

ALBERTA

PERSONAL EXPENSE CLAIM

05/25

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	
08-Apr	11:30 AM	Depart for MD of Acadia: Road Discusson			1		18.00					
08-Apr	4:30 PM	Returned in T2301										
16-Apr	8:15 AM	Depart for Oyen: Admin and Town of Oyen Mtg			1		18.00					
16-Apr	4:30 PM	Returned in T2301										
17-Apr	8:15 AM	Depart for Oyen: Manager's Meeting			1		18.00					
17-Apr	4:30 PM	Returned in T2301										
22-Apr	8:30 AM	Depart for Consort: Meeting + Cheque Presentation			1	1	46.00					
22-Apr	9:00 PM	onto Cereal for Public Meeting; Returned in T2301										
29-Apr	8:30 AM	Depart for Edmonton: Mtg w/ ADM			1	1	46.00					
30-Apr	11:30 AM	Returned in T2301										
30-Apr		Lodging 1 Night @ \$169; Corp Card \$197.20									7.35	
30-Apr		Daily Per Diem, 1 day @ \$7.35										
							GROSS	146.00			7.35	
							LESS G.S.T.	6.95			0.35	
							TOTAL NET CLAIM	139.05			7.00	

GST CALCULATIONS:

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

COL	ACTUAL	CALCULATED	
A	146.00	146.00 X 5/105 =	6.95
A		X 5/105 =	
B		7.35 X 5/105 =	0.35
C	7.35	X 5/105 =	
TOTAL G.S.T.=			\$7.30

COL "C" - KILOMETRE CLAIM

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

PERIOD COVERED BY THIS CLAIM

FROM: April 1, 2026
TO: April 30, 2026

S. Jones, May 8, 2026
 PREPARED BY, DATE

[Signature]
 8th May - 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.)	146.05
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)	7.30
TOTAL	\$153.35

TOTAL CLAIM (A+B+C)	\$153.35
LESS: ADVANCES (IF ANY)	
AMOUNT PAYABLE BY CLAIMANT	
AMOUNT DUE TO CLAIMANT	\$153.35

E.O. APPROVAL, DATE



INVOICE

Shaune Kovitch
 212 2Nd Avenue W
 Hanna, AB AB T0J 1P0
 Canada

Print Date 4/30/26
 Page No. 1 of 1
 Room No. 2011
 Arrival 04/29/26
 Departure 04/30/26
 Conf. No. 592737532
 Folio No. EDT 158943
 GST No. 121767065 RT0001

Date	Description	Charges CAD	Credits CAD
04/29/26	Government Rate	169.00	
04/29/26	Room - DMF	6.76	
04/29/26	Room - GST	8.79	
04/29/26	Room - Tourism Levy	10.55	
04/29/26	ECO Fees	2.00	
04/29/26	GST - ECO Fees	0.10	
04/30/26	MasterCard [REDACTED]		197.20
Total		197.20	197.20
Balance		0.00	CAD
Net Amount		169.00	CAD
Room - GST		8.89	CAD
Room - Tourism Levy		10.55	CAD
Room - DMF		6.76	CAD
ECO Fees		2.00	CAD
Total incl. vat		197.20	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 23794820
 Approval Code 029558
 Approval Amount 197.20

Credit Card # [REDACTED]
 Credit Card Expiry XX/XX
 Capture Method Swiped
 Transaction Amount 197.20