



**EMPLOYEE
EXPENSE CLAIM REIMBURSEMENT**

LOCATION / DEPARTMENT Montfort/Trustee

PAYABLE TO: Adriana Lagrange
(Teacher / Staff name)

Enter information in yellow cells

DATE: Dec 18/18

****ITEMIZED RECEIPT OF PURCHASES MUST BE PROVIDED TO OBTAIN RE-IMBURSEMENT****

A: RECEIPTS					
Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (includes GST & HST)	GST & HST	Unit Amount
Nov 18/18	Westin	ACSTA/AGM	\$ 78.50	\$ 3.50	\$ 75.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total A:			\$ 78.50	\$ 3.50	\$ 75.00

B: MILEAGE Rate: 0.50					
Date	Own Auto KMS	Explanation / Function	Total	Office Use Only	
				GST	Unit Amount
Nov 17-18/18	338	ACSTA/AGM	\$ 169.00	\$8.05	\$160.95
			\$ -	\$0.00	\$0.00
			\$ -	\$0.00	\$0.00
			\$ -	\$0.00	\$0.00
			\$ -	\$0.00	\$0.00
			\$ -	\$0.00	\$0.00
			\$ -	\$0.00	\$0.00
Total B:	338		\$ 169.00	\$8.05	\$160.95

UNIT Total (A+B): \$ 235.95
 GST/HST Total (A+B): \$ 11.55
 TOTAL CLAIM / CHQ: \$ 247.50

see attached
Applicant Signature

see attached
Admin Approval / Signature

School Office Use:

Purchase Order No: _____
 Authorization: _____
 (secretary)

record code (optional)

Central Office / Secretary Use Only:		
Adjusted Unit Amt:	\$	239.65
68% of GST/HST:	\$	7.85
Total Claim:	\$	247.50

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Adriana LaGrange
 38007 RANGE ROAD 262
 RED DEER COUNTY, AB, T4E 0Y4
 AK13AB - ACSTA/ASBA 2018

Page Number : 1 Invoice Nbr : 27859744
 Guest Number : 1218365
 Folio ID : A
 Arrive Date : 17-NOV-18 15:59
 Depart Date : 18-NOV-18 12:41
 No. Of Guest : 2
 Room Number : 1802
 Club Account : SPG - A5272

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton NOV-18-2018 12:52 BMARF415

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-18	DEPOSIT	Deposit-VI-6124		-196.47
17-NOV-18	RT1802	Room Charge	175.00	
17-NOV-18	RT1802	GST	9.01	
17-NOV-18	RT1802	Destination Marketing Fee	5.25	
17-NOV-18	RT1802	Tourism Levy	7.21	
17-NOV-18	RT1802	Parking Valet	43.00	
17-NOV-18	RT1802	GST	2.15	
18-NOV-18	6883	Share Restaurant	33.35	
18-NOV-18	MC	Mastercard-0938		-78.50
** Total			274.97	-274.97
*** Balance			0.00	

Handwritten notes:
 78.50 (circled)
 274.97 (circled)
 -196.47 (circled)
 -78.50 (circled)

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
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Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour/Rev	Food/Bev	Phone	Other	Total	Payment
11-17-2018	175.00	9.01	7.21	0.00	0.00	-146.07	45.15	0.00
11-18-2018	0.00	0.00	0.00	33.35	0.00	0.00	33.35	-78.50
Total	175.00	9.01	7.21	33.35	0.00	-146.07	78.50	-78.50

Bring the Westin experience home. Shop WestinStore.com.

Check Detail

Check No	Date	Check Opened	Amount	Units	Location	Employee
6883	28	11/18/2018 10:43 AM	8.55	1	91079 - Westin Edmonton	APRIL KUNG

11/18 10:44 AM	1	Weekend Energizer	23.0	Share Restaurant	APRIL KUNG
11/18 10:44 AM	1	Coffee Regular	4.0	Share Restaurant	APRIL KUNG
11/18 10:51 AM		Roomposting	33.35	Share Restaurant	APRIL KUNG
11/18 10:51 AM		Charged Tip Only	5.0	Share Restaurant	APRIL KUNG
11/18 10:51 AM		LAGRANGE, ADRIANA		Share Restaurant	APRIL KUNG
11/18 10:51 AM				Share Restaurant	APRIL KUNG

Sub Total	27.0
Tax	1.35
Service Charge	5.0
Check Total	33.35

*****TAX BREAKDOWN*****

GST 1.35



Cardholder Activity

Name: JUANITA HEIDT

Account Number: **6124

Cycle End Date: 10/26/2018

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
10/15/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 03964-80	196.47	dep: AMWATSON
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 06513-80	196.47	dep: Cynthia Leysen
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 06512-80	196.47	dep: Darlene Lonsdale
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6590-41 0000000-00000-80	196.47	dep: Adriana Lagrange
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6510-41 05412-80	196.47	dep: Murray Hellman
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD	6590-41 0000000-00000-80	196.47	dep: Paul Mason
10/16/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD	6590-41-000000-00000-80	(196.47)	refund: charged in error

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency Accounting Code	Currency Amount Allocation Comment
10/16/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD 6590-41-000000-00000-80	(196.47) ref: Kathleen Finnigan
10/23/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD 6590-41-000000-00000-80	(196.47) ref: Kathleen Finnigan
10/16/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD 6590-41-000000-00000-80	(196.47) ref: Kathleen Finnigan
10/23/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD 6590-41-000000-00000-80	(196.47) ref: Kathleen Finnigan
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10/23/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD 6590-41-000000-00000-80	(196.47) ref: Kathleen Finnigan
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-43-03287-80	196.47 dep: Rod Steves
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-30-00013-80	196.47 dep: Ryan Ledore
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-41-06502-80	196.47 dep: Sheila Herstad
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6590-41-000000-00000-80	196.47 dep: Kathleen Finnigan
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-42-00093-80	196.47 dep: Kathleen Finnigan
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6590-41-000000-00000-80	196.47 dep: Kathleen Finnigan

To use this Expense/Mileage form please create 1 copy of this file and place in a folder in your drive. Enter the expense and mileage data on a monthly basis on this tab.

- Once data has been entered please the Print to PDF button to the right.
- A PDF file will be created in your Drive folder called "Expenses <Month> <Year> - <Staff Name>".
- Open this file and print to ensure correct formatting.

DO NOT ADD OR DELETE SPREADSHEET ROWS

DATA ENTRY MUST START ON ROW 15

SCHOOL YEAR:

NAME:

SCHOOL:

DEPARTMENT:

MONTH:

Nov 2018

DAY Vendor Description (Meals / Registration / C (Includes GST & HST) RECEIPT TOTAL GST & HST

Nov 17 Westin
or 18 Hotel

274.97

DAY

Departure Location, Arrival Location

KMS

COMMENTS / PURPOSE OF TRAVEL

Red Deer / Edmonton

338 Km
Total

ACSTA
ACM.

MILEAGE