

EXPENSE CLAIM FORM - President, VP, Board

DATE May 10, 2017

VENDOR/STAFF# (as applicable) VP-0019

NAME (Claimant/Payee) Gay Mitchell

Position Board of Governors

Permanent Mailing Address: [Redacted]

Itinerary and Purpose of Travel/Expense: Board of Governors Meetings - April 2017

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	3/31/2017	Travel-General (BOG)	3102	2100	890030	800		flight from Toronto to Calgary	\$ 1,467.85	\$ 67.96	\$ 1,535.81
2	4/8/2017	Travel-General (BOG)	3102	2100	890030	800		flight from Calgary to Toronto	\$ 1,485.12	\$ 74.26	\$ 1,559.38
3		Travel-General (BOG)	3102	2100	890030	800					\$ -
Total Expenses : A											3,095.19

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		2,952.97	142.22	3,095.19
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		-	-	-
Total						2,952.97	142.22	3,095.19

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 3,095.19

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.



2017
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Return to Requestor (RTR)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	President's office		
Prepared by (if not claimant)	[Redacted]		

RECEIVED

JUN 20 2017

FINANCIAL SERVICES

ENTERED JUN 21 2017