# ALBERTA PERSONAL EXPENSE CLAIM

06/25

| | | | |
|---|---|---|---|
| CLAIMANT | Shaune Kovitch | EMPLOYEE NUMBER | |
| ADDRESS | 301 2nd Avenue E. | DEPARTMENT & BRANCH | ALBERTA MUNICIPAL AFFAIRS |
| | Oyen, AB | | SPECIAL AREAS BOARD |
| | T0J 2J0 | OCCUPATION | Chair |

| DATE 2026 | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 01-May | | Working Lunch: Regional Emergency Management | | | | | | | | | |
| 01-May | | with D.Mohl RDDEM; Corp Card ($62.15) | | | | | | | | | |
| 06-May | 11:00 AM | Depart for Drumheller: MCI presentation @ TEC | | | | | | | | | |
| 06-May | 6:30 PM | Returned in T2301 | | | | | | | | | |
| 13-May | 8:00 AM | Working in Oyen - general Admin | | | 1 | | 18.00 | | | | |
| 13-May | 4:30 PM | Returned in T2301 | | | | | | | | | |
| 18-May | 4:00 PM | Depart for Edmonton: EDC Meeting | | | | 1 | 28.00 | | | | |
| 19-May | 4:30 PM | Attended, Returned in T2301 | | 1 | 1 | | 31.00 | | | | |
| 19-May | | Lodging 1 Night @ $ 169.00 (Corp Card: $197.20) | | | | | | | | | |
| 19-May | | Daily Per Diem, 1 day @ $7.35 | | | | | | | | 7.35 | |
| 20-May | 7:45 AM | Depart for YSC: Meetings + CFSEA Presentation | | | 1 | 1 | 46.00 | | | | |
| 20-May | 7:00 PM | Returned in T2301 | | | | | | | | | |
| 22-May | 8:30 AM | Working in Oyen - Healthcare and SAODC | | | | | | | | | |
| 22-May | 4:30 PM | Returned in T2301 | | | | | | | | | |
| 27-May | 8:00 AM | Work from Oyen, onto Buffalo for Ratepayer Meeting | | | | 1 | 28.00 | | | | |
| 27-May | 7:00 PM | Lunch provided, Returned in T2301 | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | GROSS | 151.00 | | | 7.35 | |
| | | | | | | LESS G.S.T. | 7.19 | | | 0.35 | |
| | | | | | | TOTAL NET CLAIM | 143.81 | | | 7.00 | |

***GST CALCULATIONS:***

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

| COL | ACTUAL | CALCULATED | |
|---|---|---|---|
| A | | 151.00 X 5/105 = | 7.19 |
| A | | X 5/105 = | |
| B | | 7.35 X 5/105 = | 0.35 |
| C | | X 5/105 = | |
| *TOTAL G.S.T.=* | | | *$7.54* |

***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.) | 150.81 |
| 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) | 7.54 |
| TOTAL | $158.35 |

| | |
|---|---|
| TOTAL CLAIM (A+B+C) | $158.35 |
| LESS: ADVANCES (IF ANY) | |
| AMOUNT PAYABLE BY CLAIMANT | |
| *AMOUNT DUE TO CLAIMANT* | *$158.35* |

**PERIOD COVERED BY THIS CLAIM**

*FROM:* May 1, 2026

*TO:* May 31, 2026

S. Jones, June 29, 2026
**PREPARED BY, DATE**

30th-June-2026
**SIGNATURE OF CLAIMANT, DATE**

Ethan.Bayne Digitally signed by Ethan.Bayne Date: 2026.07.14 10:34:51 -06'00'
**E.O. APPROVAL, DATE**

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

**SALE**

REF#: 00000002
Batch #: 231 SEQ: 231001001002
05/01/26 12:32:40
APPR CODE: 001618
MASTERCARD
************3260P **/**

| | |
|---|---|
| **AMOUNT** | **CAD $53.15** |
| **TIP** | **CAD $9.00** |
| **TOTAL** | **CAD $62.15** |

00 - APPROVED - 001

Mastercard
AID: A0000000041010
TVR: 00 00 00 80 01

Thank You

CUSTOMER COPY

Canada Grey Motor Inn

Room: ZLNG - Z Canada Grey Lounge
Server: Marne
Area: Lounge
Table#: 4 Covers: 4
Chit #: 02270842
Date: May 1/26 Time: 12:32pm

| | |
|---|---|
| Steak Sandwich | 18.05 |
| Steak Sandwich | 18.05 |
| - steak fries | 0.95 |
| - side gravy | 1.19 |
| 2 Soup of the Day Lg | 12.38 |
| Sub-Total: | 50.62 |
| GST | 2.53 |
| Chit Total: | $53.15 |

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

May 1, 2026 Lunch: $62.15
Shaune Kovitch, Regional Director of Emergency Management
Dave Mohl, Regional Deputy Director of Emergency Management

SANDMAN HOTEL GROUP

## INVOICE

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

| | |
|---|---|
| Print Date | 5/19/26 |
| Page No. | 1 of 1 |
| Room No. | 1711 |
| Arrival | 05/18/26 |
| Departure | 05/19/26 |
| Conf. No. | 592871885 |
| Folio No. | EDT 161172 |
| GST No. | 121767065 RT0001 |

| Date | Description | Charges CAD | Credits CAD |
|---|---|---|---|
| 05/18/26 | Government Rate | 169.00 | |
| 05/18/26 | Room - DMF | 6.76 | |
| 05/18/26 | Room - GST | 8.79 | |
| 05/18/26 | Room - Tourism Levy | 10.55 | |
| 05/18/26 | ECO Fees | 2.00 | |
| 05/18/26 | GST - ECO Fees | 0.10 | |
| 05/19/26 | MasterCard XXXXXXXXXXXX3260 | | 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 |

Sandman Signature Edmonton
Downtown
10235 101 Street
T5J 3E9 Edmonton
Tel: 1 780 428-7111

DATE...........: 19/05/26 12:09
EMV TERMINAL ID: 00114184
MERCHANT ID....: 80237155704
LOCATION ID....: 430002

*** APPROVED ***
AUTH REPLY TEXT:
Approval

CARDHOLDER RECEIPT

ACCOUNT WILL BE DEBITED

TRANS TYPE.: Completion

TOTAL AMOUNT...: CAD 197.20

CARD ID....: MC
CARD TYPE..: MASTERCARD
PAN........: xxxxxxxxxxxx3260
CARD ENTRY.: Manual
AID........: A0000000041010
EMV APP LBL: Mastercard

AUTH CODE......: 018099
REQ.TRX.REF.NUM: 1000476844
TRX REF NUM....: 38982

cardholder not verified
thank you

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

**Guest Signature**

| | |
|---|---|
| Credit Card # | XXXXXXXXXXXX3260 |
| Credit Card Expiry | XX/XX |
| Capture Method | Swiped |
| Transaction Amount | 197.20 |