

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
1-Nov	5:00 PM	Depart for Calgary: Ardley Dam and Deadfish				1	20.75			
2-Nov	8:00 PM	Attended meetings; Returned via Carpool; lunch provided		1		1	29.95			
2-Nov		Lodging 1 Night @ \$149.00								167.28
2-Nov		Daily Per Diem, 1 day @ \$7.35								7.35
5-Nov	3:00 PM	Depart for Edmonton: Fall RMA (Stayed w/ Family)				1	20.75			20.15
6-Nov		Attended Fall RMA; lunch provided		1		1	29.95			
7-Nov		Attended Fall RMA; meals provided								
8-Nov		Attended Fall RMA; meals provided								
9-Nov	8:30 PM	Attended RMA; Mtg w Min Dreeshen; Returned	780		1	1	32.35			
9-Nov		Lodging 1 Night @ \$168; 2 Nights @ \$139; Parking @ \$32/day								601.53
9-Nov		Daily Per Diem 4 days @ \$7.35								29.40
13-Nov	7:00 PM	Depart for Hanna: Meeting MLA Horner								
13-Nov	9:30 PM	Returned	232							
15-Nov	8:00 AM	Depart for Oyen: Gen Admin then Lodge Mtg			1		11.60			
15-Nov	4:30 PM	Returned	232							
16-Nov	10:30 AM	Depart for Drumheller: RDRMUG			1		11.60			
16-Nov	5:00 PM	Returned	145							
17-Nov	8:00 AM	Depart for Consort: Meeting with CAO; lunch provided								
17-Nov	4:30 PM	Returned	264							
			1,653	GROSS			198.50			1,013.92
				LESS G.S.T.			9.45			44.93
				TOTAL NET CLAIM			189.05			968.99

GST CALCULATIONS:

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

COL	ACTUAL	CALCULATED
A		198.50 X 5/105 = 9.45
A		X 5/105 =
B	42.83	44.10 X 5/105 = 44.93
C		834.77 X 5/105 = 39.75
TOTAL G.S.T.=		\$94.13

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.505	1,653	834.77
LESS: G.S.T.			39.75
TOTAL NET CLAIM			\$795.02

PERIOD COVERED BY THIS CLAIM

FROM: November 1, 2023
TO: November 30, 2023

S. Jones, December 13, 2023
PREPARED BY, DATE

SIGNATURE OF CLAIMANT, DATE

13th. December '23.

E.O. APPROVAL, DATE

Jan 2/24

Expenses not paid by Claimant	
G/L ACCOUNT NUMBER	AMOUNT
2-12-10-00-214 (Membership/Conferenc	
2-12-10-00-211 (Travel & Subs.)	1,158.04
2-12-10-00-212 (Mileage)	795.02
2-12-10-00-213 (Hospitality)	
6-00-00-00-103 (GST)	94.13
TOTAL	\$2,047.19

TOTAL CLAIM (A+B+C)	\$2,047.19
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	\$2,047.19

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]



DOUBLETREE BY HILTON EDMONTON DOWNTOWN
9576 JASPER AVE
EDMONTON, AB T5H3V3
Canada
TELEPHONE 1-587-525-1234 • FAX
Reservations
www.hilton.com or 1 800 HILTONS

Christianson, Jordon

BOX 820

HANNA AB T0J1P0

CANADA

Room No: 703/NKR
Arrival Date: 11/6/2023 9:49:00 AM
Departure Date: 11/9/2023
Adult/Child: 1/0
Cashier ID: JASHAN
Room Rate: 168.00
AL:
HH #
VAT # 100415605RT0001
Folio No/Che 103422 A

Confirmation Number: 80913322

DOUBLETREE BY HILTON EDMONTON DOWNTOWN 11/9/2023 3:18:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
11/6/2023	395728	CKJ-1473	\$32.00
11/6/2023	395728	GST	\$1.60
11/6/2023	395729	GUEST ROOM	\$168.00
11/6/2023	395729	TRSM LEVY	\$6.92
11/6/2023	395729	DMF	\$5.04
11/6/2023	395729	RM GST	\$8.65
11/7/2023	396134	CKJ-1473	\$32.00
11/7/2023	396134	GST	\$1.60
11/7/2023	396135	GUEST ROOM	\$139.00
11/7/2023	396135	TRSM LEVY	\$5.73
11/7/2023	396135	DMF	\$4.17
11/7/2023	396135	RM GST	\$7.16
11/8/2023	396596	CKJ-1473	\$32.00
11/8/2023	396596	GST	\$1.60
11/8/2023	396597	GUEST ROOM	\$139.00
11/8/2023	396597	TRSM LEVY	\$5.73
11/8/2023	396597	DMF	\$4.17
11/8/2023	396597	RM GST	\$7.16
WILL BE SETTLED TO			\$601.53
EFFECTIVE BALANCE OF			\$0.00

