

# expense | monthly tracking report

claimant | Dennis, Marilyn  
 position | Trustee  
 level | Board of Trustees  
 reporting period | May 1 to June 30, 2019  
 date of report | August-09-19



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Minister's Throne Speech	05/22/2019	Meals	\$33.64	travel	BUS food/non alcoholic beverage
ASBA Zone 5	05/23/2019	Edwin Parr Teacher Award	\$64.67	other disclosed	PD food/non alcoholic beverage
ASBA SGM	06/03/2019	ASBA SGM Conference Fee	\$525.00	travel	conferences & workshops
ASBA SGM	06/03/2019	ASBA SGM Mileage	\$150.00	travel	BUS mileage
ASBA SGM	06/03/2019	ASBA SGM Accommodation	\$171.21	travel	BUS accommodation
Canadian Club Luncheon	06/13/2019	Cdn Club Luncheon w/ C. Usih	\$63.00	other disclosed	PD food/non alcoholic beverage
Minister's Meeting	06/20/2019	Car Rental	\$112.59	travel	BUS airfare/bus/rail
Minister's Meeting	06/20/2019	Hotel Accommodation	\$185.25	travel	BUS accommodation
Minister's Meeting	06/20/2019	Fuel	\$55.47	travel	BUS airfare/bus/rail
Minister's Meeting	06/20/2019	Meals	\$7.85	travel	BUS food/non alcoholic beverage
Minister's Meeting	06/20/2019	Meals	\$16.70	travel	BUS food/non alcoholic beverage

Trustee Dennis to reimburse CBE \$5.93 for May 22 2019 Meal



**Calgary Board  
of Education**

# Trustee Professional Development and Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Date: May 28 2019

Details of Trip | Please Print

Trustee's Name Marilyn Dennis, Vice-Chair & Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: Speech from the Throne

Departure and Return Date May 22 2019 Destination: Edmonton

Description of Expenses   Please attach receipts	Total Cost (Indicate currency If not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST)	Amount Paid By Claimant For Out of Pocket Expenditures (including GST)	Alias to be Charged for Claimant's Expenses
---	--	---	--	--	--

**Registration/Conference Fees**

**Travel Costs**

Airfare

Insurance

Rail/Bus

Taxi/Shuttle Bus/Car Rental  
at Destination

Personal Vehicle      Km @  
50¢/Km (submit via PeopleSoft)

Parking – at Destination

**Accommodation**

Nights @ \$ \_\_\_\_\_  
(Single Rate)

**Telecommunication Charges**

(Internet, Phone calls)

**Meals – Receipts required**

(Including tips, excluding meals  
covered by Conference or Others)

Breakfast(s)  
(Maximum \$12.00 each)

1 Lunch(es)  
(Maximum \$17.00 each)

1 Dinner(s)  
(Maximum \$26.00 each)

22.93

10.71

22.93

10.71

**Other – Provide Details**

**TOTAL COST OF TRIP**

33.64

**AMOUNT DUE TO CLAIMANT / <CBE>**

33.64

**GST Breakout Area**

**NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.**

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Claimant's Signature

Payment Authorization

Peters Drive In  
Drive-In You Can't Drive By



PAMPA BRAZILIAN STEAKH  
9929 109TH ST NW  
EDMONTON, AB T5K 1H6

Merchant ID: 00000006284736  
Term ID: 03345300  
Clerk ID: 214  
82430020016

Order# 5677963  
Call Number# 431  
Station# POS4  
Date: 5/22/19, 7:00 PM

9929 109th Street  
Edmonton, Alberta T5K1H6  
780-756-7030  
GST# 810657429 RT0001

Purchase

VISA CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000283

05/22/19

13:16:32

Ref#: 000034416058

Inv #: 004926 Appr Code: 04009F

Amount: \$ 19.94

Tip: \$ 2.99

Total: \$ 22.93

Customer Copy

Union King \$4.95  
Shake \$5.25  
Raspberry

Subtotal: \$10.20  
Total Tax: \$0.51

Total: \$10.71

Customer Paid Cash: \$10.71  
Customer Change: \$0.00

Thanks For Visiting  
Open 10:00am - 10:00pm 7 Days A Week  
www.PetersDriveIn.com  
GST#81577-43-85 RT0001

