

**Form 115-1**

**Battle River School Division  
EXPENSE CLAIM**

**Name:** Karen Belich **Mailing Address:** \_\_\_\_\_  
 Month/Year: \_\_\_\_\_ n/a if direct deposit established; attach bank info to set-up  
**School/Location:** Trustee **Student Name:** \_\_\_\_\_  
for Transportation claims (PUF / International Students)

**IMPORTANT:**

Expense Claim must be submitted to Division Office **WITHIN TWO MONTHS** from the end of the month the claim is for. Expenses submitted after this date will **NOT** be reimbursed.

**ORIGINAL EXPENSE CLAIMS** are required for payment. Copies, including forms sent via fax/email, will not be processed.

**BUS DRIVERS** -- Do **NOT** claim field trip expenses (claim on the applicable "Trip Report" form).

**INTERNATIONAL STUDENT PROGRAM** -- claim mileage/parking only; reimbursement requires **original** parkade receipt.

Date (YYYY Mon DD)	Description	Kms	.68 x Kms	Meals	Other medical renewal, PUF set rate, parking, etc	Total	Account Code
2023/11/19	RCASB & FGM	170	115.60			115.60	
2023/11/23	Audit committee meeting	28	19.04			19.04	
2023/11/27	Zone 4	128	87.04			87.04	
2023/11/28	CoSC	92	62.56			62.56	
2023/11/19	FGM accomodations & parking				526.24	526.24	

Attach original receipts for expenses claimed

**TOTAL** 810.48

**Signature:** \_\_\_\_\_  
**Authorized By (Name):** \_\_\_\_\_  
**Authorized By (Signature):** \_\_\_\_\_

<b>OFFICE USE ONLY</b>
<b>Total GST:</b>
<b>MEAL ALLOWANCE</b>
Breakfast: \$11.00
Lunch: \$15.00
Dinner: \$23.50

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



Karen Belich  
 5402 48A Ave  
 Camrofe, AB, T4V0L3  
 Canada  
 AL4127 - Alberta School Boards Associat

Page Number : 1 Invoice Nbr : 100032109  
 Guest Number : 1516194  
 Folio ID : A  
 Arrive Date : 19-NOV-23 13:12  
 Depart Date : 21-NOV-23 10:16  
 No. Of Guest : 1  
 Room Number : 541  
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI NOV-21-2023 10:21 TSING510

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-23	RT541	Room Chrg - Grp - Association	199.00	
19-NOV-23	RT541	GST	10.25	
19-NOV-23	RT541	DMF	5.97	
19-NOV-23	RT541	Tour Levy	8.20	
19-NOV-23	RT541	Parking Self	38.00	
19-NOV-23	RT541	GST	1.90	
20-NOV-23	RT541	Room Chrg - Grp - Association	199.00	
20-NOV-23	RT541	GST	10.25	
20-NOV-23	RT541	DMF	5.97	
20-NOV-23	RT541	Tour Levy	8.20	
20-NOV-23	RT541	Parking Self	38.00	
20-NOV-23	RT541	GST	1.90	
21-NOV-23	MC	Mastercard-5510		-526.64

Approve EMV Receipt for MC - 5510: PIN Verified  
 TC:2CBFED53B6974E4B  
 IAD:351067700302000046D1000000000000FF TVR:000008000  
 AID:A0000000041010 Application Label:Mastercard

\*\* Total 526.64 -526.64  
 \*\*\* Balance 0.00

Continued on the next page

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



Karen Belich  
 5402 48A Ave  
 Camrofe, AB, T4V0L3  
 Canada  
 AL4127 - Alberta School Boards Associat

Page Number : 2 Invoice Nbr : 10003210!  
 Guest Number : 1516194  
 Folio ID : A  
 Arrive Date : 19-NOV-23 13:12  
 Depart Date : 21-NOV-23 10:16  
 No. Of Guest : 1  
 Room Number : 541  
 Marriott Bonvoy Number :

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-19-2023	199.00	10.25	8.20	0.00	0.00	45.87	263.32	0.00
11-20-2023	199.00	10.25	8.20	0.00	0.00	45.87	263.32	0.00
11-21-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-526.64
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Total	398.00	20.50	16.40	0.00	0.00	91.74	526.64	-526.64

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