

Employee Expense Form

2024-2025 School Year

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

EMPLOYEE #

EXPENSES

		DESCRIPTION				
DATE		(Explain Item and purpose of item: Example - Pencil crayons for Art Grade 2 Class)	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
June 8-11, 2025		Hotel accomodations in Calgary for the ASBOA Conference	509.31	24.48	533.79	409-400-503-000-33
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
TOTAL EXPENSES			509.31	24.48	533.79	

MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
June 4/25	18.0	CO to Oak Hill for meeting	9.43	0.47	9.90	426-400-503-000-33
June 8-11, 2025	640.0	Home to Calgary for ASBOA Confrence and return home	335.24	16.76	352.00	426-400-503-000-33
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	658.0		344.67	17.23	361.90	

TOTAL THIS PAGE			853.98	41.71	895.69
TOTAL ALL PAGES					

CO
School/Location

Sean Nicholson
Employee Name

Employee Signature

06/26/2025

Date _____

Shawna Warren
Supervisor Name

Supervisor Signature

06/26/2025

Date _____

Invoice

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

Folio No. : **292280**
 A/R Number :
 Group Code : **2506ASBOA**
 Company : **Association of School Business Offi**
 Membership No. :
 Invoice No. :
 Ref# :

Cashier No. : **163**
 Room No. : **0923**
 Arrival : **06-08-25**
 Departure : **06-11-25**
 Conf. No. : **597638740**
 Rate Code :
 Page No. : **1 of 1**
 GST# **139081681 RT0001**

06-11-25

Date	Description	Charges	Credits
06-08-25	Room	154.00	
06-08-25	Destination Market Fee	9.24	
06-08-25	Federal GST - Guest Rooms 5%	8.16	
06-08-25	Tourism Levy 4%	6.53	
06-09-25	Room	154.00	
06-09-25	Destination Market Fee	9.24	
06-09-25	Federal GST - Guest Rooms 5%	8.16	
06-09-25	Tourism Levy 4%	6.53	
06-10-25	Room	154.00	
06-10-25	Destination Market Fee	9.24	
06-10-25	Federal GST - Guest Rooms 5%	8.16	
06-10-25	Tourism Levy 4%	6.53	
06-11-25	Mastercard		533.79
Total		533.79	533.79
Balance		0.00	

Total GST \$ 24.48

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.