

EXPENSE CLAIM FORM - President, VP, Board

DATE October 11, 2016

VENDOR/STAFF#
(as applicable) VP-0019

NAME
(Claimant/Payee) Gay Mitchell

Gay Mitchell

Position Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: July 2016 board meeting and mid summer ball, July 21-24.

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description | NET Amount | GST Amount | Total Amount |
|---------------------------|------------|----------------------|---------|------|-------------|---------------|---------------|-------------------|-----------------|--------------|-----------------|
| 1 | 20/07/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | air canada flight | | 49.91 | \$ 1,048.03 |
| 2 | 20/07/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | Avis rental car | | 22.63 | \$ 475.31 |
| 3 | 20/07/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | annual park pass | | 6.60 | \$ 136.40 |
| 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 | | | | | | | | | 1,580.60 | 79.14 | 1,659.74 |

| 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 | | 1,580.60 | 79.14 | 1,659.74 |
| 3105 | Travel-Accommodation | 890030 | 2100 | 800 | | - | - | - |
| 3106 | Travel-Meals | 890030 | 2100 | 800 | | - | - | - |
| 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 | | | | | | | | 1,659.74 |

| | | |
|-------------------------|-----|-------------|
| Travel Advance | B | A |
| Balance Due to Claimant | A-B | \$ 1,659.74 |

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 - OCT - 25 2016

| | | |
|-------------------------------|--------------------|------------------|
| Return to Requestor (RTR) | V | Mail to Claimant |
| Requestor Name (if RTR) | [REDACTED] | |
| Requestor Dept (if RTR) | President's Office | |
| Prepared by (if not claimant) | [REDACTED] | |

EXPENSE CLAIM FORM - President, VP, Board

DATE October 11, 2016

VENDOR/STAFF#
(as applicable) VP-0019

NAME
(Claimant/Payee)

Gay Mitchell

Position Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: October 2016 board meeting

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description | NET Amount | GST Amount | Total Amount |
|---------------------------|------------|----------------------|---------|------|-------------|---------------|---------------|-------------------|------------|--------------|-----------------|
| 1 | 26/10/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | air canada flight | | 24.30 | \$ 567.80 |
| 2 | 26/10/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | air canada flight | | 21.07 | \$ 475.87 |
| 3 | | | | | | | | | | | |
| 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 | | | | | | | | | | 45.36 | 1,043.67 |

| 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 | | 998.31 | 45.36 | 1,043.67 |
| 3105 | Travel-Accommodation | 890030 | 2100 | 800 | | - | - | - |
| 3106 | Travel-Meals | 890030 | 2100 | 800 | | - | - | - |
| 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 | | | | | | | | |

| | | |
|-------------------------|-----|-------------|
| Travel Advance | B | A |
| Balance Due to Claimant | A-B | \$ 1,043.67 |

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 OCT 25 2016

| | | |
|-------------------------------|--------------------|------------------|
| Return to Requestor (RTR) | V | Mail to Claimant |
| Requestor Name (if RTR) | [REDACTED] | |
| Requestor Dept (if RTR) | President's Office | |
| Prepared by (if not claimant) | [REDACTED] | |

EXPENSE CLAIM FORM - President, VP, Board

DATE Decem

VENDOR/STAFF# (as applicable) VP-0019

NAME (Claimant/Payee) GAY MITCHELL, BOARD MEMBER

Position Board

Permanent Mailing Address: [REDACTED]

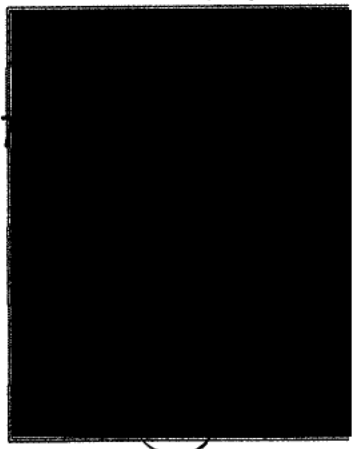
Itinerary and Purpose of Travel/Expense: CAR RENTAL EXPENSES - OCTOBER 2016 BOARD MEETING

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description | NET Amount | GST Amount |
|---------------------------|------------|----------------------|---------|------|-------------|---------------|---------------|------------------------------------|------------|--------------|
| 1 | 10/29/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | CAR RENTAL - OCT 26 - OCT 29, 2016 | \$ 243.37 | \$ 12.00 |
| 2 | 10/29/2016 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | GAS | \$ 21.62 | \$ 1.00 |
| 3 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| Total Expenses : A | | | | | | | | | | <u>13.14</u> |

| 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 | | 264.99 | 13.14 | 278.13 |
| 3105 | Travel-Accommodation | 890030 | 2100 | 800 | | - | - | - |
| 3106 | Travel-Meals | 890030 | 2100 | 800 | | - | - | - |
| 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 | | | | | | | | 278.13 |

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

If Travel Advance exceeds expenses and the claimant is not reimbursed, please attach top copy of cash posting to this claim.



ENTERED JAN 25 2017

| | | | |
|-------------------------------|--------------------|------------------|--|
| Return to Requestor (RTR) | V | Mail to Claimant | |
| Requestor Name (if RTR) | [REDACTED] | | |
| Requestor Dept (if RTR) | President's Office | | |
| Prepared by (if not claimant) | [REDACTED] | | |