



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	Explanation if needed
16-Nov-18	Travel to Westin for ACSTA Meeting	35.0	\$ 18.90						
18-Nov-18	Travel from Westin to home	35.0	\$ 18.90						
11/18/2018	Hotel Westin for ACSTA 2 nights		\$ -		595.04				
21-Nov-18	Audit Committee Mileage roundtrip	42.0	\$ 22.68						
			\$ -						
			\$ -						
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			\$ -						
			\$ -						
Totals		112.0	60.48	-	595.04	-	-	\$0.00	

Justine Wright

Employee Name and Location
 (Please Print)

Justine Wright

 Nov. 21, 2018

Date

J. Paszyl

Supervisor's Approval

 Nov. 21, 2018

Date

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



HOTELS & RESORTS

Justine Wright : Invoice Nbr : 27859597
 Page Number : 1
 Guest Number : 1218235
 Folio ID : A
 Arrive Date : 16-NOV-18 14:53
 Depart Date : 18-NOV-18 12:30
 No. Of Guest : 2
 Room Number : 802
 Club Account : SPG - A0512

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton NOV-18-2018 12:40 BMARF415

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-18	IN	Interac-Debit		-895.03
16-NOV-18	RT802	Room Charge	265.00	
16-NOV-18	RT802	GST	13.65	
16-NOV-18	RT802	Destination Marketing Fee	7.95	
16-NOV-18	RT802	Tourism Levy	10.92	
17-NOV-18	RT802	Room Charge	265.00	
17-NOV-18	RT802	GST	13.65	
17-NOV-18	RT802	Destination Marketing Fee	7.95	
17-NOV-18	RT802	Tourism Levy	10.92	
18-NOV-18	refund	Interac Debit Refund	299.99	

** Total

*** Balance

895.03

0.00

Continued on the next page

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Justine Wright

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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 Levy	Food&Bev	Phone	Other	Total	Payment
11-16-2018	265.00	13.65	10.92	0.00	0.00	7.95	297.52	-895.03
11-17-2018	265.00	13.65	10.92	0.00	0.00	7.95	297.52	0.00
11-18-2018	0.00	0.00	0.00	0.00	0.00	299.99	299.99	0.00
Total	530.00	27.30	21.84	0.00	0.00	315.89	895.03	-895.03

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