1053 VAL214

Tbl 25/1 Chk 3022 Gst 1  
May22'19 12:51PM  
\*\*\* Memo Check \*\*\*

SEAT:3

1 LUNCH BEEF PLATE 18.99  
Subtotal 18.99  
18.99 GST 0.95  
Amount Due 19.94

NOW SERVING BRUNCH  
EVERY STAT HOLIDAY !  
SPECIAL HOURS 11AM - 2PM !  
RESERVE YOUR TABLE NOW!@  
PAMPASTEAKHOUSE.COM

For your convenience we are  
providing the following  
gratuity calculations:

15% is \$2.99  
18% is \$3.59  
20% is \$3.99

PETERS' DRIVE IN  
131 LEVA AVENUE  
RED DEER COUNAB

CARD \*\*\*\*\*  
CARD TYPE INTERAC  
ACCOUNT TYPE  
FLASH DEFAULT  
DATE 2019/05/22  
TIME 7:54:19:01:04  
RECEIPT NUMBER  
H85058143-001-001-931-0  
PURCHASE  
TOTAL

\$10.71

Interac  
A000002771010  
849141CFB0B10504  
8080008000-

APPROVED

AUTH# 216044 00-001  
THANK YOU

CARDHOLDER COPY

eventbrite

Order #943375658

## ASBA Zone 5 Edwin Parr Teacher Award Celebration



Tickets \$64.67

Southern Alberta Pioneers Memorial Building, 3625 4 St SW, Calgary, AB T2S 1Y3,  
Canada

Thursday, 23 May 2019 from 5:30 PM to 10:00 PM (MDT)

Eventbrite Completed

Order #943375658

Order #943375658. Ordered by Grace St Croix on 1 May  
2019 9:37 AM



9433756581192326229001

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.ca](http://www.eventbrite.ca)



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Date: June 25 2019

Details of Trip | Please Print

Trustee's Name Marilyn Dennis, Vice-Chair & Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: ASBA SGM

Departure and Return Date June 2-3 2019 Destination: Red Deer

Description of Expenses   Please attach receipts	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST)	Amount Paid By Claimant For Out of Pocket Expenditures (including GST)	Alias to be Charged for Claimant's Expenses
<b>Registration/Conference Fees</b>	525.00		525.00		Invoiced
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		Sent to HR
Parking – at Destination					
<b>Accommodation</b>					
1 Nights @ \$ <u>171.21</u> (Single Rate)	171.21		171.21		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	846.21		846.21		

AMOUNT DUE TO CLAIMANT / <CBE>

**GST Breakout Area**

NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

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\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Payment Authorization

# Invoice



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
 Phone: 780.482.7311 Fax: 780.482.5659  
 www.asba.ab.ca email: finance@asba.ab.ca

Date	Invoice #
6/19/2019	2018284

## INVOICE TO

Calgary Board of Education  
 1221 - 8 Street SW  
 Calgary, AB T2R 0L4

Terms - Net 30 days

Quantity	Item	Description	Net	Amount
	Registration SGM	ASBA Spring General Meeting - as per the attached	2,350.00	2,350.00
		Chair Trina Hurdman - \$525.00		
		Vice-Chair Marilyn Dennis - \$525.00		
		Trustee Julie Hrdlicka - \$708.75		
		Chief Superintendent Christopher Usih - \$708.75		
<b>Sales Tax Summary</b>				
			GST@5.0%	CAD 117.50
			Total Tax	CAD 117.50
GST/HST No. 106694268			<b>Total</b>	CAD 2,467.50



## Kilometre Travel Log

Directi

**ns:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

**Section 1: Your Employee Information** *To be completed by Employee*

**Employee ID:** \_\_\_\_\_ **First Name:\*** Marilyn **Last Name:\*** Dennis, Vice-Chair & Trustee Wards 5 & 10

**Section 2: Trip Details:** *To be completed by Employee* Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
02-06-19	ASBA SGM	Calgary	Red Deer	150
03-06-19		Red Deer	Calgary	150

