06/25

ALBERTA PERSONAL EXPENSE CLAIM

CLAIMANT	Shaune Kovitch	EMPLOYEE NUMBER	
ADDRESS	[redacted]	DEPARTMENT & BRANCH	ALBERTA MUNICIPAL AFFAIRS
	[redacted]		SPECIAL AREAS BOARD
	[redacted]	OCCUPATION	Chair

DATE 2025	DEPART ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	PRIVATE CAR KM	COL "A" MEALS B	L	D	AMOUNT	RECPT'D	TIP	COL "B" OTHER EXPENSE W/ GST	W/O GST
13-Nov	11:30 AM	Depart for YSC: Trout Meeting			1		18.00				
13-Nov	4:30 PM	Returned in T-2301									
16-Nov	11:00 AM	Depart for Edmonton: Fall RMA Convention			1	1	46.00				
17-Nov		Attended RMA; supper provided			1		18.00				
18-Nov		Attended RMA; meals provided									
19-Nov		Attended RMA; meals provided									
20-Nov	7:00 PM	Attended, Returned in T-2301			1	1	46.00				
20-Nov		Lodging 4 Nights @ $169 (Corp Card $803.35)									
20-Nov		Daily Per Diem, 4 days @ $7.35								29.40	
26-Nov	4:30 PM	Depart for YSC: BCWMC Meeting				1	28.00				
26-Nov	10:30 PM	Returned in T-2301									
27-Nov	8:30 AM	Depart for Edmonton: CPO Induction Ceremony									
28-Nov	4:30 PM	Worked in Edm, Returned in T-2301			1		18.00				
28-Nov		Lodging 1 Night @ $169 (Corp Card. $206.35)									
28-Nov		Daily Per Diem, 1 day @ $7.35								7.35	
27-Nov		Lunch: Induction Ceremony (Corp Card. $65.36)									
						GROSS	174.00			36.75	
						LESS G.S.T.	8.29			1.75	
						TOTAL NET CLAIM	165.71			35.00	

GST CALCULATIONS:			
***Use GST amount shown if separate on invoice, otherwise do calculation.**			
COL	ACTUAL	CALCULATED	
A		174.00 X 5/105 =	8.29
A		X 5/105 =	
B		36.75 X 5/105 =	1.75
C		X 5/105 =	
TOTAL G.S.T.=			*$10.04*

COL "C" - KILOMETRE CLAIM			
CLASS	RATE	KILOMETRES	AMOUNT
A	0.570		
LESS: G.S.T.			
TOTAL NET CLAIM			

Expenses not paid by Claimant	
G/L ACCOUNT NUMBER	AMOUNT
2-32-40-05-214 (Conference Fees)	
2-12-10-00-211 (Travel & Subs.)	200.71
2-12-10-00-212 (Mileage)	
2-12-10-00-213 (Hospitality)	
2-32-10-05-521 (Fuel/Oil)	
6-00-00-00-103 (GST)	10.04
TOTAL	$210.75

TOTAL CLAIM (A+B+C)	$210.75
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	*$210.75*

PERIOD COVERED BY THIS CLAIM

FROM: November 1, 2025
TO: November 30, 2025

S. Jones, January 20, 2026
PREPARED BY, DATE

21st Jan - 2026
SIGNATURE OF CLAIMANT, DATE

E.O. APPROVAL, DATE
JAN 27/26

DoubleTree by Hilton Edmonton Downtown
9576 Jasper Avenue, Edmonton T5H 3V3
AB CA
5875251234
frontdesk.frontdesk@hilton.com

Date Range: 2025-11-16 - 2026-01-16
Tax#/ID# :

Guest Folio

Confirmation Number - 91817082

Primary Guest

Guest Name	Kovitch, Shaune
Address	[redacted]
City, State, Zip Code	Hanna AB T0J 1P0
Country	CA

Stay Details

Check In Date	Nov 16, 2025
Check Out Date	Nov 20, 2025
Room	NKR - 627
Source	OWN HOTEL
Guests	2/0

