



CITY OF
FORT SASKATCHEWAN

VISA EXPENSE CLAIM FORM

Complete Yellow Shaded Areas

Gale Katchur

Cardholder Name:

All original receipts must be attached and submitted to Accounts Payable
On all meal receipts, list people in attendance and purpose of the meal

- If receipt is misplaced, attach a completed Affidavit located in W:\Forms\Employee Expense Claims\Affidavit for Expense Receipt.pdf

Trans Date	Vendor Name	Expense Description	GL Code <i>#-###-####-####</i>	Purchase Price (Taxable)	Purchase Price (Non-Taxable)	This section calculates automatically		
				use this column if GST was charged enter the amount without GST	use this column if GST was NOT charged (i.e. gratitude paid on meals)	Purchase Price without GST	GST Paid @ 5%	Visa Stmt Amt incl GST
July 19, 2013	Strathcona Recreation	Refund of Registration for lunch at Mayor's Golf Tournament	1.2133.11101	(\$28.57)		\$ (28.57)	\$ (1.43)	\$ (30.00)
July 23, 2013	Ricky All Day Grill	City of Edm representatives - re: Bridge	1.2133.11101	\$44.35	5.00	49.35	2.22	51.57
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Totals				\$ 15.78	\$ 5.00	\$ 20.78	\$ 0.79	\$ 21.57

Total Purchase Price (green box) MUST = Visa Statement amount due (plus or minus \$0.01 due to GST rounding)

Gale Katchur
Cardholder's Signature

Aug 28/13
Date

[Signature]
Immediate Supervisor's Signature

Aug 28/13
Date

Recreation, Parks & Culture
RPC Administration
RPC Administration Building
2025 Oak Street
Sherwood Park, AB T8A 0W9

Recreation, Parks & Culture
2025 Oak Street, Sherwood Park, AB
780-467-2211
GST # R122617160

#1056004

TYPE: REFUND

ACCT: VISA \$ 30.00

CARD NUMBER: *****3221
DATE/TIME: 13/07/19 10:13:37
REFERENCE #: 66165284 0010018950 M
AUTHOR #: 000000
INVOICE NUMBER: 502551

01/027 APPROVED - THANK YOU

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Mayor's Golf Sponsor	-30.00	-30.00
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Name: Gale Katchur
Explanation: Refund for Mayor's Golf

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SubTotal:	-30.00
Total:	-30.00

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VISA	-30.00
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7/19/2013 10:09 Leslie

#3932370 /15/1

*** TRANSACTION # 3932370 REFUND ***

Millennium Card
Access to 5 great facilities
www.strathcona.ca/mcard

X _____
SIGNATURE

-- IMPORTANT --
Retain This Copy For Your Records

*** CUSTOMER COPY ***

Thank
you
Ricky's

-All Day Grill-
PHONE # 780-997-0606
Fort Saskatchewan AB
GST# 824211627 RT0001

38 Niki N

Tbl 35/1 Chk 7957 Gst 3
23 Jul '13 12:08PM

1 Soup Meal Daily	6.99
2 CALAMARI SALAD	28.98
1 Daily Cup	3.00
2 Tea Reg	5.38

Subtotal	44.35
GST Tax	2.22
01:01PM Total	46.57

Tip _____ Total _____

Room # _____

Signature _____

Please Pay
Server

City of EDMONTON
Reps

+ Mayor
Dale

re Bridge

RICKY ALL DAY GRILL #2
9770 - 94 STREET TOL4R5
FORT SASKATCHEWAB
21363093

|||| PURCHASE ||||

07-23-2013 13:21:23
Acct # 3221 C
Exp Date Card Type VI
Name: CALE HATCHER
A000000031010 VISA

Trace # 530012 Operator 030
FB2136309302

Inv. # 2678
Date # 032235 SWR 0013 0013

Purchase	46.57
Tax	5.09
Total	\$51.57