

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE March 15, 2016

DINERS MAR 26/16

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Luke Sunderland

Position

VP COO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Meeting with KPMB in Toronto (Feb 23-24) // Alberta Rural Education Symposium (Mar 6 - 8)

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description | NET Amount | GST Amount | Total Amount |
|--------------------------|------------|--------------------------|---------|------|-------------|---------------|---------------|--|------------------|-----------------|---------------|
| 1 | | | | | | | | | | | |
| 2 | 02/24/2016 | Travel-General (Pres,VP) | 3101 | 2100 | 797999 | | 800 | Overnight accommodation in Toronto (meeting with KPMB) | \$ 261.24 | \$ 13.06 | \$ 274.30 |
| 3 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 4 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 5 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 6 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 7 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 8 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 9 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 10 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| Total Expenses: A | | | | | | | | | \$ 591.24 | \$ 29.56 | 620.80 |

| GL Code Summary | | | | | | | | |
|-----------------|--------------------------|-------------|------|---------------|---------------|------------|-------|---------------|
| GL | Expense Type | Cost Centre | Fund | Activity Type | Activity Code | NET Amount | GST | Total Amount |
| 3101 | Travel-General (Pres,VP) | 797999 | 2100 | | 800 | 261.24 | 13.06 | 274.30 |
| 3102 | Travel-General (BOG) | 797999 | 2100 | | 800 | - | - | - |
| 3105 | Travel-Accommodation | 797999 | 2100 | | 800 | - | - | - |
| 3106 | Travel-Meals | 797999 | 2100 | | 800 | - | - | - |
| 3107 | Travel-Incidentals | 797999 | 2100 | | 800 | - | - | - |
| 3610 | Hosting | 797999 | 2100 | | 800 | - | - | - |
| 3611 | Hosting (Alcohol) | 797999 | 2100 | | 800 | - | - | - |
| 6132 | Travel Advance | 797999 | 2100 | | 800 | - | - | - |
| | Other1 | 797999 | 2100 | | 800 | 330.00 | 16.50 | 346.50 |
| | Other2 | 797999 | 2100 | | 800 | - | - | - |
| | Other3 | 797999 | 2100 | | 800 | - | - | - |
| Total | | | | | | | | 620.80 |

| | | |
|-------------------------|-----|-----------|
| Travel Advance | B | |
| Balance Due to Claimant | A-B | \$ 620.80 |

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) | |

* Item 1 is paid by Luke Sunderland

EXPENSE CLAIM FORM - President, VP, Board

DATE March 15, 2016

VENDOR/STAFF#
(as applicable)

VE-0344

NAME
(Claimant/Payee)

Luke Sunderland

Position

VP COO

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Meeting with KPMB in Toronto (Feb 23-24)

| Receipt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description | NET Amount | GST Amount | Total Amount |
|---------------------------|------------|--------------------------|---------|------|-------------|---------------|---------------|----------------------------|------------------|---------------------------|---------------|
| 1 | 02/23/2016 | Travel-Meals | 3106 | 2100 | 797999 | | 800 | Meal (Wendy's) | \$ 13.37 | \$ 0.67 | \$ 14.04 |
| 2 | 02/23/2016 | Travel-Incidentals | 3107 | 2100 | 797999 | | 800 | Parking at Calgary Airport | \$ 55.90 | \$ 2.80 | \$ 58.70 |
| 3 | 02/23/2016 | Travel-General (Pres,VP) | 3101 | 2100 | 797999 | | 800 | Taxi from YYZ to hotel | \$ 62.10 | | \$ 62.10 |
| 4 | 02/23/2016 | Travel-Meals | 3106 | 2100 | 797999 | | 800 | Meal | \$ 9.95 | \$ 0.50 | \$ 10.45 |
| 5 | 02/23/2016 | Travel-Meals | 3106 | 2100 | 797999 | | 800 | Meal | \$ 37.16 | | \$ 37.16 |
| 6 | 02/24/2016 | Travel-Meals | 3106 | 2100 | 797999 | | 800 | Meal | \$ 26.54 | | \$ 26.54 |
| 7 | 02/24/2016 | Travel-General (Pres,VP) | 3101 | 2100 | 797999 | | 800 | Taxi from meeting to YYZ | \$ 60.75 | | \$ 60.75 |
| 8 | 02/24/2016 | Travel-Meals | 3106 | 2100 | 797999 | | 800 | Meal | \$ 3.23 | \$ 0.16 | \$ 3.39 |
| 9 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| 10 | | | #N/A | 2100 | 797999 | | 800 | | | | \$ - |
| Total Expenses : A | | | | | | | | | \$ 268.00 | \$ 4.13 | 273.13 |

| GL Code Summary | | | | | | | | |
|-----------------|--------------------------|-------------|------|---------------|---------------|------------------|-----------------|---------------|
| GL | Expense Type | Cost Centre | Fund | Activity Type | Activity Code | NET Amount | GST | Total Amount |
| 3101 | Travel-General (Pres,VP) | 797999 | 2100 | | 800 | 122.85 | - | 122.85 |
| 3102 | Travel-General (BOG) | 797999 | 2100 | | 800 | - | - | - |
| 3105 | Travel-Accommodation | 797999 | 2100 | | 800 | - | - | - |
| 3106 | Travel-Meals | 797999 | 2100 | | 800 | 90.25 | 4.33 | 91.58 |
| 3107 | Travel-Incidentals | 797999 | 2100 | | 800 | 55.90 | 2.80 | 58.70 |
| 3610 | Hosting | 797999 | 2100 | | 800 | - | - | - |
| 3611 | Hosting (Alcohol) | 797999 | 2100 | | 800 | - | - | - |
| 6132 | Travel Advance | 797999 | 2100 | | 800 | - | - | - |
| | Other1 | 797999 | 2100 | | 800 | - | - | - |
| | Other2 | 797999 | 2100 | | 800 | - | - | - |
| | Other3 | 797999 | 2100 | | 800 | - | - | - |
| Total | | | | | | | | 273.13 |

| | | | |
|-------------------------|-----|----|---------------|
| Travel Advance | B | | |
| Balance Due to Claimant | A-B | \$ | 273.13 |

If Travel Advance exceeds expenses and is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

| | | |
|-------------------------------|---|------------|
| Return to Requestor (RTR) | V | Requestant |
| Requestor Name (if RTR) | | |
| Requestor Dept (if RTR) | | |
| Prepared by (if not claimant) | | |