



## 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 |
|---------------|---|------------|----------------|-------|--------|-------------------|-----|-----------------|-------------|
| MAY 3/2018    | FSK MAYOR PRAYER<br>BREAKFAST                                 | 40         | 21.60          |       |        |                   |     |                 |             |
| MAY 22/2018   | ATA PRAYER BREAKFAST<br>ST JOHN PAUL II FSKT.                 | 40         | 21.60          |       |        |                   |     |                 |             |
| MAY 25/2018   | ASBA ZONE 2/3<br>CHATEAU LOUIS<br>11227 KINGSDWAY<br>EDMONTON | 42         | 22.68          |       |        |                   |     |                 |             |
| JUNE 3        | ABT GRAD - CAP<br>CEREMONY SHAW CTR.<br>EDMONTON              | 319        | 172.26         |       |        | PARKING<br>\$1.00 |     |                 |             |
| JUNE 4<br>5   | ASBA SGM BED<br>DEER.   |            |                | 10.69 | 294.30 |                   |     |                 |             |
| JUNE 6        | BISHOP DAVID'S PRAYER<br>BREAKFAST<br>9637 - 108 AVE          | 36         | 19.44          |       |        |                   |     |                 |             |
| <b>Totals</b> |   | <b>477</b> | <b>259.58</b>  |       |        |                   |     |                 |             |

JEAN R. BOISVERT

Employee Name and Location

(Please Print)

JR Boisvert

Employee Signature

June 11, 2018

Date

[Signature]

Supervisor's Approval

June 13/2018

Date

BLACK KNIGHT INN  
2929 50 AVENUE  
RED DEER AB



CARD \*\*\*\*\*3108  
CARD TYPE VISA  
DATE 2018/06/03  
TIME 0673 20:30:59  
CLERK ID 213  
RECEIPT NUMBER  
C82022496-001-216-023-0

COMMENTS ON YOUR JB'S LOUNGE  
EXPERIENCE ARE APPRECIATED  
PLEASE FEEL FREE TO CALL  
(403)-343-6666  
S.S.T. #R12189861

213 CRYSTAL

Tbl 63/4 Chk 9527 Gst 0  
Jun03'18 07:47PM

1 SM FRUIT PLATE 8.75  
Subtotal 8.75  
GST 0.44  
Amount Due 9.19

Black Knight Inn  
PLEASE PAY SERVER  
FOR ROOM CHARGE ONLY.

**\$10.69**

Visa Credit  
A0000000031010  
E3D9F6478491F667  
0080008000-E800  
56364A8DE99BE1E6  
0080008000-F800

**APPROVED**

AUTH# 016971 01-027  
THANK YOU

TIP

TOTAL

SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
ROOM# \_\_\_\_\_

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

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

# CITY OF EDMONTON

Terminal: 7020q

Zone: 7020

Plate: BXL7861

Canada Place P25 East

Valid through:

**SUNDAY 03 JUN 18**

**2:07 PM**

Amount Paid: \$1.00 (GST incl.)

Start Time: 6/3/2018 11:07 AM

Trn: 3186f0cacc66308f

Auth No: 023121

Receipt No: 4915

\*\*\*\*\*3108

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



# Black Knight Inn

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

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

Sean Roland Boisvert  
5 Charlton Cres

Page # 1 016279  
Res. # Sun Jun 3/18 - 2:29pm  
Checked in Tue Jun 5/18 - 7:00am  
Checked out 2  
Nights

Promo Code 511  
Room

| Date  | Description                    | Reference | Charges | Credits |
|-------|--------------------------------|-----------|---------|---------|
| Jun03 | Room - Bar                     |           | 135.00  |         |
| Jun03 | GST                            |           | 6.75    |         |
| Jun03 | Tourism Levy                   |           | 5.40    |         |
| Jun04 | Room - Bar                     |           | 135.00  |         |
| Jun04 | GST                            |           | 6.75    |         |
| Jun04 | Tourism Levy                   |           | 5.40    |         |
| Jun05 | PAID BY VISA - Th auth #001271 | *****3108 |         | 294.30  |
|       |                                |           | 0.00    | 294.30  |

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  
Tourism Levy

13.50  
10.80

TYPE Capture  
ACCOUNT Visa  
CARD NUMBER \*\*\*\* \* 3108  
DATE/TIME 2018-06-05 07:00:20  
REF NUMBER 610516190017120080 C  
ORDER ID 01627952188  
AUTH CODE 001271

AMOUNT \$294.30

APP LABEL Visa Credit A000000031010  
EMV AID A000008000  
ARCQ TVR 0080008000  
ARCQ F800 A685ECS2CD60B1D6  
TS1

01 APPROVED - THANK YOU 027

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

IMPORTANT - RETAIN FOR YOUR RECORDS

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

Customer Copy