


MAY 16 2019

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE May 13, 2019

VENDOR/STAFF# (as applicable) 

NAME (Claimant/Payee) **Bruce Byford**

DEPT **VP, ADM & CFO**

Permanent Mailing Address: 

Itinerary and business rationale for expense: SBO meeting (Mount Royal University, Calgary, May 9 - 10)

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	05/09/19	3106	2100	890050	800				TGE	Dinner	\$ 18.87	\$ 0.85	\$ 19.72
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
Total Expenses : A											18.87	0.85	\$ 19.72


ENTERED MAY 22 2019

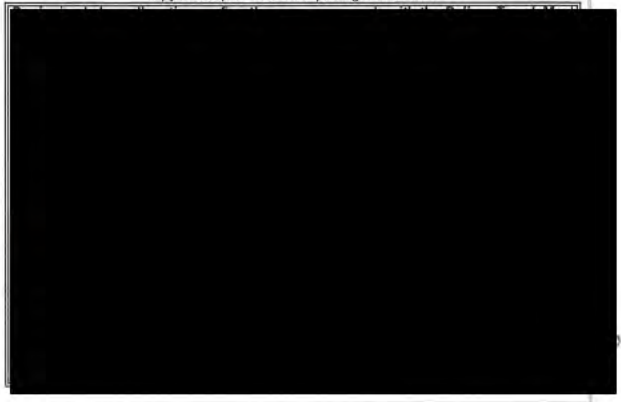
GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890050	800				18.87	0.85	\$ 19.72
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 18.87	\$ 0.85	\$ 19.72

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 19.72

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)			



Transaction Search - Company

BMO, 04/01/2019 to 06/30/2019

Company Unit - T&E EXEC

Bruce Byford, VP Administration and CFO

Posting Date	Supplier	Expense Category	Amount
05/10/19	Mru - Residence	Travel-Banff Centre Employees	109.00
06/20/19	Banff Airporter	Travel-Banff Centre Employees	69.71
	Debit Total CAD		178.71
	Credit Total CAD		-
	Total CAD		178.71