type: Card

#####-8147, MasterCard

Auth #: 096702

ATA Leuchter

RECEIPT
Advanced Lot 60-1

License Plate Number

SJS439

Expiration Date/Time

**06:00 PM
FEB 09, 2018**

Purchase Date/Time: 10:20am Feb 09, 2018
Total Parking: \$17.14

Total GST: \$1.86

Total Due: \$19.00

Total Paid: \$19.00

Ticket #: 46017201

SN #: 52016170627

Setting: Advanced Lot 1

Mach Name: Meter 5

Rate: \$18 - All Day To 6PM
Payment Type: Card

#####-2015, American Express

Auth #: 598273

Advanced Lot 60-1
gst #12201 4491 RT0003
NO IN AND OUT PRIVILEGES