The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 300

**Section 3: To be completed by Employee and Approver** The approver must create a PDF copy of the completed Travel Log and send to: [cbeincomin@westcanadian.com](mailto:cbeincomin@westcanadian.com)

<b>Employee Signature:*</b>		<b>Time Approver Name:*</b>	Trish Minor
<b>Employee Phone:*</b>	403-817-7930`	<b>Time Approver Signature:*</b>	
<b>Date</b> DD-MM-YY: *	<b>Time Approver Phone:*</b> 403-817-7924	<b>Date</b> DD-MM-YY:*	21-06-2019

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

# CAMBRIDGE

HOTEL & CONFERENCE CENTRE  
red deer

**Marilyn Dennis**

**Canada**

Room No. : 134  
 Arrival : 06-02-19  
 Departure : 06-03-19  
 Folio No. :  
 Conf. No. : 12578  
 Cashier No. : 105

Company Name: AB School Boards Association  
 Group Name: AB School Boards Association  
 H.S.T: 84970-2444 RT0008  
**INVOICE**

Date	Description	Charges	Credits
06-02-19	Room Charge	154.00	
06-02-19	Destination Marketing Fee	3.08	
06-02-19	Tourism Levy	6.28	
06-02-19	Room GST 5%	7.85	
06-03-19	MasterCard XXXXXXXXXXXX9531 XX/XX		171.21
<b>Total Charges</b>		171.21	
<b>Total Credits</b>			171.21
<b>Balance</b>			<b>0.00</b>

HST Tax Total: \$ 0.00



eventbrite

Order #959752969

**Christopher Usih - Chief Superintendent, Calgary Board  
of Education**  
**Guest of Member Luncheon \$63.00**



The Ranchmen's Club, 3rd Floor, 710 13th Avenue SW, Calgary AB, Canada

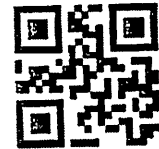
Thursday, 13 June 2019 from 11:30 AM to 1:30 PM (MDT)

Eventbrite Completed

GST \$3.00

Order #959752969. Ordered by Grace St Croix on 30 May  
2019 11:19 AM

Marilyn Dennis



9597529691218852201001

**Do you organize events?**  
Start selling in minutes with Eventbrite!  
[www.eventbrite.ca](http://www.eventbrite.ca)



# Trustee Professional Development and Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip | Please Print

Date: June 25 2019

Trustee's Name Marilyn Dennis, Chair & Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: Meeting with Minister LeGrange

Departure and Return Date June 19- 20, 2019 Destination: Edmonton

Description of Expenses   Please attach receipts	Total Cost (Indicate currency If not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST)	Amount Paid By Claimant For Out of Pocket Expenditures (including GST)	Alias to be Charged for Claimant's Expenses
---	--	---	--	--	--

**Registration/Conference Fees**

**Travel Costs**

Airfare

Insurance

Rail/Bus

Taxi/Shuttle Bus/Car Rental  
at Destination

112.59

112.59

Personal Vehicle Km @  
50¢/Km (submit via PeopleSoft)

Parking – at Destination

**Accommodation**

1 Nights @ \$ 185.25  
(Single Rate)

185.25

185.25

**Telecommunication Charges**

(Internet, Phone calls)

**Meals – Receipts required**

(Including tips, excluding meals  
covered by Conference or Others)

Breakfast(s)  
(Maximum \$12.00 each)

2 Lunch(es)  
(Maximum \$17.00 each)

7.85

7.85

1 Dinner(s)  
(Maximum \$26.00 each)

16.70

16.70

Other – Provide Details

55.47

Fuel

55.47

**TOTAL COST OF TRIP**

377.86

201.95

**AMOUNT DUE TO CLAIMANT / <CBE>**

175.91

**GST Breakout Area**

**NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.**

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Claimant's Signature

Payment Authorization

RENTAL AGREEMENT NUMBER 946951880

RECEIPT

YOUR INFORMATION

Customer Name : JENNIS, MARILYN  
Methods Of Payment : VISA XX9799

YOUR VEHICLE INFORMATION

Avis Car Number : 3 4 5 5 2 7 6  
Plate Number : AB L33607  
Veh Grp Charged : Full-Size  
Veh Grp Rented : Intermediate SUV  
Veh Description : BLK VOLKSWAGEN TIGUAN  
Total Driven : 624 KMs Odometer In: 2471 KMs  
Fuel Reading: Out 0.0 Gal | In 0.0 Gal

