

MAR - 6 2017

EXPENSE CLAIM FORM - President, VP, Board

DATE February 24, 2017

VENDOR STAFF# (as applicable) **VP-0022**

NAME (Claimant/Payee) **John Snow**

Position **Board of Governors**

Permanent Mailing Address: [Redacted]

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

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	2017-01-26	Travel-Meals	3106	2100	890030	800		breakfast @ McDonald's en route to Bvg	\$ 6.09	\$ 0.00	\$ 6.09
2	2017-01-26	Travel-General (BOG)	3102	2100	890030	800		gas for return to Calgary after BoG	\$ 70.51	\$ 3.53	\$ 74.04
3			HEWA	2100							\$ -
Total Expenses : A									\$ 76.60	\$ 3.83	80.43

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		70.51	3.53	74.04
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		6.09	0.00	6.09
3107	Travel-Incidents	890030	2100	800		-	-	-
3810	Hosting	890030	2100	800		-	-	-
3811	Hosting-Alcohol	890030	2100	800		-	-	-
6132	Travel-Advance	890030	2100	800		-	-	-
	Other 1	890030	2100	800		-	-	-
	Other 2	890030	2100	800		-	-	-
	Other 3	890030	2100	800		-	-	-
Total								80.43

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 80.43

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)		
Requestor Dept (if RTR)		President's office
Prepared by (if not claimant)		

ENTERED MAR - 8 2017