

EXPENSE CLAIM FORM - President, VP, Board

DATE February 22, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Elmer Hildebrand

Position

Permanent Mailing Address

Itinerary and Purpose of Travel/Expense: Attending Board of Governors meeting (Jan 28 - 29, 2016)

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare - Palm Springs to Calgary (flat rate, as per email attached)	\$ 620.00	\$ 31.00	\$ 651.00
2	01/27/2016	Travel-Meals	3106	2100	890030	800		overnight Accommodation - Delta Calgary Airport	\$ 261.37	\$ 12.57	\$ 273.94
3	01/27/2016	Travel-Meals	3106	2100	890030	800		Meal	\$ 30.50	\$ 1.23	\$ 31.73
4	01/29/2016	Travel-General (BOG)	3102	2100	890030	800		overnight Accommodation - Hotel Le Germain Ca	\$ 234.59	\$ 11.28	\$ 245.87
5	01/29/2016	Travel-Meals	3106	2100	890030	800		Meal	\$ 87.03		\$ 87.03
6	01/29/2016	Travel-Incidentals	3107	2100	890030	800		Parking - Hotel Le Germain	\$ 40.00	\$ 2.00	\$ 42.00
7	01/28/2016	Travel-General (BOG)	3102	2100	890030	800		Car Rental - Avis	\$ 420.39	\$ 21.02	\$ 441.41
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											1,772.98

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		1,274.98	63.30	1,338.28
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		378.90	13.80	392.70
3107	Travel-Incidentals	890030	2100	800		40.00	2.00	42.00
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								1,772.98

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,772.98

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)		
Prepared by (if not claimant)		