

APR 15 2016

EXPENSE CLAIM FORM - President, VP, Exec, Board

DATE April 15, 2016

VENDOR/STAFF#
(as applicable)

VE-0234

NAME
(Claimant/Payee)

Valerie Kapay

Position

ED, HR

FIRST MIDDLE LAST

Permanent Mailing Address:

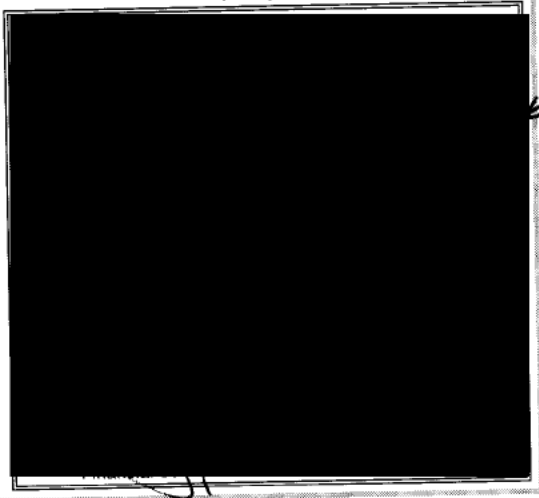
Itinerary and Purpose of Travel/Expense: Meeting with Lawyer

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	12/28/2015	Travel-General (Pres.VP)	3101	2100	853020	800				Banff to Calgary (Roundtrip, 214km)	\$ 61.14	\$ 3.06	\$ 64.20
2			#N/A	2100	853020	800							\$ -
3			#N/A	2100	853020	800							\$ -
4			#N/A	2100	853020	800							\$ -
5			#N/A	2100	853020	800							\$ -
6			#N/A	2100	853020	800							\$ -
7			3185	2100	853020	800							\$ -
8			#N/A	2100	853020	800							\$ -
9			#N/A	2100	853020	800							\$ -
10			#N/A	2100	853020	800							\$ -
11			#N/A	2100	853020	800							\$ -
Total Expenses : A													64.20

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	853020	2100	800				61.14	3.06	64.20
3102	Travel-General (BOG)	853020	2100	800				-	-	-
3105	Travel-Accommodation	853020	2100	800				-	-	-
3106	Travel-Meals	853020	2100	800				-	-	-
3107	Travel-Incidentals	853020	2100	800				-	-	-
3610	Hosting	853020	2100	800				-	-	-
3611	Hosting (Alcohol)	853020	2100	800				-	-	-
6132	Travel Advance	853020	2100	800				-	-	-
	Other1	853020	2100	800				-	-	-
	Other2	853020	2100	800				-	-	-
	Other3	853020	2100	800				-	-	-
Total										64.20

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 64.20

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.



ENTERED APR 20 2016

Return to Requestor (RTR)	V	Mail to Claimant	
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	HR		
Prepared by (if not claimant)	[Redacted]		

OK for cheque

EXPENSE CLAIM FORM - EXEC- DINERS

DATE May 18, 2016

VE-0234

VENDOR/STAFF#
(as applicable) [REDACTED]

NAME
(Claimant/Payee)

Valerie Kapay

Position

VP, HR

FIRST

MIDDLE

LAST

Permanent Mailing Address: Box 1020, Banff AB T1L 1H5

Itinerary and Purpose of Travel/Expense: attending HRAUWC Senior Leaders Meeting (April 13 - 14, 2016)

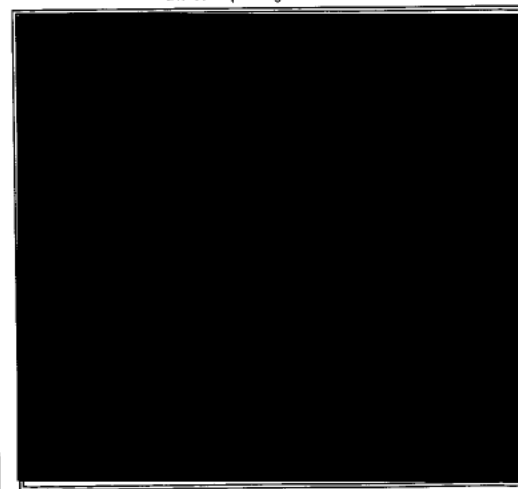
Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/15/2016	Travel-Accomm.	3105	2100	853020	800				Accommodation (Hotel Alma, University of Calgary)	\$ 148.90	\$ 7.16	\$ 156.06
2	04/15/2016	Travel-Incidental	310	2100	853020	800				Parking	\$ 10.00		\$ 10.00
3			#N/A	2100									\$ -
4			#N/A	2100									\$ -
5			#N/A	2100									\$ -
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													166.06

