



## Employee Expense Claim Form

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

Revised October 2, 2015

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
MAY 24	ASBA ZONE 2/3 CHATEAU LOUIS - EDWIN PARR.	45	24.30					24.30	
MAY 25	AFB COMMENCEMENT EXERCISE - AT EDMONTON CONVENTION CENTRE	32	17.28			PARKING \$6.00 ✓		17.28 6.00	
MAY 29	BISHOP DAVID PRAYER BREAKFAST 9637-108 AVE - EDMONTON	38	20.52					20.52	
MAY 30	MINISTER OF EDUCATION AT	877	473.58	13.34 ✓				473.58 13.34	
JUNE 4 2019	ST JOHN PAUL XIII FBASH. COSTA - CANMORE ASBA SGM - REDDEER			15.65 ✓ 21.43 ✓				15.65 21.43	
					294.30 ✓			294.30	
<b>Totals</b>		992	535.68 ✓	50.42	294.30	6.00		\$ 886.40	

JEAN R. BOISVERT

Employee Name and Location  
(Please Print)

JR Boisvert

Employee Signature

June 12, 2019

Date

J. Paszek

Supervisor's Approval

June 12, 2019

Date



# Black Knight Inn

Black Knight Inn  
2929 50th Avenue  
Red Deer, AB  
T4R 1H1

Telephone: 403-343-6666 Fax: 403-340-8970

Jeanr Boisvert  
Elk Island Catholic Schools

Page # 1  
Res. # 023224  
Checked in Sun Jun 2/19 - 11:33am  
Checked out Tue Jun 4/19 - 6:28am  
Nights 2

Promo Code  
Room 307

Date	Description	Reference	Charges	Credits
Jun02	Room - Corporate		135.00	
Jun02	GST		6.75	
Jun02	Tourism Levy		5.40	
Jun03	Room - Corporate		135.00	
Jun03	GST		6.75	
Jun03	Tourism Levy		5.40	
Jun04	PAID BY VISA - Th auth #099911	*****3108		294.30
			294.30	294.30

Thank you for choosing the Black Knight Inn.  
Call 1-800-661-8793 to make your next reservation with us.  
Visit us online at <http://www.blackknightinn.ca/>

Our G.S.T. # is R121889661

Charge Summary:

GST 13.50  
Tourism Levy 10.80

Black Knight Inn  
2929 50th Avenue  
Red Deer, AB  
T4R 1H1  
403-343-6666

TYPE Capture  
ACCOUNT Visa  
CARD NUMBER \*\*\*\* \* 3108  
DATE/TIME 2019-06-04 06:28:56  
REF NUMBER 664016710015130020  
ORDER ID 02322441606  
AUTH CODE 099911

AMOUNT \$294.30

APPROVED - THANK YOU 027

ardholder will pay card issuer  
above amount pursuant to  
ardholder Agreement

IMPORTANT - RETAIN FOR YOUR RECORDS

Customer Copy

\*\*\*\*\*  
 CHECK # 133837      DATE 5/30/19  
 TABLE # 73      TIME 12:09PM  
 \*\*\*\*\*  
 \*\*\*\*\*  
 \*\*\*\*\*  
 \*\*\*\*\*

-- 1. DINING : Kim      --  
 ITEMS ORDERED      AMOUNT  
 1 GRILLED CHEESE      7.99  
 1 COFFEE      3.29

\*\*\*\*\*

SUBTOTAL      11.28  
 GST      0.56

TOTAL DUE      11.84

ROUNDED TOTAL      11.85

# OF GUESTS      1

Did you know...?  
 Kids Eat Free  
 Everyday after 4:00pm  
 Ask your Server for details.

