

JUN - 1 2018

EXPENSE CLAIM FORM - President, VP, Board

DATE February 26, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

John Snow

Position Board of Governors

Permanent Mailing Address:



Itinerary and Purpose of Travel/Expense: BoG Meetings February 2018

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	10/2/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from Banff Centre for United Church meetings = 236km at \$0.46/km	\$ 103.39	\$ 5.17	\$ 108.56
2	10/2/2017	Travel-Meals	3106	2100	890030	800		United Church dinner	\$ 20.50	\$ 1.03	\$ 21.53
3	12/2/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from Kahanoff Centre for Indigenous Relations training = 12km at \$0.46/km	\$ 5.26	\$ 0.26	\$ 5.52
4	12/2/2017	Travel-Meals	3106	2100	890030	800		Indigenous Relations dinner	\$ 25.42	\$ 1.15	\$ 26.57
5	14/2/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from the BoG Meetings = 236km at \$0.46/km	\$ 103.39	\$ 5.17	\$ 108.56
6	14/2/2017	Travel-Meals	3106	2100	890030	800		lunch en route to BoG Meetings	\$ 13.05	\$ 0.65	\$ 13.70
7	14/2/2017	Travel-Meals	3106	2100	890030	800		breakfast en route to BoG Meetings	\$ 10.20	\$ 0.51	\$ 10.71
8	15/2/2017	Travel-Meals	3106	2100	890030	800		BoG dinner	\$ 26.00	\$ 1.30	\$ 27.30
9	16/2/2017	Travel-Meals	3106	2100	890030	800		BoG dinner	\$ 22.75	\$ 1.04	\$ 23.79
10			#N/A	2100							\$ -
Total Expenses : A											356.84



311.74

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		212.04	10.60	222.64
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		127.92	6.28	134.20
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						339.96	16.88	356.84

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 356.84

311.74

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 MAY 31 2018

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