

EXPENSE CLAIM FORM - President, VP, Board

DATE November 15, 2017

VENDOR/STAFF# (as applicable) **VP-0018**

NAME (Claimant/Payee) **Judith LaRocque**

Position **Board of Governors**

Position **Board of Governors**

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: **Board of Governors Meetings - November 2017**

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	11/1/2017	Travel-General (BOG)	3102	2100	890030	800		round trip transfer from Hawkesbury to Montreal airport	\$ 150.00	\$ -	\$ 150.00
2	11/1/2017	Travel-General (BOG)	3102	2100	890030	800		round trip economy airfare Montreal-Calgary	\$ 716.52	\$ 32.71	\$ 749.23
3	11/1/2017	Travel-General (BOG)	3102	2100	890030	800		one way trip Calgary-Banff by Banff Airporter	\$ 60.94	\$ 3.05	\$ 63.99
4	11/1/2017	Travel-General (BOG)	3102	2100	890030	800		Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
5	11/3/2017	Travel-General (BOG)	3102	2100	890030	800		Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
6	11/3/2017	Travel-Meals	3106	2100	890030	800		Maclab dinner	\$ 21.90	\$ -	\$ 21.90
7	11/3/2017	Travel-General (BOG)	3102	2100	890030	800		travel agency booking fee	\$ 25.00	\$ -	\$ 25.00
8			#N/A	2100							\$ -
9			#N/A	2100				[REDACTED]			\$ -
Total Expenses : A											1,067.60

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres/VP)	890030	2100	800		-	-	-
3102	Travel-General (BOG)	890030	2100	800		1,007.44	38.26	1,045.70
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		21.90	-	21.90
3107	Travel-Incidentals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total						1,029.34	38.26	1,067.60

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,067.60

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

ENTERED NOV 21 2017