

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
OCT 19	ASBA ZONE 2/3 ST ANTHONY EDMONTON	36	19.44			PARKING \$10.00		19.44 10.00	
OCT 26/27	VILLAGE CREEK PIGEON LAKE TRUSTEE BETREAT	212	114.48					114.48	
NOV 4	TOFIELD - CATHOLIC EDUCATION SUNDAY ST MARKS SCHOOL	116	62.64					62.64	
NOV 9	ST ANNE BESSETT FT. SASK - REMEMBRANCE CELEBRATION	40	21.60					21.60	
NOV 16-20	ACSTA ANNUAL GENERAL (5 TRIPS MEETING, RCASB MTG AT 32) AND ASBA EGM	160	86.40		664.34	PARKING \$61.00		664.34 61.00 86.40	
Totals		564	304.56					1039.90	

JEAN BOISVERT

Employee Name and Location
(Please Print)

J. Boisvert

Employee Signature

NOV 21/2018

Date

J. Pamp

Supervisor's Approval

Nov. 28, 2018

Date

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

CITY OF EDMONTON

Terminal: 7010tk
Plate: BXL7861
LP - P2S Elevators

Valid through:
MONDAY 19 NOV 18
1:00 AM

Amount Paid: \$11.00 (GST incl.)
Start Time: 11/18/2018 2:36 PM
Tm: 1f1845d1f6059763

Auth No:08596I
Receipt No: 1611
*******3108**

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CITY OF EDMONTON

Terminal: 7010tk
Plate: WNR590
LP - P2S Elevators

Valid through:
TUESDAY 20 NOV 18
6:00 PM

Amount Paid: \$20.00 (GST incl.)
Start Time: 11/20/2018 6:40 AM
Tm: e3d6bb1d44382b9b

Auth No:00915I
Receipt No: 1665
*******3108**

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Valid through:
TUESDAY 20 NOV 18
1:00 AM

Amount Paid: \$30.00 (GST incl.)
Start Time: 11/19/2018 6:28 AM
Tm: 1815e99d3589dbde

Auth No:05632I
Receipt No: 1627
*******3108**

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OLD SCONA PARKING

10425 - 84th Ave, Edmonton

Charges are for use of parking space only.
This company assumes no responsibility
whatever for loss or damage due to fire, theft,
collision or otherwise, to the vehicle or its
contents, however caused.

CHECK IN AND OUT WITH CASHIER
INCLUDES G.S.T.

0076389 **OSP**

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Receipt No: 1665
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19.00
627 # R118894070

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

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



HOTELS & RESORTS

Jean Boisvert	Page Number	:	2	Invoice Nbr	:	27859735
Elk Island Catholic Schools	Guest Number	:	1218191			
160 Festival Way	Folio ID	:	A			
Sherwood Park, AB, T8A 5Z2	Arrive Date	:	16-NOV-18	08:36		
	Depart Date	:	18-NOV-18	13:01		
	No. Of Guest	:	2			
	Room Number	:	611			
	Club Account	:	SPG - A9377			

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

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour/Lew	Food/Bev	Phone	Other	Total	Payment
11-16-2018	265.00	13.65	10.92	0.00	0.00	42.60	332.17	0.00
11-17-2018	265.00	13.65	10.92	0.00	0.00	42.60	332.17	0.00
11-18-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-664.34
Total	530.00	27.30	21.84	0.00	0.00	85.20	664.34	-664.34

Bring the Westin experience home. Shop WestinStore.com.

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

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



Jean Boisvert
 Elk Island Catholic Schools
 160 Festival Way
 Sherwood Park, AB, T8A 5Z2

Page Number : 1 Invoice Nbr : 27859735
 Guest Number : 1218191
 Folio ID : A
 Arrive Date : 16-NOV-18 08:36
 Depart Date : 18-NOV-18 13:01
 No. Of Guest : 2
 Room Number : 611
 Club Account : SPG - A9377

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton NOV-18-2018 10:09 SDCUN651

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-18	RT611	Room Charge	265.00	
16-NOV-18	RT611	GST	13.65	
16-NOV-18	RT611	Destination Marketing Fee	7.95	
16-NOV-18	RT611	Tourism Levy	10.92	
16-NOV-18	RT611	Parking Self	33.00	
16-NOV-18	RT611	GST	1.65	
17-NOV-18	RT611	Room Charge	265.00	
17-NOV-18	RT611	GST	13.65	
17-NOV-18	RT611	Destination Marketing Fee	7.95	
17-NOV-18	RT611	Tourism Levy	10.92	
17-NOV-18	RT611	Parking Self	33.00	
17-NOV-18	RT611	GST	1.65	
18-NOV-18	VI	Visa-3108		-664.34

** Total

*** Balance

664.34

-0.00

-664.34

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