GST#104895014RT0001

SMI-217 R600  
 135 Deer Avenue AB  
 Red Deer County AB  
 T4E 1B2  
 403-343-2691

\*\* TRANSACTION RECORD \*\*  
 TRSN #: 22632  
 RUC: 1. DINING  
 Table #: 73  
 Check #: 133837  
 Group #: 1  
 Employee #: 188  
 Employee: Kim

Visa Purchase  
 \*\*\*\*\*9108 C  
 RID: 0000000031010  
 App Name: Visa Credit  
 AMOUNT \$11.84  
 TIP \$1.50  
 TOTAL CAD\$13.34

APPROVED 094981  
 00-001 (001) 094981  
 SH13CS13/SH13CC13  
 010001001009      12:16:49 PM  
 06-30/2019  
 TUR: 00800008000  
 TS1: F800  
 Customer Copy  
 THANK YOU  
 Come Again

THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT

**CITY OF EDMONTON**

Terminal: 7020tp  
 Plate: WNR590  
 Canada Place - P2S West  
 Valid through:  
**SUNDAY 26 MAY 19**  
**1:23 PM**  
 Amount Paid: \$1.00 (GST incl.)  
 Start Time: 5/26/2019 10:24 AM  
 Trn: b9b75ea5b47cf730  
 Auth No: 024671  
 Receipt No: 6729  
 \*\*\*\*\*3108

THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT

JR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT

**CITY OF EDMONTON**

Terminal: 7020tp  
 Plate: WNR590  
 Canada Place - P2S West  
 Valid through:  
**SUNDAY 26 MAY 19**  
**2:23 PM**  
 Amount Paid: \$5.00 (GST incl.)  
 Start Time: 5/26/2019 1:18 PM  
 Trn: c7cfd4a9e507dec7  
 Auth No: 046691  
 Receipt No: 6744  
 \*\*\*\*\*3108

JR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT      THIS IS YOUR RECEIPT

thank you - the day is  
enjoy the day

TABLE FOOD + DRINK  
511 BOW VALLEY TRAIL  
CANMORE, AB T4W 1N7  
403/678-3625

116 Server - Alyssa  
Tb1 50/1 Chk 9113 Gst 1  
Jun02'19 07:41AM

1 PANCAKES 13.00  
Subtotal 13.00  
13.00 GST 0.65  
Amount Due **13.65**

**SALE**

MID: 5816537  
TID: 001  
Batch #: 782  
06/02/19  
APPR CODE: 085651  
VISA  
\*\*\*\*\*3108  
REF#: 00000004  
08-19-49  
Chip

**AMOUNT \$13.65**  
**TIP \$2.00**  
**TOTAL \$15.65**

ROOM#: \_\_\_\_\_ TIP: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
[www.tablefoodanddrink.com](http://www.tablefoodanddrink.com)  
thank you for dining with us!  
\*\*PLEASE PAY SERVER\*\*  
GST# R802977231

Visa Credit  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TST: F8 00

APPROVED

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES  
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH  
ISSUERS AGREEMENT WITH CARDHOLDER  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

THANK YOU  
PLEASE COME AGAIN

CUSTOMER COPY



BLACK KNIGHT INN  
2929 50 AVENUE  
RED DEER AB

CARD \*\*\*\*\*3108  
CARD TYPE VISA  
DATE 2019/06/02  
TIME 6075 19:04:32  
CLERK ID 205  
RECEIPT NUMBER  
C82035206-001-132-020-0

PURCHASE AMOUNT \$19.43  
TIP \$2.00  
TOTAL

**\$21.43**

COMMENTS ON YOUR JB'S LOUNGE  
EXPERIENCE ARE APPRECIATED  
PLEASE FEEL FREE TO CALL  
(403)-343-6666  
G.S.T. #R121889661

205 ABIGAIL

Tb1 76/1 Chk 239 Gst 0  
Jun02'19 05:57PM

1 BUILD BURGER 14.00  
1 ADD CHEDDAR 2.00  
1 ADD MUSHROOMS 2.50

Subtotal 18.50  
GST 0.93

Amount Due **19.43**

Black Knight Inn  
PLEASE PAY SERVER  
FOR ROOM CHARGE ONLY.

TIP \_\_\_\_\_  
TOTAL \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
ROOM# \_\_\_\_\_

Visa Credit  
A0000000031010  
CD9662793365262E  
0080008000-E800  
D13AE60BB167720E  
0080008000-F800

**APPROVED**

AUTH# 029681 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS