07/08

ALBERTA **PERSONAL EXPENSE CLAIM**

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
	[redacted]		SPECIAL AREAS BOARD
	[redacted]	OCCUPATION	Chair

DATE 2021	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
13-Jan	8:00 AM	Depart for Oyen: Administrative Meeting			1		11.60				
13-Jan	5:00 PM	Returned	232								
25-Jan	8:30 AM	Depart for Oyen: General Admin			1		11.60				
25-Jan	5:00 PM	Returned	232								
26-Jan	8:00 AM	Depart for Oyen: Board Meeting			1		11.60				
26-Jan	4:30 PM	Returned	232								
28-Jan	8:00 AM	Depart for Oyen: Reimagin Altario; Carolside Deadfish			1		11.60				
28-Jan	5:00 PM	Returned	232								
			928	GROSS			46.40				
				LESS G.S.T.			2.21				
				TOTAL NET CLAIM			44.19				

GST CALCULATIONS:

*Use GST amount shown if separate on invoice, otherwise do calculation.

COL	ACTUAL	CALCULATED	
A		46.40 X 5/105 =	2.21
A		X 5/105 =	
B		X 5/105 =	
C		468.64 X 5/105 =	22.32
TOTAL G.S.T.=			*$24.53*

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	928	468.64
LESS: G.S.T.			22.32
TOTAL NET CLAIM			*$446.32*

Expenses not paid by Claimant	
G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	44.19
2-12-10-00-212 (Mileage)	446.32
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	24.53
TOTAL	$515.04

TOTAL CLAIM (A+B+C)	$515.04
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$515.04*

PERIOD COVERED BY THIS CLAIM

FROM: January 1, 2021

TO: January 31, 2021

S. Jones, September 21, 2021

PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE

21st September '21.

E.O. APPROVAL, DATE

Nov 10/21

07/08

ALBERTA **PERSONAL EXPENSE CLAIM**

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
	[redacted]		SPECIAL AREAS BOARD
	[redacted]	OCCUPATION	Chair

DATE 2021	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
1-Feb	8:00 AM	Depart for Oyen: Administrative Meetings			1		11.60				
1-Feb	5:00 PM	Returned	232								
2-Feb	8:30 AM	Depart for Oyen: General Admin			1		11.60				
2-Feb	5:00 PM	Returned	232								
9-Feb	8:00 AM	Depart for Oyen: Board Meeting			1		11.60				
9-Feb	4:30 PM	Returned	232								
10-Feb	8:00 AM	Depart for Oyen: General Admin			1		11.60				
10-Feb	5:00 PM	Returned	232								
12-Feb	8:00 AM	Depart for Oyen: General Admin			1		11.60				
12-Feb	5:00 PM	Returned	232								
22-Feb	8:00 AM	Depart for Oyen: General Admin			1		11.60				
22-Feb	5:00 PM	Returned	232								
24-Feb	8:00 AM	Depart for Oyen: General Admin			1		11.60				
24-Feb	5:00 PM	Returned	232								
			1,624	GROSS			81.20				
				LESS G.S.T.			3.87				
				TOTAL NET CLAIM			77.33				

GST CALCULATIONS:
***Use GST amount shown if separate on invoice, otherwise do calculation.**

COL	ACTUAL	CALCULATED	
A		81.20 X 5/105 =	3.87
A		X 5/105 =	
B		X 5/105 =	
C		820.12 X 5/105 =	39.05
TOTAL G.S.T.=			*$42.92*

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	1,624	820.12
LESS: G.S.T.			39.05
TOTAL NET CLAIM			*$781.07*

Expenses not paid by Claimant

G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	77.33
2-12-10-00-212 (Mileage)	781.07
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	42.92
TOTAL	$901.32

TOTAL CLAIM (A+B+C)	$901.32
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$901.32*

PERIOD COVERED BY THIS CLAIM
FROM: **February 1, 2021**
TO: **February 28, 2021**

S. Jones, September 21, 2021
PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE
21st. September '21

E.O. APPROVAL, DATE
Nov 10/21

07/08

ALBERTA **PERSONAL EXPENSE CLAIM**

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
			SPECIAL AREAS BOARD
		OCCUPATION	Chair

