

## ALBERTA

## PERSONAL EXPENSE CLAIM

07/08

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

DATE 2022	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A"					COL "B"	
				MEALS					OTHER EXPENSE	
				B	L	D	AMOUNT	RECPT'D	TIP	W/ GST
7-Mar	8:00 AM	Depart for Oyen: General Admin			1		11.60			
7-Mar	4:30 PM	Returned	232							
8-Mar	6:30 AM	Depart for Edmonton: Mtg w/ M. McIver		1		1	29.95			
8-Mar	10:00 PM	Returned to Hanna; lunch provided	780							
8-Mar		Lodging 1 Night @ \$165.00								185.25
8-Mar		Daily Per Diem, 1 day @ \$7.35								7.35
11-Mar	11:30 AM	Depart for Oyen: Acadia Foundation Meeting			1		11.60			
11-Mar	4:00 PM	Returned	232							
14-Mar	11:30 AM	Depart for Edmonton: Spring RMA			1	1	32.35			
15-Mar		Attended Spring RMA, Bk/Lunch provided				1	20.75			
16-Mar	5:00 PM	Attended, Returned, breakfast provided	780		1		11.60			
16-Mar		Lodging 2 Nights @ \$109.00; Parking @ \$25/night								294.74
16-Mar		Daily Per Diem, 2 days @ \$7.35								14.70
17-Mar	10:30 AM	Depart for Drumheller: RDRMUG Meeting			1	1	32.35			
17-Mar		Continue onto Calgary								
18-Mar	8:00 PM	Met with WaterSMART, lunch provided; Retu	480	1		1	29.95			
18-Mar		Lodging 1 Night @ \$116.99								127.52
18-Mar		Daily Per Diem, 1 day @ \$7.35								7.35
			3,549	GROSS			191.75			636.91
				LESS G.S.T.			9.13			29.35
				TOTAL NET CLAIM			182.62			607.56

## GST CALCULATIONS:

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

COL	ACTUAL	CALCULATED	
A		191.75 X 5/105 =	9.13
A		X 5/105 =	
B	27.95	29.40 X 5/105 =	29.35
C		1,792.25 X 5/105 =	85.35
TOTAL G.S.T.=			\$123.83

## COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	3,549	1,792.25
LESS: G.S.T.			85.35
TOTAL NET CLAIM			\$1,706.90

## PERIOD COVERED BY THIS CLAIM

FROM: March 1, 2022  
TO: March 31, 2022

S. Jones, May 9, 2022  
PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE

9th May '22

Expenses not paid by Claimant	
G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conference)	
2-12-10-00-211 (Travel & Subs.)	790.18
2-12-10-00-212 (Mileage)	1,706.90
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	123.83
TOTAL	\$2,620.91

TOTAL CLAIM (A+B+C)	\$2,620.91
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	\$2,620.91

E.O. APPROVAL DATE

MAY 27/22

**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.**

<b>CLAIMANT</b>				<b>Jordon Christianson</b>		<b>EMPLOYEE NUMBER</b>			
<b>ADDRESS</b>		<b>Box 415</b>				<b>DEPARTMENT &amp; BRANCH</b>		<b>ALBERTA MUNICIPAL AFFAIRS</b>	
		<b>Oyen, AB</b>						<b>SPECIAL AREAS BOARD</b>	
		<b>T0J 2J0</b>				<b>OCCUPATION</b>		<b>Chair</b>	

[illegible]



CANALTA HANNA  
113 Palliser Trail, Hanna T0J 1P0 CA  
4038542400  
canaltahanna@canalta.com

Date Range: Mar 08, 2022 - May 06, 2022  
Tax ID :

## Guest Folio

Confirmation Number - CH60997AAB175

### Primary Guest

Guest Name  
Address  
City, State, Zip Code  
Country

JORDON B CHRISTIANSON

### Stay Details

Check In Date Mar 08, 2022  
Check Out Date Mar 09, 2022  
Room NK1 - 233  
Source PROPERTY  
Guests 1/0

### Company Details

Name  
Tax ID  
PO Number  
Travel Agent  
IATA  
Name

### Other Details

Bill Number  
Tax Exemption NO  
Tax Exempt  
Date

Date	Type	Description	Amount
Mar 08, 2022	Charge	ROOM RENT	\$165.00
Mar 08, 2022	Tax	TOURISM LEVY ON DMF	\$0.20
Mar 08, 2022	Tax	DESTINATION MARKETING FEE	\$4.95
Mar 08, 2022	Tax	GST ON DMF	\$0.25
Mar 08, 2022	Tax	TOURISM LEVY	\$6.60
Mar 08, 2022	Tax	GST	\$8.25
Mar 09, 2022	Payments	VISA	(\$185.25)

### Summary

Type	Amount
ROOM RENT	\$165.00
DESTINATION MARKETING FEE	\$4.95
GST	\$8.25
GST ON DMF	\$0.25
TOURISM LEVY	\$6.60
TOURISM LEVY ON DMF	\$0.20
CREDIT CARD	\$185.25
Folio Balance	\$0.00

**Jordon Christianson**  
**Canada**

Room No. : 2608  
 Arrival : 03-14-22  
 Departure : 03-16-22  
 Folio No. : 3628  
 Conf. No. : 2262410  
 Cashier No. : 107  
 Custom Ref. :

Company Name: Rural Municipalities of Alberta  
 Group Name: RMA Spring 2022

GST No: 121767065 RT 0001

Date	Description	Charges	Credits
03-14-22	Room Charge	109.00	
03-14-22	Room - DMF	3.27	
03-14-22	Room - GST	5.61	
03-14-22	Room - Hotel Tax	4.49	
03-14-22	Guest Self Parking	25.00	
03-15-22	Room Charge	109.00	
03-15-22	Room - DMF	3.27	
03-15-22	Room - GST	5.61	
03-15-22	Room - Hotel Tax	4.49	
03-15-22	Guest Self Parking	25.00	
03-16-22	Visa		294.74

Room GST 11.22  
 F&B GST 0.00  
 Misc GST 2.38  
 Total 13.60

<b>Total Charges</b>	294.74
<b>Total Credits</b>	294.74
<b>Balance</b>	<b>0.00</b>

Port O'Call Hotel  
1935 McKnight Blvd NE  
Calgary, AB T2E6V4

Fax: 403.250.6827  
Email: reservations@bwportocallhotel.com

Phone: 403.291.4600

Web: www.bwportocallhotel.com



## Guest Charges

Folio #: 741226      Guest : Christianson, Jordon      Conf #: 560694  
Room #: 442      CRS #: BW 387061570-01  
Payment Method : Credit Card  
Rate :      Company :      Arrival: 3/17/2022  
3/17/2022      \$116.99      Departure: 3/18/2022

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
3/17/2022	Room Post	Auto Posted Rate: 3A		442	\$116.99		\$116.99
3/17/2022	Toursm Lvy	Auto Posted Rate: 3A		442	\$4.68		\$121.67
3/17/2022	GST Room	Auto Posted Rate: 3A		442	\$5.85		\$127.52
Balance							\$127.52

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or full amount of these charges. I also agree that all charges contained in this account are correct and any disputes. GST#104608658

Guest Signature \_\_\_\_\_