	Revenue	Tax
Total Invoice Amount	\$542.00	\$59.53



CONFIRMATION LETTER

October 26, 2023

Dear Jordon Christianson,

Thank you for choosing **Sandman Signature Calgary Downtown Hotel** for your upcoming stay in Calgary. Please take time to review your reservation details below.

We look forward to welcoming you on your visit.

RESERVATION DETAILS

Guest Name	Jordon Christianson	No. of Guests	1 AD 0 CH
Property Confirmation Number	285104112	Web Confirmation Number*	
Arrival Date	Wednesday, November 01st 2023	Departure Date	Thursday, November 02nd 2023
Check-In	03:00 PM	Check-Out	12:00 PM
Room Type	Signature 1 Queen Bed	No. of Nights	1
Stay Total (Including Taxes)	\$ 167.28 CAD - Provincial Government Rates - Daily		
Company Name	Government - Provincial*		
Nightly Rate	\$ 149.00 CAD		
	<i>**Amounts listed in Nightly Rates are before taxes and fees. Nightly rates may vary.</i>		
Cancellation Policy	Cancellations within 24 hours of arrival charged full stay		

For third-party billing, please download our [Credit Card Authorization Form](#).

*To Modify or Cancel your reservation, visit www.sandmanhotels.com using your **Web Confirmation Number**, .

HOTEL INFORMATION

The room rate quoted is per night for the number of guests stated. Any changes may affect the rate. Although we do not guarantee specific room numbers, every effort is made to accommodate your requests.

As rooms are not available for occupancy until after 03:00 PM, we recommend afternoon arrival. Upon check-in guests are required to have their own valid credit card and ID, for security deposit and incidentals.

Check-out time is 12:00 PM and departure after 12:00 PM may be subject to a full night's room charge.

CONTACT US

Sandman Signature Calgary Downtown Hotel

888 7th Avenue SW, Calgary, AB, CA T2P 3J3

Direct: 403-237-8626 | res_calgary@sandman.ca

Reservations (Toll-Free): 1-800-726-3626 | reservations@sandman.ca

Shyanne Jones

From: Hotels.com <confirmation@support-hotels.com>
Sent: Tuesday, November 21, 2023 10:57 AM
To: Shyanne Jones
Subject: Itinerary - Matrix Hotel, Edmonton, Nov 22 - Nov 23 (Itinerary #72696670502223)



This Hotels.com Itinerary was sent from Hotels.com. If you have access to this account, you can view the [most up-to-date version](#).

Matrix Hotel, Edmonton

22 Nov 2023 - 23 Nov 2023

[See your itinerary](#)

[Download to your phone](#)

Hotel overview



Matrix Hotel

10640 100 Avenue NW, Edmonton,
AB, T5J 3N8 Canada

[Manage your booking](#) [View hotel Map](#)
and directions

Reservation dates

22 Nov 2023 - 23 Nov 2023

Itinerary

72696670502223

Check-in and Check-out

Check-in time
3:00 PM

Check-out time
noon

Check-in policies

Check-in time starts at 3:00 PM

Check-in time ends at 5:30 AM

Minimum check-in age is: 18

If a late check-in is planned, contact this property directly for their late check-in policy.

Special instructions

Front desk staff will greet guests on arrival.

