

EXPENSE CLAIM FORM - President, VP, Board

DATE October 26, 2017

VENDOR/STAFF# (as applicable) VP-0022

NAME (Claimant/Payee) John Snow

Position Board of Governors

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: LG Awards, Illuminations, and Right Relations

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	9/23/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from the LG awards = 238km at \$0.455/km	\$ 103.13	\$ 5.16	\$ 108.29
2	10/6/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from Illuminations = 238km at \$0.455/km .45	<del>\$ 103.13</del> 102.60	<del>\$ 5.16</del> 5.10	<del>\$ 108.29</del> 107.10
3	10/25/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from Right Relations = 238km at \$0.455/km .45	\$ 103.13	\$ 5.16	\$ 108.29
4			#N/A	2100							\$
<b>Total Expenses : A</b>									<b>309.39</b>	<b>15.48</b>	<b>324.87</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		309.39	15.48	324.87
3105	Travel-Accommodation	890030	2100	800		309.13	15.36	
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>309.39</b>	<b>15.48</b>	<b>324.87</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 322.49 / 324.87

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)		

ENTERED OCT 31 2017

NOV 17 2017

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

DATE November 6, 2017

VENDOR/STAFF# (as applicable) VP-0022

NAME John Snow  
(Claimant/Payee)  
FIRST MIDDLE LAST

Position Board of Governors

Permanent Mailing Address [REDACTED]

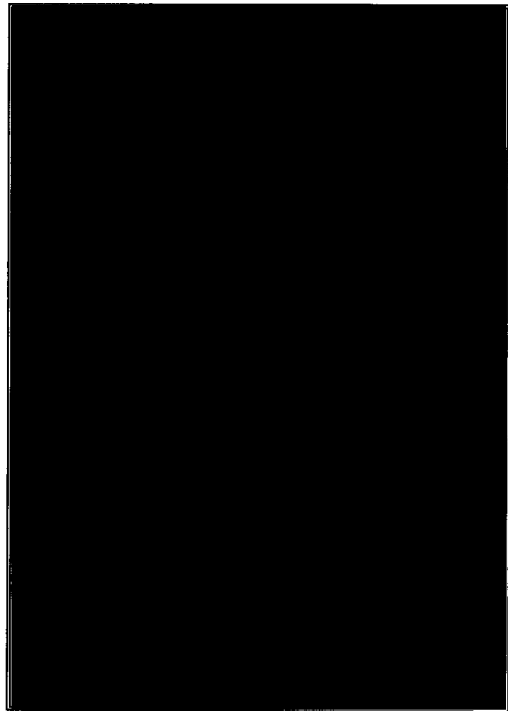
Itinerary and Purpose of Travel/Expense: BoG Meetings November 2017

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	11/1/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from the BoG Meetings = 238km at \$0.45/km	\$ 102.00	\$ 5.10	\$ 107.10
2	11/1/2017	Travel-Meals	3106	2100	890030	800		meal en route to the BoG Meetings	\$ 11.69	\$ 0.58	\$ 12.27
3			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>119.37</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		102.00	5.10	107.10
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		11.69	0.58	12.27
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>113.69</b>	<b>5.68</b>	<b>119.37</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 119.37

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.



ENTERED NOV 21 2017

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