

**EXPENSE CLAIM FORM - President, VP, Board**

DATE July 25, 2017

VENDOR/STAFF# (as applicable) VP-0023

NAME (Claimant/Payee)

Letha MacLachlan

Position Board of Governors

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: June 29th meeting with Edmonton Minister, Board of Governors Meetings July 2017

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	6/28/2017	Travel-Accom	3105	2100	890030	800		Edmonton hotel stay for meeting with Minister	\$ 189.95	\$ -9.50	\$ 199.45
2	6/29/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from Edmonton for meeting with Minister = 614km @ CAD \$0.455/km	\$ 266.07	\$ 13.30	\$ 279.37
3	7/23/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from Banff for Board of Governors Meetings = 266km @ CAD \$0.455/km	\$ 115.27	\$ 5.76	\$ 121.03
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
<b>Total Expenses : A</b>									<u>580.74</u>	<u>19.06</u>	<b>599.85</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		381.34	19.06	400.40
3105	Travel-Accommodation	890030	2100	800		189.95	9.50	199.45
3106	Travel-Meals	890030	2100	800		-	-	-
3107	Travel-Incidentals	890030	2100	800		-	-	-
3810	Hosting	890030	2100	800		-	-	-
3811	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>						<u>580.74</u>	<u>19.06</u>	<b>599.85</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 599.85

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)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)			
Requestor Dept (if RTR)		President's office	
Prepared by (if not claimant)			

ENTERED JUL 31 2017

2017