



Employee Expense Form

2023-2024 School Year

***ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS**

EMPLOYEE #

EXPENSES

DATE	DESCRIPTION <small>(Explain Item and purpose of item: Example - Pencil crayons for Art Grade 2 Class)</small>	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
June 9-11, 2024	3 nights @ Calgary Plaza Hotel for ASBOA Leadership Conference	382.41	18.39	400.80	425-400-503-000-33
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				-	
				-	
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				-	
TOTAL EXPENSES		382.41	18.39	400.80	

MILEAGE

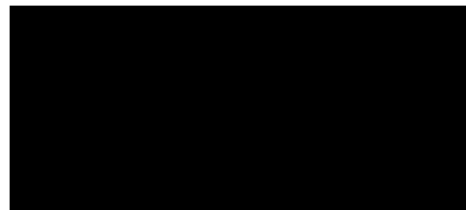
DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Jun 09/24	320.0	Home to 1316-33 Street Calgary for ASBOA Leadership Conferenc	167.62	8.38	176.00	426-400-000-000-33
Jun 12/24	320.0	1316-33 Street Calgary to Home from ASBOA Leadership Confer	167.62	8.38	176.00	426-400-000-000-33
Jun 17/24	23.7	Home to 17413-107 Ave Edmonton For Select Office Meeting	12.41	0.62	13.04	426-400-000-000-33
Jun 17/24	29.6	17413-107 Ave Edmonton to CO after Select Office Meeting	15.50	0.78	16.28	426-400-000-000-33
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TOTAL MILEAGE	693.3		363.16	18.16	381.32	
TOTAL THIS PAGE			745.57	36.55	782.12	
TOTAL ALL PAGES						

CO _____
School/Location

Sean Nicholson _____
Employee Name

Shawna Warren _____
Supervisor Name

1-Apr-24



July 21, 2024
Date

July 2, 2024
Date

Invoice

06-15-24

Sean Nicholson
 9820-104 Street
 Morinville AB T8R 1L8
 Canada

Folio No. : **236051** Cashier No. : **134**
 A/R Number :
 Group Code : **2406ASSOC**
 Company : **Association of School Business Offi**
 Membership No. :
 Invoice No. :
 Ref# :

Room No. : **0608**
 Arrival : **06-09-24**
 Departure : **06-12-24**
 Conf. No. : **457715977**
 Rate Code :
 Page No. : **1 of 1**
 GST# **139081681 RT0001**

Date	Description	Charges	Credits
06-09-24	Room	119.00	
06-09-24	Destination Marketing Fee 3%	3.57	
06-09-24	Federal GST - Guest Rooms 5%	6.13	
06-09-24	Tourism Levy 4%	4.90	
06-10-24	Room	119.00	
06-10-24	Destination Marketing Fee 3%	3.57	
06-10-24	Federal GST - Guest Rooms 5%	6.13	
06-10-24	Tourism Levy 4%	4.90	
06-11-24	American Express		267.20
06-11-24	Room	119.00	
06-11-24	Destination Marketing Fee 3%	3.57	
06-11-24	Federal GST - Guest Rooms 5%	6.13	
06-11-24	Tourism Levy 4%	4.90	
06-12-24	American Express		133.60
Total		400.80	400.80
Balance		0.00	

Total GST \$ 18.39

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.