

EXPENSE CLAIM FORM - President, VP, Board

DATE May 16, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Andy Kenins

Position **Board of Governors**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto - 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	06/04/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare (Toronto - Calgary, round trip)			\$ 954.99
2	06/04/2016	Travel-General (BOG)	3102	2100	890030	800		Travel to Toronto Airport - return			\$ 140.00
3	06/04/2016	Travel-General (BOG)	3102	2100	890030	800		Travel from Airport to Banff			\$ 63.53
5			#N/A	2100				personal charges upon check-out charged to BOG account			\$ (378.02)
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											780.50

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		-	-	-
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								-

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 780.50

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)		President's Office	
Prepared by (if not claimant)			