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	853020	2100	800				-	-	-
3102	Travel-General (BOG)	853020	2100	800				-	-	-
3105	Travel-Accommodation	853020	2100	800				148.90	7.16	156.06
3106	Travel-Meals	853020	2100	800				-	-	-
3107	Travel-Incidental	853020	2100	800				10.00	-	10.00
3610	Hosting	853020	2100	800				-	-	-
3611	Hosting (Alcohol)	853020	2100	800				-	-	-
6132	Travel Advance	853020	2100	800				-	-	-
	Other1	853020	2100	800				-	-	-
	Other2	853020	2100	800				-	-	-
	Other3	853020	2100	800				-	-	-
Total										166.06

Travel Advance	B	[REDACTED]
Balance Due to Claimant	A-B	\$ [REDACTED] 166.06

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

Return to Requestor (RTR)	Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	VP, HR
Prepared by (if not claimant)	[REDACTED]



EXPENSE CLAIM FORM - President, VP, Exec, Board

DATE May 18, 2016

VENDOR/STAFF#
(as applicable) VE-0234

NAME
(Claimant/Payee) Valerie Kapay

Position VP, HR

FIRST MIDDLE LAST

Permanent Mailing Address: _____

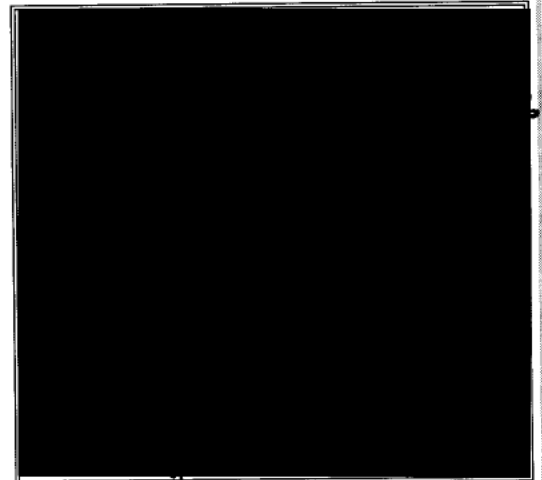
Itinerary and Purpose of Travel/Expense: Attending HRAUWC Senior Leaders Meeting (April 13 - 14, 2016)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	Description	NET Amount	GST Amount	Total Amount
1	04/13/2016	Travel-General (Pres,VP)	3101	2100	853020	800				Mileage to and from Calgary (214km x \$0.30)	\$ 61.14	\$ 3.06	\$ 64.20
2			#N/A	2100	853020	800							\$ -
3			#N/A	2100	853020	800							\$ -
4			#N/A	2100	853020	800							\$ -
5			#N/A	2100	853020	800							\$ -
6			#N/A	2100	853020	800							\$ -
7			#N/A	2100	853020	800							\$ -
8			#N/A	2100	853020	800							\$ -
9			#N/A	2100	853020	800							\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													64.20

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3105	Travel-Accommodation	853020	2100	800				-	-	-
3106	Travel-Meals	853020	2100	800				-	-	-
3107	Travel-Incidentals	853020	2100	800				-	-	-
3610	Hosting	853020	2100	800				-	-	-
3611	Hosting (Alcohol)	853020	2100	800				-	-	-
6132	Travel Advance	853020	2100	800				-	-	-
	Other1	853020	2100	800				-	-	-
	Other2	853020	2100	800				-	-	-
	Other3	853020	2100	800				-	-	-
Total										64.20

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 64.20

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ENTERED MAY 25 2016

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)	[Redacted]	
Requestor Dept (if RTR)	VP, HR	
Prepared by (if not claimant)	[Redacted]	