

## EXPENSE CLAIM FORM - President, VP, Board

DATE November 10, 2016

VENDOR/STAFF#  
(as applicable) VP-0017

NAME  
(Claimant/Payee) Andy Kenins

Andy Kenins

Position Board of Governors

Permanent Mailing Address: [REDACTED]

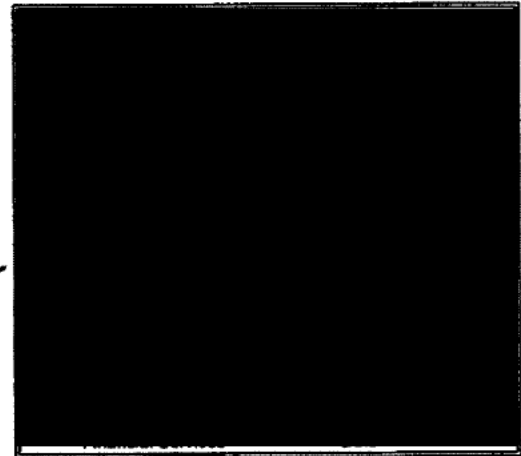
Itinerary and Purpose of Travel/Expense: Toronto - Banff Round trip for October 2016 Board meeting and mid summer ball

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		Airfare (Toronto - Calgary, round trip)	1034.09		\$ 1,034.09
2	26/10/2016	Travel-General (BOG)	3102	2100	890030	800		taxi - home to airport	70-		\$ 70.00
3	28/10/2016	Travel-General (BOG)	3102	2100	890030	800		taxi - airport to home	70-		\$ 70.00
4	28/10/2016	Travel-General (BOG)	3102	2100	890030	800		rental car	361.93	18.02	\$ 379.95
5											
6											
											\$ -
											\$ -
											\$ -
									1336.02	18.02	\$ -
<b>Total Expenses : A</b>											<b>1,554.04</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		-	-	1,573.28
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		-	-	-
<b>Total</b>								<b>1,573.28</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,554.04

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)		

R/R

ENTERED NOV 23 2016