

JUN 14 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE June 14, 2018

VENDOR/STAFF#  
 (as applicable)



NAME  
 (Claimant/Payee)

Valerie Kapay

DEPT VP, Human Resources

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: May BOG meeting (May 23 - 26, Winnipeg)

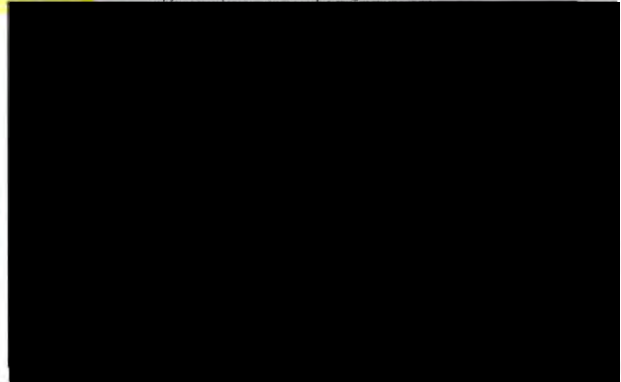
Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/05/26	3106	2100	890030	800				TGE	Meal (Tim Horton's, Winnipeg Airport)	\$ 4.40	\$ 0.20	\$ 4.60
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
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17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
<b>Total Expenses : A</b>											<b>4.40</b>	<b>0.20</b>	<b>\$ 4.60</b>

**GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890030	800				4.40	0.20	\$ 4.60
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 4.40</b>	<b>\$ 0.20</b>	<b>\$ 4.60</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 4.60

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)  Mail to Claimant

Requestor Name (if RTR) \_\_\_\_\_

Requestor Dept (if RTR) \_\_\_\_\_

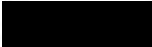
Prepared by (if not Claimant) \_\_\_\_\_

ENTERED JUN 18 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE June 6, 2018

VENDOR/STAFF#  
 (as applicable)



NAME  
 (Claimant/Payee)

Valerie Kapay (DINERS CLUB CARD) *May 28/18*

DEPT VP, Human Resources

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: HRAWUC meeting (April 30 - May 1, Regina SK), Managing Director, Performing Arts Update meeting (May 16, Calgary), May BOG meeting (May 23 - 26, Winnipeg)

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/04/30	3101	2100	853020	800				TGE	Taxi (from Regina airport to Hotel Saskatchewan)	\$ 20.25		\$ 20.25
2	18/05/01	3105	2100	853020	800				TGE	Accommodation (Hotel Saskatchewan, HRAWUC)	\$ 156.86	\$ 8.92	\$ 165.78
3	18/05/01	3106	2100	853020	800				TGE	Meal (Sandwich and bottled water)	\$ 15.78		\$ 15.78
4	18/05/18	3101	2100	853020	800				TGE	Parking (meeting in downtown Calgary)	\$ 23.33	\$ 1.17	\$ 24.50
5	18/05/24	3101	2100	890030	800				TGE	Taxi (from Hotel Fort Garry to CMHR)	\$ 8.99		\$ 8.99
6	18/05/24	3106	2100	890030	800				TGE	Meal (Bottled water)	\$ 6.48	\$ 0.30	\$ 6.78
7	18/05/26	3101	2100	890030	800				TGE	Taxi (from Hotel Fort Garry to Winnipeg airport)	\$ 26.35		\$ 26.35
8	18/05/26	3101	2100	890030	800				TGE	Parking (at Calgary Airport, May 23 - May 26)	\$ 111.81	\$ 5.59	\$ 117.40
9	18/05/25	3106	2100	890030	800				TGE	Meal (Bottled water)	\$ 6.48	\$ 0.30	\$ 6.78
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
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18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
<b>Total Expenses : A</b>											<b>376.33</b>	<b>16.28</b>	<b>\$ 392.61</b>

*376.33 16.28*

**GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	853020	800				15.78		\$ 15.78
3106	2100	890030	800				12.96	0.60	\$ 13.56
3105	2100	853020	800			158.31	156.86	8.92	\$ 165.78
3101	2100	853020	800				43.58	1.17	\$ 44.75
3101	2100	890030	800				147.15	5.59	\$ 152.74
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 376.33</b>	<b>\$ 16.28</b>	<b>\$ 392.61</b>

*376.33 16.28*

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 392.61

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)		