07/08

ALBERTA **PERSONAL EXPENSE CLAIM**

CLAIMANT	Jordon Christianson	EMPLOYEE NUMBER	
ADDRESS	[redacted]	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" MEALS						COL "B" OTHER EXPENSE	
				B	L	D	AMOUNT	RECPT'D	TIP	W/ GST	W/O GST
1-Nov	8:00 AM	Depart for Oyen: General Admin			1		11.60				
1-Nov	5:00 PM	Returned	232								
8-Nov		Attended Fall RMA (meals provided)									
9-Nov		Attended Fall RMA (meals provided)									
10-Nov	9:00 PM	Attended Fall RMA; Returned (Carpooled)			1	1	32.35				
10-Nov		Lodging 3 Nights @ $149.00								501.84	
10-Nov		Daily Per Diem, 3 days @ $7.35								22.05	
18-Nov	8:00 AM	Depart for Ytown: 23 Road Planning			1		11.60				
18-Nov	5:00 PM	Returned	119								
25-Nov	8:00 AM	Depart for Oyen: PSPP Review; Joint Irrigation									
25-Nov	5:00 PM	Returned	232								
28-Nov	8:00 AM	Depart for Oyen: General Admin			1		11.60				
28-Nov	5:00 PM	Returned	232								
29-Nov	8:00 AM	Depart for Oyen: General Admin			1		11.60				
29-Nov	5:00 PM	Returned	232								
30-Nov		Attended Fall Advisory Council				1	20.75				
			1,047	GROSS			99.50			523.89	
				LESS G.S.T.			4.74			24.06	
				TOTAL NET CLAIM			94.76			499.83	

GST CALCULATIONS:

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

COL	ACTUAL	CALCULATED	
A		99.50 X 5/105 =	4.74
A		X 5/105 =	
B	23.01	22.05 X 5/105 =	24.06
C		528.74 X 5/105 =	25.18
TOTAL G.S.T.=			*$53.98*

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	1,047	528.74
LESS: G.S.T.			25.18
TOTAL NET CLAIM			*$503.56*

Expenses not paid by Claimant

G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	594.59
2-12-10-00-212 (Mileage)	503.56
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	53.98
TOTAL	$1,152.13

TOTAL CLAIM (A+B+C)	$1,152.13
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$1,152.13*

PERIOD COVERED BY THIS CLAIM

FROM:	November 1, 2022
TO:	November 30, 2022

S. Jones, January 17, 2022
PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE
17th January. 2023.

E.O. APPROVAL, DATE
JAN 19/23

SANDMAN HOTEL GROUP

INVOICE

Jordon Christianson
Canada

Print Date	11-10-22
Room No.	1910
Arrival	11-07-22
Departure	11-10-22
Page No.	1 of 2
Folio No.	EDT24317
Invoice No.	EDT
Conf. No.	34189287
Cashier no.	2930
Reference	

GST No: 121767065 RT 0001

Group Code: 2211SPECIA
Company Name:
Account No.

Date	Description	Charges CAD	Credits CAD
11-07-22	Room Charge	149.00	
11-07-22	Room - DMF	4.47	
11-07-22	Room - GST	7.67	
11-07-22	Room - Tourism Levy	6.14	
11-08-22	Room Charge	149.00	
11-08-22	Room - DMF	4.47	
11-08-22	Room - GST	7.67	
11-08-22	Room - Tourism Levy	6.14	
11-09-22	Room Charge	149.00	
11-09-22	Room - DMF	4.47	
11-09-22	Room - GST	7.67	
11-09-22	Room - Tourism Levy	6.14	
11-10-22	Visa XXXXXX[redacted]		501.84

Total	501.84		501.84
Balance	0.00	CAD	
Net Amount	447.00	CAD	
Room - GST	23.01	CAD	
Room - Tourism Levy	18.42	CAD	
Room - DMF	13.41	CAD	
	0.00	CAD	
Total incl. vat	501.84	CAD	

SANDMAN HOTEL GROUP

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GST No: 121767065 RT 0001

Group Code: 2211SPECIA
Company Name:
Account No.

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

Guest Signature

Merchant ID		Credit Card #	XXXXXX[redacted]
Transaction ID	1949474	Credit Card Expiry	XX/XX
Approval Code	07486N	Capture Method	Manual
Approval Amount	501.84	Transaction Amount	501.84