

## EXPENSE CLAIM FORM - President, VP, Board

DATE May 16, 2016

VENDOR/STAFF#  
(as applicable) \_\_\_\_\_

NAME  
(Claimant/Payee)

**Evaleen Jaeger Roy**

Position **Board of Governors**

FIRST MIDDLE LAST

Permanent Mailing Address: \_\_\_\_\_

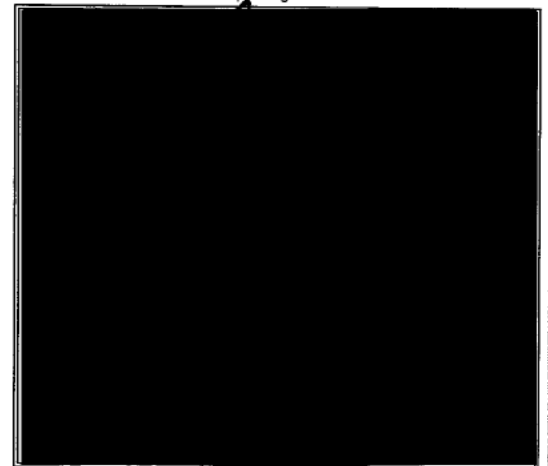
Itinerary and Purpose of Travel/Expense: Vancouver - Banff Round trip for April 2016 Board meeting

Rcpt 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		Taxi to the airport	\$ 62.86	\$ 3.14	\$ 66.00
2	06/04/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare (Vancouver to Calgary, Roundtrip)	\$ 509.96	\$ 25.50	\$ 535.46
3	06/04/2016	Travel-General (BOG)	3102	2100	890030	800		Airporter (from Calgary airport to Banff)	\$ 60.50	\$ 3.03	\$ 63.53
4	06/04/2016	Travel-Meals	3106	2100	890030	800		Meal (Balkan)	\$ 59.50	\$ 2.58	\$ 62.08
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>727.07</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		633.32	31.67	664.99
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		59.50	2.58	62.08
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>727.07</b>

Travel Advances	B	
Balance Due to Claimant	A-B	<b>\$ 727.07</b>

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)	_____	