



### Employee Expense Claim Form

Meal Allowances:  
Breakfast \$15.00, Lunch \$20.00., Dinner \$35.00

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013  
over 5000 kms mileage rate @ .47 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total incl. Gst	G/L Account
Nov 18-20, 2016	ACSTN AGM	76	41.04		248.25			289.29	
<b>Totals</b>								289.29	

TED PASZEK - TRUSTEE

**Employee Name and Location**  
(Please Print)

T. Paszek

**Employee Signature**

Dec. 30, 2016

**Date**

[Signature]

**Supervisor's Approval**

JAN 4/2017

**Date**

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada

Tel: 780-426-3636 Fax: 780-428-1454



HOTELS & RESORTS

Ted Paszek

Page Number : 1 Invoice Nbr : 27726521

Guest Number : 1056545

Folio ID : A

Arrive Date : 18-NOV-16 18:24

Depart Date : 20-NOV-16

No. Of Guest : 1

Room Number :

Club Account :

Information Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 20-NOV-16 05:01 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-NOV-16	DEPOSIT	Deposit-VI-4096	165.00	
18-NOV-16	RT610	Room Charge	8.50	
18-NOV-16	RT610	GST	4.95	
18-NOV-16	RT610	Destination Marketing Fee	6.80	
18-NOV-16	RT610	Tourism Levy	30.00	
18-NOV-16	RT610	Parking Self	1.50	
18-NOV-16	RT610	GST	165.00	
19-NOV-16	RT610	Room Charge	8.50	
19-NOV-16	RT610	GST	4.95	
19-NOV-16	RT610	Destination Marketing Fee	6.80	
19-NOV-16	RT610	Tourism Levy	30.00	
19-NOV-16	RT610	Parking Self	1.50	
19-NOV-16	RT610	GST		-248.25
20-NOV-16	MC	Mastercard		
			<b>433.50</b>	<b>-433.50</b>
			0.00	

\*\* Total

\*\*\* Balance

Continued on the next page

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# WESTIN®

## HOTELS & RESORTS

Ted Paszek

Page Number : 2 Invoice Nbr : 27726521  
Guest Number : 1056545  
Folio ID : A  
Arrive Date : 18-NOV-16 18:24  
Depart Date : 20-NOV-16  
No. Of Guest : 1  
Room Number :  
Club Account :

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at [westin.com/store](http://westin.com/store)

As a Starwood Preferred Guest you have earned at least 660 Starpoints for this visit Axxxxxxx2509

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

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# WESTIN®

## HOTELS & RESORTS

Ted Paszek

Page Number : 3 Invoice Nbr : 27726521

Guest Number : 1056545  
 Folio ID : A  
 Arrive Date : 18-NOV-16 18:24  
 Depart Date : 20-NOV-16  
 No. Of Guest : 1  
 Room Number :  
 Club Account :

SHERWOOD PARK, AB  
 Canada

### EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-18-2016	165.00	8.50	6.80	0.00	0.00	-148.80	31.50	0.00
11-19-2016	165.00	8.50	6.80	0.00	0.00	36.45	216.75	0.00
<b>Total</b>	<b>330.00</b>	<b>17.00</b>	<b>13.60</b>	<b>0.00</b>	<b>0.00</b>	<b>-112.35</b>	<b>248.25</b>	<b>0.00</b>