ALBERTA

PERSONAL EXPENSE CLAIM

| ALBERTA | | TENCONAL EXTENCE | <u> </u> |
|----------|---------------------|---------------------|---------------------------|
| CLAIMANT | Jordon Christianson | EMPLOYEE NUMBER | |
| ADDRESS | | DEPARTMENT & BRANCH | ALBERTA MUNICIPAL AFFAIRS |
| 7.140 | | | SPECIAL AREAS BOARD |
| | | OCCUPATION | Chair |

| DATE | DEPART | | PRIVATE | | COL "A" | | | | COL "B" | | |
|--------------------------|---------------------|--|---------|-------|---------|---------|-------|---------|---------------|--------|--------|
| 2024 | ARRIVE | DESCRIPTION OF TRIP | CAR | MEALS | | | | | OTHER EXPENSE | | |
| TIMES AND OTHER EXPENSES | KM | В | L | D | AMOUNT | RECPT'D | TIP | W/ GST | W/O GST | | |
| 18-Sep | 3:00 PM | Depart for Edm: MA All Staff Event; supper p | rovided | 300 | 20 | | | | | | |
| 19-Sep | 7:30 PM | Attended, lunch provided, Returned via Carp | ool | 1 | | 1 | 40.00 | | | 150 10 | |
| 19-Sep | | Lodging 1 Night @ \$139.00 | | 98 | | | | | | 158.16 | 11/18/ |
| 19-Sep | | Daily Per Diem, 1 day @ \$7.35 | | | | | | | | 7.35 | |
| | | | | | 1 | | 17.00 | | | | 49 |
| 26-Sep | 10:30 AM 6:30 PM | Depart for Red Deer: East Central Health Ca | 420 | | - | - | 17.00 | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| - 3 | | | | | | | | | | | |
| | | | | | | | | | | 42 | |
| | | | | | | | | | | | |
| | | | 420 | | GR | oss | 57.00 | S - Xew | | 165.51 | |
| CCTCAL | CULATION | 16. | | LES | SG | ST | 2.71 | | >< | 7.35 | |

TOTAL NET CLAIM

54.29

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

| COL | ACTUAL | CALCULATED | |
|-------|---------|------------------|---------|
| Α | | 57.00 X 5/105 = | 2.71 |
| Α | | X 5/105 = | |
| В | 7.35 | X 5/105 = | 7.35 |
| C | | 231.00 X 5/105 = | 11.00 |
| TOTAL | G.S.T.= | | \$21.06 |

| COL "C" | - KILOMETI | RE CLAIM | |
|---------|------------|------------|----------|
| CLASS | RATE | KILOMETRES | AMOUNT |
| Α | 0.550 | 420 | 231.00 |
| LESS: G | S.T. | | 11.00 |
| | ET CLAIM | | \$220.00 |

PERIOD COVERED BY THIS CLAIM

FROM: September 1, 2024
TO: September 30, 2024

S. Jones, December 9, 2024

| | , | |
|--------|--------|------|
| PREPAR | ED BY, | DATE |

| Expenses not paid by Claimant | |
|--------------------------------------|-----------|
| G/L ACCOUNT NUMBER | AMOUNT |
| 2-12-10-00-214 (Membership/Conferenc | |
| 2-12-10-00-211 (Travel & Subs.) | 212.45 |
| 2-12-10-00-212 (Mileage) | 220.00 |
| 2-12-10-00-213 (Hospitality) | HILL BOOK |
| 6-00-00-00-103 | 21.06 |
| TOTAL | \$453.51 |

| TOTAL CLAIM (A+B+C) | \$453.51 |
|----------------------------|----------|
| LESS: ADVANCES (IF ANY) | |
| AMOUNT PAYABLE BY CLAIMANT | |
| AMOUNT DUE TO CLAIMANT | \$453.51 |

SIGNATURE OF CLAIMANT, DATE

JAN 14/25

158.16

E.O. APPROVAL, DATE



INVOICE

Sandman Signature Sherwood Park Hotel

Jordon Christianson Canada

Print Date 9/19/24 Page No. 1 of 1 Room No. 203 Arrival 09/18/24 Departure 09/19/24 Conf. No. 489502970 Folio No. SSP 59922

GST No. 121767065 RT 0001

Company Name: Government - Provincial*

| Date | Description | | Charges CAD | | Credits CAD |
|----------|-----------------|-----------------|----------------|-----|----------------|
| 09/18/24 | Government Rate | | 139.00 | | |
| | Room - DMF | | 4.17 | | |
| 09/18/24 | Room - GST | | 7.16 | | |
| 09/18/24 | | | 5.73 | | |
| 09/18/24 | Tourism Levy | | 2.00 | | |
| 09/18/24 | ECO Fees | | 0.10 | | |
| 09/18/24 | GST - ECO Fees | | | | 158.1 |
| 09/19/24 | | | | | |
| | | | | | |
| | | Total | 158.16 | | 158.16 |
| | | Balance | 0.00 | CAD | |
| | | | 420.00 | CAD | |
| | | Net Amount | 139.00 | CAD | |
| | | Room - GST | 7.26 | CAD | |
| | | Tourism Levy | 5.73 | CAD | |
| | | Room - DMF | 4.17 | CAD | |
| | | ECO Fees | 2.00 | CAD | |
| | | Total incl. vat | 158.16 | CAD | |

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 Transaction ID Approval Code Approval Amount

11492535 08595N 158.16

Credit Card # Credit Card Expiry Capture Method Transaction Amount

Swiped 158.16