

FEB 16 2016

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

DATE February 9, 2016

VENDOR/STAFF#  
(as applicable)

VP-0018

NAME  
(Claimant/Payee)

Judith LaRocque

Position Board of Governors

Permanent Mailing Address



LAST

Itinerary and Purpose of Travel/Expense: Ottawa - Banff Round trip for October 2015 Board meeting

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		House - Ottawa Airport (Roundtrip Transfer, Rozon Travel)	\$ 150.00		\$ 150.00
2	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare (Ottawa - Calgary, Round trip, Air Canada)	\$ 722.26	\$ 36.11	\$ 758.37
3	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		Travel from Calgary Airport (Banff Airporter)	\$ 60.50	\$ 3.03	\$ 63.53
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
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>971.90</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		932.76	39.14	971.90
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		-	-	-
<b>Total</b>								<b>971.90</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 971.90

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)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		
Prepared by (if not claimant)		