

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

DATE 2026	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
20-Jan	10:00 AM	Depart for Edm: Meeting with ADM			1	1	46.00				
21-Jan		Returned			1		18.00				
21-Jan		Lodging 1 Night @ \$144; Parking @ \$15 (Corp Card: \$178.99)									
21-Jan		Daily Per Diem, 1 day @ \$7.35								7.35	
28-Jan	8:00 AM	Depart for Youngstown: Performance Agreements with			1		18.00				
28-Jan	5:00 PM	Direct Reports to MS. Returned in T2301									
29-Jan		Working Lunch: Regional Emergency Management Corp Card: \$60.78									

GROSS	82.00			7.35
LESS G.S.T.	3.90			0.35
TOTAL NET CLAIM	78.10			7.00

GST CALCULATIONS:

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

COL	ACTUAL	CALCULATED	
A	82.00	82.00 X 5/105 =	3.90
A		X 5/105 =	
B		7.35 X 5/105 =	0.35
C	7.35	X 5/105 =	
TOTAL G.S.T.=			\$4.25

COL "C" - KILOMETRE CLAIM

CLASS	RATE	KILOMETRES	AMOUNT
A	0.570		
LESS: G.S.T.			
TOTAL NET CLAIM			

PERIOD COVERED BY THIS CLAIM

FROM: January 1, 2026

TO: January 31, 2026

S. Jones, March 5, 2026
PREPARED BY, DATE

[Signature]
20th March 2026
SIGNATURE OF CLAIMANT, DATE

Expenses not paid by Claimant

G/L ACCOUNT NUMBER	AMOUNT
2-32-40-05-214 (Conference Fees)	
2-12-10-00-211 (Travel & Subs.)	85.10
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)	4.25
TOTAL	\$89.35

TOTAL CLAIM (A+B+C)	\$89.35
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	\$89.35

[Signature]
E.O. APPROVAL, DATE
MAR 30/26



CHATEAU
LACOMBE
HOTEL

Shaune Kovitch

Canada

INFORMATION INVOICE

Room No. : 1213
 Arrival : 01-20-26
 Departure : 01-21-26
 Page No. : 1 of 2
 Folio No. : 98807
 Conf. No. : 589570358
 Cashier No. : 56
 Custom Ref. :

Company Name :
 Group Name :
 Guest Name :

Date	Description	Charges	Credits
01-20-26	Accommodation	144.00	
01-20-26	ERDMF 4%	5.76	
01-20-26	Tourism LEVY 4%	5.99	
01-20-26	Room / GST 5%	7.49	
01-20-26	Guest Self Parking	15.00	
01-20-26	Parking GST	0.75	
01-21-26	MasterCard		178.99
		Total Charges	178.99
		Total Credits	178.99
		Balance	0.00

Merchant ID		Credit Card #	
Transaction ID	33696087	Credit Card Expiry	
Approval Code	020711	Capture Method	Manual
Approval Amount	178.99	Transaction Amount	178.99

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer. (Hotel GST#816322242RT0001)

Canada Grey Motor Inn

Room: ZLNG Z Canada Grey Lounge
Server: Marne
Area: Lounge
Table#: 4 Covers: 4
Chit #: 02266832
Date: Jan 29/26 Time: 1:17pm

CANADA GREY MOTOR INN
616 2ND AVE
HANNA, AB T0J1P0
(403) 854-4471

SALE

REF#: 00000005
Batch #: 139 SEQ: 139001001005
01/29/26 13:17:29
APPR CODE: 029441
MASTERCARD
[REDACTED]

AMOUNT CAD \$50.65
TIP CAD \$10.13
TOTAL CAD \$60.78

00 - APPROVED - 001

Mastercard
AID: A0000000041010
TVR: 00 00 00 80 01

Thank You

CUSTOMER COPY

Steak Sandwich 18.05
- steak fries 0.95
- side gravy 1.19
Steak Sandwich 18.05
2 Soup of the Day Sm 10.00

Sub-Total: 48.24
GST 2.41

Chit Total: \$50.65
=====

Gratuity: _____
Total: _____

Our GST/HST # is 137525358RT0001

Room Number

Guest's Signature

Please Print Your Name

Thank you for choosing
The Canada Grey Lounge

Please Pay Your Server

January 29, 2026 Lunch: \$60.78 (Corp. Card)

Shaune Kovitch
David Mohl