Company Details

Name	
Tax#/ID#	
PO Number	
Account Name	

Other Details

Tax Invoice	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA	
Name	

Date	Type	Description	Amount
Nov 16, 2025	Charge	GUEST ROOM	CAD169.00
Nov 16, 2025	Tax	DMF	CAD6.76
Nov 16, 2025	Tax	TRSM LEVY	CAD7.03
Nov 16, 2025	Tax	RM GST (100495605RT0001)	CAD8.79
Nov 17, 2025	Charge	GALLERY REST TIPS - POS #6020412	CAD5.00
Nov 17, 2025	Charge	GALLERY REST BFAST - POS #6020412	CAD24.50
Nov 17, 2025	Tax	GST	CAD1.23
Nov 17, 2025	Charge	GUEST ROOM	CAD169.00
Nov 17, 2025	Tax	DMF	CAD6.76
Nov 17, 2025	Tax	TRSM LEVY	CAD7.03
Nov 17, 2025	Tax	RM GST (100495605RT0001)	CAD8.79
Nov 18, 2025	Charge	GUEST ROOM	CAD169.00
Nov 18, 2025	Tax	DMF	CAD6.76
Nov 18, 2025	Tax	TRSM LEVY	CAD7.03
Nov 18, 2025	Tax	RM GST (100495605RT0001)	CAD8.79
Nov 19, 2025	Charge	2 Water bottles	CAD6.00
Nov 19, 2025	Tax	GST	CAD0.30
Nov 19, 2025	Charge	GUEST ROOM	CAD169.00
Nov 19, 2025	Tax	DMF	CAD6.76
Nov 19, 2025	Tax	TRSM LEVY	CAD7.03
Nov 19, 2025	Tax	RM GST (100495605RT0001)	CAD8.79
Nov 20, 2025	Payments	MASTER-[redacted]	-CAD803.35

Summary

Type	Amount
GALLERY REST TIPS	CAD5.00
GALLERY REST BFAST	CAD24.50
GST	CAD1.53
GUEST ROOM	CAD676.00
DMF	CAD27.04

Check In Time 11:11 PM
Check Out Time 12:40 PM

Reservations doubletree.com or +1-855-610-TREE

TRSM LEVY	CAD28.12
RM GST (100495605RT0001)	CAD35.16
CREDIT CARD	-CAD803.35
PANTRY RETAIL	CAD6.00
Folio Balance	**CAD0.00**

SANDMAN HOTEL GROUP

INFORMATION INVOICE

Shaune Kovitch
Box 820
Hanna AB T0J 1P0
Canada

Print Date	1/16/26
Page No.	1 of 2
Room No.	1911
Arrival	11/27/25
Departure	11/28/25
Conf. No.	590290943
Folio No.	EDT
GST No.	121767065 RT0001

Company Name: Government - Provincial*

Date	Description	Charges CAD	Credits CAD
11/27/25	Government Rate	169.00	
11/27/25	Room - DMF	6.76	
11/27/25	Room - GST	8.79	
11/27/25	Room - Tourism Levy	7.03	
11/27/25	ECO Fees	2.00	
11/27/25	GST - ECO Fees	0.10	
11/28/25	CHOP Room# 1911 : CHECK# 0011	37.35	
11/28/25	MasterCard [redacted]		231.03

Total	231.03		231.03
Balance	**0.00**	**CAD**	

Net Amount	206.35	CAD
Room - GST	8.89	CAD
Room - Tourism Levy	7.03	CAD
Room - DMF	6.76	CAD
ECO Fees	2.00	CAD
Total incl. vat	231.03	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		Credit Card #	XXXXXXXXXXXX3260
Transaction ID	21299450	Credit Card Expiry	XX/XX
Approval Code	027378	Capture Method	Swiped

SANDMAN HOTEL GROUP

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Conf. No.	590290943
Folio No.	EDT
GST No.	121767065 RT0001

Company Name: Government - Provincial*

Approval Amount	231.03	Transaction Amount	231.03

JOEY
BELL TOWER
10310 101 Street NW
Edmonton, AB
780.990.5639

3066 AMY K

Tbl 113/1 Chk 4822 Gst 2
Nov27'25 02:38PM

2 FISH TACO PLATE	47.50
$ho salad	
1 GY	14.75
SUBTTL	62.25
TAX GST 5%	3.11
04:00PM TOTAL	**65.36**

301-643

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GST# 82830 6639 RT0001

JOEY
BELL TOWER
10310 101 Street NW
Edmonton, AB
780.990.5639

Tbl 113/1 Chk 4822 Gst 2
Nov27'25 2:38PM AMY K

1	GYOZA	14.75
2	FISH TACO PLATE	47.50
	$house salad	
	SUBTOTAL	62.25
	TAX GST 5%	3.11
	TOTAL @ 4:00PM	65.36

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@JOEYRESTAURANTS
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JOEYRESTAURANTS.COM
GST# 82830 6639 RT0001

Transaction ID	22848246
Total	65.36
Tip	11.76
MASTERCARD [redacted]	77.12

November 27, 2025 Lunch: $65.36 (Corp Card)

Shaune Kovitch, Justine Comeau