DATE 2021	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
5-Mar	8:00 AM	Depart for Oyen: Administrative Meetings			1		11.60				
5-Mar	5:00 PM	Returned	232								
8-Mar	8:30 AM	Depart for Consort: CP Allotment									
8-Mar	12:00 PM	Returned	264								
17-Mar	4:00 PM	Depart for Edmonton:				1	20.75				
18-Mar	10:00 PM	Meeting w/ ADM; Returned	780	1	1	1	41.55				
18-Mar		Lodging 1 Night @ $96.69; Parking $35.00								143.55	
18-Mar		Daily Per Diem, 1 day @ $7.35								7.35	
19-Mar	8:00 AM	Depart for Oyen: General Admin			1		11.60				
19-Mar	5:00 PM	Returned	232								
20-Mar	7:00 AM	Depart for Calgary: ORY Meetings		1	1	1	41.55				
20-Mar	8:00 PM	Returned	644								
22-Mar	8:00 AM	Work from Home starts: Depart for Hanna			1		11.60				
22-Mar	5:00 PM	Returned	232								
23-Mar	8:00 AM	Depart for Hanna: Board Meeting			1		11.60				
23-Mar	5:00 PM	Returned	232								
24-Mar	8:00 AM	Depart for Hanna: Spring Advisory Council			1		11.60				
24-Mar	5:00 PM	Returned	232								
30-Mar	8:00 AM	Depart for Hanna: General Admin			1		11.60				
30-Mar	5:00 PM	Returned	232								
			3,312	GROSS			185.05			150.90	
				LESS G.S.T.			8.81			7.00	
				TOTAL NET CLAIM			176.24			143.90	

GST CALCULATIONS:

***Use GST amount shown if separate on invoice, otherwise do calculation.**

COL	ACTUAL	CALCULATED		
A		185.05	X 5/105 =	8.81
A			X 5/105 =	
B	6.65	7.35	X 5/105 =	7.00
C		1,672.56	X 5/105 =	79.65
TOTAL G.S.T.=				***$95.46***

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	3,312	1,672.56
LESS: G.S.T.			79.65
TOTAL NET CLAIM			***$1,592.91***

Expenses not paid by Claimant

G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	320.14
2-12-10-00-212 (Mileage)	1,592.91
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	95.46
TOTAL	$2,008.51

TOTAL CLAIM (A+B+C)	$2,008.51
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$2,008.51*

PERIOD COVERED BY THIS CLAIM

FROM: March 1, 2021

TO: March 31, 2021

S. Jones, September 21, 2021

PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE

21st. September. '21.

~~E.O. APPROVAL~~, DATE

Nov 10/21

ALBERTA **PERSONAL EXPENSE CLAIM CONTINUATION SHEET**

This form is to be used only as a supplement to a completed travel expense account - DO NOT USE ALONE.

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
			SPECIAL AREAS BOARD
		OCCUPATION	Chair

DATE 2021	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
31-Mar	8:00 AM	Depart for Hanna: Spring Advisory Council			1		11.60				
31-Mar	5:00 PM	Returned	232								
		BALANCE FORWARD	232				11.60				

The Sutton Place Hotel

Jordon Christianson
Canada

INVOICE

Room Number	:	2006
Arrival Date	:	03-17-21
Departure Date	:	03-18-21
Page	:	1 of 1
Folio Number	:	558358
Confirmation	:	19985516
Cashier	:	185

GST No: 121767065 RT 0001 03-18-21

Date	Description		Charges	Credits
03-17-21	Room Charge		96.69	
03-17-21	Room D.M.F.		2.90	
03-17-21	Room Alberta Tourism Levy		3.98	
03-17-21	Room GST		4.98	
03-17-21	Daily Parking Self		35.00	
03-18-21	Visa	[redacted]		143.55
		Total	**143.55**	**143.55**
		Balance	**0.00**	**CAD**

Room GST	0.00
F&B GST	4.98
Misc GST	1.67
Total	13.53

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature:

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 • Fax 780.441.3098 • 1.8663.SUTTON (1.866.378.8866)
email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com

07/08

ALBERTA **PERSONAL EXPENSE CLAIM**

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
			SPECIAL AREAS BOARD
		OCCUPATION	Chair

