

# EXPENSE CLAIM FORM - President, VP, Board

DATE April 20, 2016

VENDOR/STAFF#  
(as applicable) VP-0018

NAME  
(Claimant/Payee)

Judith LaRocque

Position Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Ottawa - Banff Round trip for April 2016 Board meeting

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	04/06/2016	Travel-General (BOG)	3102	2100	890030	800		House - Ottawa Airport (Roundtrip Transfer, Rozon Travel)	\$ 150.00		\$ 150.00
2	04/06/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare (Ottawa - Calgary, Round trip, Air Canada)	\$ 592.20	\$ 24.20	\$ 621.81
3	04/06/2016	Travel-General (BOG)	3102	2100	890030	800		Travel from Calgary Airport (Banff Airporter)	\$ 60.50	\$ 3.03	\$ 63.53
4	04/06/2016	Travel-Meals	3106	2100	890030	800		Meal (Balkan Restaurant)	\$ 57.30	\$	\$ 59.78
5	04/07/2016	Travel-Meals	3106	2100	890030	800		Meal (Maclab Bistro)	\$ 16.32	\$	\$ 17.03
6	04/08/2016	Travel-General (BOG)	3102	2100	890030	800		Baggage Fee (from Calgary to Ottawa)	\$ 26.90	\$ 1.25	\$ 28.25
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>940.40</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		835.11	28.48	863.59	
3105	Travel-Accommodation	890030	2100	800		-	-	-	
3106	Travel-Meals	890030	2100	800		-	-	76.81	
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>940.40</b>

Travel Advance	B		
Balance Due to Claimant	A-B	\$	940.40

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.



COMPLETED APR 30 2016

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)	[REDACTED]	
Requestor Dept (if RTR)	President's Office	
Prepared by (if not claimant)	[REDACTED]	