YOUR RENTAL

Pickup Date/Time : JUN 19, 2019@04:09 PM  
Pickup Location : 2020 23 STREET NORTHEAST  
CALGARY, AB, T2E 8T4, CA

Return Date/Time : JUN 20, 2019@03:13 PM  
Return Location : 2020 23 STREET NORTHEAST  
CALGARY, AB, T2E 8T4, CA

YOUR VEHICLE CHARGES:

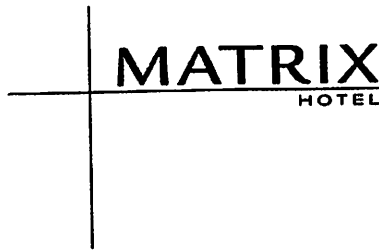
MIN 1 DAY, IF NOT MET DLY RT= 105.00 MAX 100 HRS  
RATE CHART TIME AND MILEAGE  
KMs : Unlimited  
HRLY : 78.76  
DAILY: 105.00  
AD DY: 105.00  
PER : 105.00  
MIN 1DY/24/E 200FM + 105.00  
Time & Mileage: 105.00  
TAXABLE FEES  
ENERGY RECOVERY FEE .98 /DY + .98  
VEH LIC FEE + 1.25  
Subtotal Charges: 107.23  
NON TAXABLE ITEMS  
GST Tax 5.20 % + 5.36  
Your Total Charges Paid: 112.59  
Prepayment : .00  
NET CHARGES: CAD 112.59  
Your Total Due: 0.00  
Fuel service: .4222/KM 3.800/Lit

YOUR OPTIONAL PRODUCTS/SERVICES

-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES

I agree to the rental charges above. I acknowledge additional charges could be added based on tolls, tickets, fines administrative charges and other fees which may be applicable. X \_\_\_\_\_  
Thank you for renting with Avis.

If you have questions regarding this rental, call us at 1-800-571-3235  
This vehicle was rented to you by HAIDAR This vehicle was checked in for you by HAIDAR



**Marilyn Dennis  
Canada**

Arrival : 06-19-19  
Departure Date : 06-20-19  
Folio No. :  
Conf. No. : 55512543  
P.O. No. :

Company Name:  
Group Name:

**INFORMATION INVOICE**

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Credits</b>
06-19-19	Mz. Lounge - Dinner Room# 1206 : CHECK# 1954	16.70	
06-19-19	Room Revenue	165.00	
06-19-19	Destination Marketing Fee	4.95	
06-19-19	Room GST	8.50	
06-19-19	Tourism Levy	6.80	
06-20-19	Mastercard XXXXXXXXXXXX9531		201.95
		<b>Total Charges</b>	<b>201.95</b>
		<b>Total Credits</b>	<b>201.95</b>
		<b>Balance</b>	<b>0.00</b>

Merchant ID  
Transaction ID  
Approval Code 131149  
Approval Amount 201.95

Credit Card # XXXXXXXXXXXXXXX9531  
Capture Method Manual  
Transaction Amount 201.95

Lunch  
**Tim Hortons.**

Lunch

**PETRO-CANADA**  
 148 LEVA AVE  
 RED DEER  
 ALBERTA T4E 0A5  
 (403) 348-5003

\*\*\*FREE OFFER ON BACK!\*\*\*  
 Wendy's Restaurant #00006875  
 B Hwy #2, AB T4E 1B2  
 403-341-5432  
 HST/GST# 823323969

**MARILYN**

Host: Elline Danielle 06/20/2019  
 MARILYN 12:55 PM  
 10038

Order Type: DINE IN  
 Single Cheese 6.29

Total Items 1 6.29

GST 5% Tax 0.31

**DINE IN Total 6.60**  
 Canadian Dollar 1. 6.60  
 American Dollar 1.15 5.74

Cash \$ \$20.00

Auth:

**Change \$13.40**

\*\*\*\*\*  
 Want a Free Sandwich?  
 Take our Survey!  
 www.TalkToWendys.com  
 (See Back for Details)  
 \*\*\*\*\*

