

**EXPENSE CLAIM FORM - President, VP, Board**

DATE August 9, 2017

VENDOR/STAFF# (as applicable) VP-0012

NAME (Claimant/Payee)

**Evaleen Jaager Roy**

Position **Board of Governors**

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

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

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	7/19/2017	Travel-General (BOG)	3102	2100	890030	800		Vancouver taxi from home to airport	\$ 65.50	\$ -	\$ 65.50
2	7/19/2017	Travel-General (BOG)	3102	2100	890030	800		round trip flight from Vancouver to Calgary	\$ 458.25	\$ 22.91	\$ 481.16
3	7/19/2017	Travel-General (BOG)	3102	2100	890030	800		round trip airporter from Calgary to Banff	\$ 121.55	\$ <del>12.80</del> 6.40	\$ 134.35
4	7/25/2017	Travel-General (BOG)	3102	2100	890030	800		Vancouver taxi from airport to home	\$ 64.70	\$ -	\$ 64.70
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>745.71</b>

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		716.00	29.71	745.71	
3105	Travel-Accommodation	890030	2100	800		716.40	29.31	-	
3106	Travel-Meals	890030	2100	800		-	-	-	
3107	Travel-Incidentals	890030	2100	800		-	-	-	
3610	Hoisting	890030	2100	800		-	-	-	
3611	Hoisting (Alcohol)	890030	2100	800		-	-	-	
6132	Travel-Advance	890030	2100	800		-	-	-	
	Other1	890030	2100	800		-	-	-	
	Other2	890030	2100	800		-	-	-	
	Other3	890030	2100	800		-	-	-	
<b>Total</b>						<b>716.00</b>	<b>29.71</b>	<b>745.71</b>	

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 745.71

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)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[REDACTED]		
Requestor Dept (if RTR)	President's office		
Prepared by (if not claimant)	[REDACTED]		

ENTERED AUG 23 2017