Room 1

Guests

Reserved for Jordon Christianson

1 adult

Room

Deluxe Room, 1 King Bed

Room requests

1 King Bed

Non-smoking room

Room 2

Guests

Reserved for Trent Caskey

1 adult

Room

Deluxe Room, 1 King Bed

Room requests

1 King Bed

Non-smoking room

Room 3

Guests

Reserved for Shaune Kovitch

1 adult

Room

Deluxe Room, 1 King Bed

Room requests

1 King Bed

Non-smoking room

Room 4 - Cancelled

Guests

Reserved for Doug Noble

1 adult

Room

Deluxe Room, 1 King Bed

Room requests

1 King Bed

Non-smoking room

Price summary

Price breakdown

Room 1 price: CA \$180.86

1 night: CA \$161.10

Taxes: CA \$19.76

Room 2 price: CA \$180.86

1 night: CA \$161.10

Taxes: CA \$19.76

Room 3 price: CA \$180.86

1 night: CA \$161.10

Taxes: CA \$19.76

Room 4 price (Cancelled)

Adjusted Total: CA \$0.00

Adjusted total: CA \$542.58

This hotel may collect a cancellation penalty

Includes your Member Price

Prices shown after CA \$71.60 savings

Unless specified otherwise, rates are quoted in Canadian dollars.

For residents of Quebec, prices include a contribution to the Indemnity Fund of C\$3.50 per \$1000 of travel services purchased.

Payments & credits

The below fees and deposits only apply if they are not included in your selected room rate.

Your adjusted total above reflects the final amount you now owe the hotel.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Rules and restrictions

Cancellations and changes

If you cancel or change your plans, please cancel your reservation in accordance with the property's cancellation policies to avoid a no-show charge.

Cancellations or changes made after 4:00p (property local time) on 21 Nov. 2023 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.

In the case of multiple rooms/units booked together, fees charged by the property apply to each room/unit that is cancelled or changed.

Pricing and Payment

Hotel fees

The price DOES NOT include any applicable property service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The property will assess these fees, charges, and surcharges upon check-out.

Guest Charges and Room Capacity

Base rate is for 1 guest.

If rates are listed below, they may be quoted in the currency of the country where the property is located.

This property considers guests of any age to be an adult.

Availability of accommodation in the same property for extra guests is not guaranteed.

Need to cancel or make a change to your trip?

Don't worry, it's quick and easy to manage your booking online.

We're here to help

For special requests and questions about your reserved room or the property, contact Matrix Hotel.

Tel: 1 (780) 429-2861, Fax: 1 (780) 426-7225

Itinerary #72696670502223

Hotels.com customer support

Get support anytime on the Hotels.com app with 24/7 access to our virtual agent.

Please do not reply to this message. This email was sent from a notification-only email address that cannot accept incoming email.

You are viewing this transactional email based on a recent booking or account-related update on [Hotels.com](https://www.hotels.com).

View our [Terms of Service](#) and [Privacy Statement](#) that apply to your booking. Please print a copy to keep for future reference.

© 2002-2023 Hotels.com L.P. All rights reserved. 5400 LBJ Freeway, Suite 500, Dallas, Texas 75240, USA. Hotels.com and Hotels.com logo are registered trademarks or trademarks of Hotels.com, L.P. Other product and company names mentioned herein may be the trademarks of their respective owners.

Matrix Hotel Edmonton

11/22/2023				
	Night #1		Night #2	
Hotel (Base Charge)	\$	161.10		
Destination Marketing Fee	3%	\$ 4.84	\$ -	\$ 4.84
		\$ 165.94	\$ -	\$ 4.84
Tourism Levy	4%	\$ 6.62	\$ -	\$ 6.62
		\$ 172.56	\$ -	\$ 11.46
GST	5%	\$ 8.30	\$ -	\$ 8.30
		\$ 180.86	\$ -	\$ 19.76
Parking		\$ -	\$ -	\$ -
GST	5%	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ 180.86	\$ -	\$ 180.86
		1	1	
		\$ 180.86	\$ -	\$ 180.86
Tax Total Per Reservation	\$	19.76	\$ -	\$ 19.76

Sandman Signature Downtown

	11/1/2023		
	Night #1	Night #2	
Hotel (Base Charge)	\$ 149.00		
Destination Marketing Fee	3% \$ 4.47	\$ -	\$ 4.47
	\$ 153.47	\$ -	\$ 4.47
Tourism Levy	4% \$ 6.14	\$ -	\$ 6.14
	\$ 159.61	\$ -	\$ 10.61
GST	5% \$ 7.67	\$ -	\$ 7.67
	\$ 167.28	\$ -	\$ 18.28
Parking	\$ -	\$ -	\$ -
GST	5% \$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal	\$ 167.28	\$ -	\$ 167.28
	1	1	
	\$ 167.28	\$ -	\$ 167.28
Tax Total Per Reservation			
	\$ 18.28	\$ -	\$ 18.28