--- Check Closed ---

GST 8233050650  
 PC0640966:3800001  
 TERMINAL: 023800058  
 PAYPOINT: 023800001

2019-06-20 13:19

PUMP 08  
 REGULAR  
 LITRES L 39.327  
 PRICE/L \$ 1.139  
 FUEL SALES \$ 44.79\*

TOTAL OWED \$ 44.79

TOTAL PAID  
 CREDIT CARD \$ 44.79

\* GST INCL. \$ 2.13

USA  
 \*\*\*\*\*  
 AUTH 07320F C  
 PURCHASE  
 C 0010010010 00 027

USA CREDIT  
 A0000000031010  
 8080008000  
 7800  
 INVOICE 973781

VERIFIED BY PIN

00 APPROVED  
 THANK YOU 027

CAN PRO GAS & PROPANE N  
 2464 23 AVENUE NE  
 CALGARY, AB T2E8J4  
 4032915484

**SALE**

MID: 6338937  
 TID: 001 REF#: 00000088  
 Batch #: 171001 RRN: 00000088  
 06/20/19 15:05:27  
 APPR CODE: 05823F Proximity  
 VISA \*\*/\*\*  
 \*\*\*\*\*9799

**AMOUNT \$10.68**

APPROVED

VISA CREDIT  
 AID: A000000031010  
 TVR: 00 00 00 00

I AGREE TO PAY ABOVE TOTAL AMOUNT  
 IN ACCORDANCE WITH CARD ISSUER'S  
 AGREEMENT  
 (MERCHANT AGREEMENT IF CREDIT VOUCHER)  
 RETAIN THIS COPY FOR STATEMENT  
 VERIFICATION

THANK YOU / MERCI

CUSTOMER COPY

er #: 367  
 Tim Hortons # 102194  
 37444 Highway #2 South, Red Deer, AB, T4E 1B2  
 403-352-0001

Out  
 4 Timbits \$1.16  
 Tbit - Birthday Cake  
 Tbit - Choc Glazd  
 Tbit - OF Glazd  
 Tbit - Lemon  
 TR 1 of 7  
 total: \$1.16  
 : \$0.06  
 al Tax: \$0.06  
**and Total: \$1.22**  
 in: \$1.25  
 ange Due: \$0.03  
**unded Change Due: \$0.05**  
 hrier: SHIFT 3

HST#: 102653177RP2  
 06-20-2019 01:12:11 PM  
 Receipt #: 303030703  
 Order ID: 304018903

Status (Purchase): 1 / 7  
 Banked Reward: 0

Enjoy a 10 pack of Timbits for \$1\*  
 Visit tellins.ca and let us know how we did.  
 Survey Code :

3982-6190-3110-1220-90429  
 Enter validation code

here:  
 and return this receipt to a participating Tim Hortons  
 in Canada to receive offer.  
 \*Plus tax. See website for full Terms and Conditions

Guest Copy  
 RECEIPT REPRINT

dinner

Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

17 GLADYS

-----  
Check: 1954                      Guests: 1  
Table: 44-1  
06/19/2019 09:05PM  
-----

1    HOUSE SALAD                      14.00  
  
Subtotal                              14.00  
G.S.T.                                  0.70  
**Total Due                              \$14.70**

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # \_\_\_\_\_

Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

17 GLADYS

-----  
Check: 1954                      Guests: 1  
Table: 44-1  
06/19/2019 09:05PM  
-----

1    HOUSE SALAD                      14.00  
     Room Charge                      16.70  
     1206  
     1206/DENNIS

Subtotal                              14.00  
G.S.T.                                  0.70  
Payment                                14.70  
**Change Due                              \$2.00**

----- Check Closed -----  
06/19/2019 10:14:44PM

Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

17 GLADYS

-----  
Check: 1954                      Guests: 1  
Table: 44-1  
06/19/2019 09:05PM  
-----

1    HOUSE SALAD                      14.00  
  
Subtotal                              14.00  
G.S.T.                                  0.70  
**Total Due                              \$14.70**

GRATUITY \$2.00

TOTAL \$16.70

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # \_\_\_\_\_