DATE 2021	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
1-Apr	8:00 AM	Depart for Hanna: General Admin			1		11.60				
1-Apr	5:00 PM	Returned	232								
			232	GROSS			11.60				
				LESS G.S.T.			0.55		X		X
				TOTAL NET CLAIM			11.05				

GST CALCULATIONS:			
*Use GST amount shown if separate on invoice, otherwise do calculation.			
COL	ACTUAL	CALCULATED	
A	X	11.60 X 5/105 =	0.55
A		X 5/105 =	
B		X 5/105 =	
C	X	117.16 X 5/105 =	5.58
TOTAL G.S.T.=			*$6.13*

COL "C" - KILOMETRE CLAIM			
CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	232	117.16
LESS: G.S.T.			5.58
TOTAL NET CLAIM			*$111.58*

Expenses not paid by Claimant	
G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	11.05
2-12-10-00-212 (Mileage)	111.58
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	6.13
TOTAL	$128.76

TOTAL CLAIM (A+B+C)	$128.76
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$128.76*

PERIOD COVERED BY THIS CLAIM
FROM: April 1, 2021
TO: April 30, 2021

S. Jones, September 21, 2021
PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE
21st. Sept. 2021.

E.O. APPROVAL, DATE
Nov 10/21

07/08

ALBERTA **PERSONAL EXPENSE CLAIM**

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
	[redacted]		SPECIAL AREAS BOARD
	[redacted]	OCCUPATION	Chair

DATE 2021	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
3-May	8:00 AM	Depart for Hanna: General Admin			1		11.60				
3-May	5:00 PM	Returned	232								
7-May	8:00 AM	Depart for Hanna: General Admin			1		11.60				
7-May	5:00 PM	Returned	232								
12-May	8:00 AM	Depart for Hanna: General Admin			1		11.60				
12-May	3:00 PM	Returned	232								
14-May	8:00 AM	Depart for Hanna: General Admin			1		11.60				
14-May	2:00 PM	Returned	232								
18-May	8:00 AM	Returned to Offices: Depart for Oyen: General Admin			1		11.60				
18-May	5:00 PM	Returned	232								
20-May	6:00 AM	Depart for Edmonton: Quarterly Meetingw/ ADM		1	1	1	41.55				
20-May	8:00 PM	Returned; Parking @ $25.00	780							25.00	
28-May	8:00 AM	Depart for Oyen: General Admin			1		11.60				
28-May	5:00 PM	Returned	232								
			2,172	GROSS			111.15			25.00	
				LESS G.S.T.			5.29			1.19	
				TOTAL NET CLAIM			105.86			23.81	

GST CALCULATIONS:

*Use GST amount shown if separate on invoice, otherwise do calculation.

COL	ACTUAL	CALCULATED	
A		111.15 X 5/105 =	5.29
A		X 5/105 =	
B	1.19	X 5/105 =	1.19
C		1,096.86 X 5/105 =	52.23
TOTAL G.S.T.=			*$58.71*

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	2,172	1,096.86
LESS: G.S.T.			52.23
TOTAL NET CLAIM			*$1,044.63*

Expenses not paid by Claimant

G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	129.67
2-12-10-00-212 (Mileage)	1,044.63
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	58.71
TOTAL	$1,233.01

TOTAL CLAIM (A+B+C)	$1,233.01
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$1,233.01*

PERIOD COVERED BY THIS CLAIM

FROM: April 1, 2021

TO: April 30, 2021

S. Jones, September 21, 2021

PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE

21st. Sept '21.

E.O. APPROVAL, DATE

Nov 10/21

RECEIPT
Impark Lot 02-494 MNP

License Plate Number

CDH5164

Expiration Date/Time

06:00 PM
MAY 20, 2021

Purchase Date/Time: 09:29am May 20, 2021

Total Parking: $23.81
Total GST: $1.19

Total Due: $25.00 Rate: $25 - All Day To 6P
Total Paid: $25.00 Pmt Type: CC (Tap
Ticket #: 40003130
S/N #: 520117492391
Setting: Lot 494 MNP Tower
Mach Name: Meter 2

[redacted] Visa

Auth #: 07928

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

ONNEMENT PARKING RECEIPT REÇU DE STATIONNEMENT PARKING RECEIPT REÇU DE STATIONNEMEN

May 20th Parking: $25.00

Jordon Christianson