

FALL 2018

**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
Sept 19	U.K. Student Mass	37.2	21.16					21.16	
Sept 20	TEBA session	70	37.80					37.80	
Sept 27	Wundramby Wngata YC				155.98			155.98	
<del>Sept 28</del>	<del>Wundramby Wngata YC</del>								
Sept 27	Legal Summit YC			20.32				20.32	
Oct	Vegrevello Council Mtg	178.6	96.44					96.44	
Oct 4	St. Andrew Bessette Grand Pn	42.6	23.00					23.00	
Nov 5	McLellan legal session					52.50		52.50	
Nov 19	ASBA FGM-western	37.2	20.08					20.08	
Oct 26	ETCS Trustee Retreat	210	113.40					113.40	
Oct 17	VEG. BOT MITG	193.6	99.14					99.14	
Oct 26	PIGEON LAKE RETREAT	238	128.52					128.52	
Nov 3	ETCS XMAS CARDS					24.00		24.00	
Nov 19	ASBA FGM	37.2	20.08					20.08	
"	ASBA FGM					20.00		20.00	
Totals			539.54	20.32	155.98	96.50			

MICHELLE SZOTT

Employee Name and Location

(Please Print)

*M. Szott*

Employee Signature

Nov. 28/18

Date

TOTAL: \$812.34

\$832.42

*J. Paszyl*

Supervisor's Approval

Nov. 28, 2018

Date

RECEIPT  
REÇU

RECEIVED FROM  
REÇU DE

DATE Nov 3 2018

Michelle Scott

FOR  
POUR Twenty-four

Christmas Cards

3 packages of cards

NO. \_\_\_\_\_

BY  
PAR J Anne Bray

TAX REG. NO.  
N° DE TAXE \_\_\_\_\_

\$ 24 <sup>K</sup> <sub>00</sub> <sup>00</sup> <sub>00</sub>

100 DOLLARS

SDC272B

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

**CITY OF EDMONTON**

**Terminal: 7010tj**  
**Plate: SJS439**  
**LP - P25 Westin Entrance**

**Valid through:**  
**MONDAY 19 NOV 18**  
**6:00 PM**

**Amount Paid: \$20.00 (GST incl.)**  
**Start Time: 11/19/2018 8:20 AM**  
**Trn: ac4bf60dbeae63a9**

**Auth No: 009972**  
**Receipt No: 759**  
**\*\*\*\*\*5706**

ASBA  
NOV 19/18

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

McLennan Ross LLP  
600 McLennan Ross Building  
12220 Stony Plain Road  
Edmonton, AB, T5N 3Y4, Canada  
Phone: 780.482.9104

Processed By

**EVENT WIZARD**  
REGISTRATION SOFTWARE  
BY DOTCOM YOUR EVENT INC.

DotCom Your Event

### Event Fees (Education Law Day)

Registration Fee x [ 1 ] @ \$50.00 CAD each

Subtotal	\$50.00 CAD
5% GST (865238042)	\$2.50 CAD
Total	\$52.50 CAD
Paid	\$52.50 CAD
Balance Due	\$0.00 CAD

**Michelle szott**

Email	michelles@eics.ab.ca
Reference Number	EducationLawDay2018-DEYWD
Date Registered	10/15/2018 12:46:00 PM
Company/Organization	EICS
Job Title	Trustee

### Latest Transactions (online only)

EducationLawDay2018-DEYWD-2

10/15/2018 12:48:35 PM

*ACSTIA  
Legal  
Summit*

380 Midpark Way SE  
587-481-4372

Server: Amanda	09/27/2018
Table 207/1	9:07 PM
Guests: 2	10039
WATER	0.00
Salmon Filet	21.50
Complete Subtotal	21.50
Subtotal	21.50
Hotel Guest	-2.15
Disc Sub Total	19.35
Total Tax	0.97
Total	20.32
Balance Due	<b>\$20.32</b>

Tip: \_\_\_\_\_  
Total: \_\_\_\_\_  
Room #: \_\_\_\_\_  
Guest Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Welcome to The Hideout  
We accept  
all major credit & debit  
cards & provide a bank machine  
GST# 104089404



Wingate by Wyndham Calgary  
 400 Midpark Way SE  
 Calgary, AB T2X 3S4  
 Tel: (403) 514-0099 Fax: (403) 514-0090

09-28-18

<b>Michelle Szott</b>	Folio No. :	115	Room No. :	115
<b>Sherwood park AB</b>	A/R Number :		Arrival :	09-27-18
<b>Canada</b>	Group Code :		Departure :	09-28-18
	Company :	AAA NATIONAL HEADQUARTERS	Conf. No. :	85297EC
	Wyndham Rewards :		Rate Code :	S3A
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-27-18	Room Charge	143.10	
09-27-18	Tourism Levy	5.72	
09-27-18	GST Room	7.16	
09-28-18	MasterCard		155.98
<b>Total</b>		<b>155.98</b>	<b>155.98</b>

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at [www.wyndhamrewards.com](http://www.wyndhamrewards.com) or call 1-866-996-7937.

**This is your invoice, payment due upon receipt.**

**Guest Signature:** \_\_\_\_\_ **Balance 0.00**  
**GST: 1040894040 RT 0002**

Please contact the Manager about any issues with your stay. Wingate Hotels or affiliates may contact you about goods and services unless you call 877-222-3297 or write to Wyndham Worldwide Hotels, Inc. 1 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wingate Hotel's website about privacy.

**Thank you for staying with us.  
 It was our pleasure to serve you.**