

ALBERTA

PERSONAL EXPENSE CLAIM

07/08

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

DATE 2023	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 W/O GST
5-Jul	11:30 AM	Depart for Oyen: Housing Presentation			1		11.60			
5-Jul	4:30 PM	Returned; carpooled								
6-Jul	10:00 AM	Depart for Acadia Valley: CIB Procurement Session			1		11.60			
6-Jul	5:00 PM	Returned; carpooled								
9-Jul	5:00 PM	Depart for Calgary: Associated Engineering event				1	20.75			
10-Jul	7:00 PM	Attended event; Returned (B/L provided)	496			1	20.75			
10-Jul		Lodging 1 Night @ \$369.99								403.29
10-Jul		Daily Per Diem, 1 day @ \$7.35								7.35
12-Jul	8:00 AM	Depart for Oyen: Oyen Lodge and CTV Interview			1		11.60			
12-Jul	5:00 PM	Returned	232							
13-Jul	11:00 AM	Depart for Consort: Meeting w/ A Deagle			1		11.60			
13-Jul	4:30 PM	Returned	264							
18-Jul	8:00 AM	Depart for Oyen: Regional Economic Development			1		11.60			
18-Jul	4:00 PM	Returned	232							
20-Jul	6:30 AM	Depart for Red Deer: RDRMUG/RDRWA Summer Tour		1		1	29.95			
20-Jul	8:00 PM	Returned; lunch provided	440							
21-Jul	11:00 AM	Depart for Ytown: Staff Meeting			1		11.60			
21-Jul	4:00 PM	Returned	119							
26-Jul	8:00 AM	Depart for Oyen Office then onto Consort for Village mtg			1	1	32.35			
26-Jul	10:00 PM	then Consort Medical Meeting	346							
			2,361	GROSS			185.00			410.64
				LESS G.S.T.			8.81			18.85
				TOTAL NET CLAIM			176.19			391.79

GST CALCULATIONS:

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

COL	ACTUAL	CALCULATED	
A		185.00 X 5/105 =	8.81
A		X 5/105 =	
B	18.50	7.35 X 5/105 =	18.85
C		1,192.31 X 5/105 =	56.78
TOTAL G.S.T.=			\$84.44

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	2,361	1,192.31
LESS: G.S.T.			56.78
TOTAL NET CLAIM			\$1,135.53

PERIOD COVERED BY THIS CLAIM

FROM: July 1, 2023
TO: July 31, 2023

S. Jones, August 31, 2023
PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE

31st August - 2023

E.O. APPROVAL, DATE

Oct 3/23

Expenses not paid by Claimant	
G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	567.98
2-12-10-00-212 (Mileage)	1,135.53
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	84.44
TOTAL	\$1,787.95

TOTAL CLAIM (A+B+C)	\$1,787.95
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	\$1,787.95

PERSONAL EXPENSE CLAIM CONTINUATION SHEET

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

[illegible]

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 #:	814728	Guest : CHRISTIANSON, JORDON	Conf #:	633004
Room #:	248		CRS #:	BW 428899903-01
Payment Method : Credit Card		Billing Reference :	CRS #2	BW 42201785
Rate :		Company :	Arrival:	7/9/2023
	7/9/2023	\$369.99	Departure:	7/10/2023

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
7/9/2023	Room Post	Auto Posted Rate: EX1		248	\$369.99		\$369.99
7/9/2023	Toursm Lvy	Auto Posted Rate: EX1		248	\$14.80		\$384.79
7/9/2023	GST Room	Auto Posted Rate: EX1		248	\$18.50		\$403.29
Balance							\$403.29

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 changes. I also agree that all charges contained in this account are correct and any disputes. GST#104608658

Guest Signature