

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

DATE November 3, 2015

ENDOR/STAFF#
(as applicable)

VE-0344
30530

NAME
(Claimant/Payee)

Luke Sunderland

Position

VP COO

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	09/28/2015	Other1	3740	2100	854020		800	Club Rewards Fee	\$ 85.00		\$ 85.00
2			#N/A	2100							
3a			#N/A	2100							
3b			#N/A	2100							
4			#N/A	2100							
5			#N/A	2100							
6			#N/A	2100							
7			#N/A	2100							
8			#N/A	2100							
			#N/A	2100							
Total Expenses : A									\$ 85.00	\$ -	\$ 85.00

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	854020	2100		800	-	-	-
3102	Travel-General (BOG)	854020	2100		800	-	-	-
3105	Travel-Accommodation	854020	2100		800	-	-	-
3106	Travel-Meals	854020	2100		800	-	-	-
3107	Travel-Incidentals	854020	2100		800	-	-	-
3610	Hosting	854020	2100		800	-	-	-
3611	Hosting (Alcohol)	854020	2100		800	-	-	-
6132	Travel Advance	854020	2100		800	-	-	-
3740	Other1	854020	2100		800	85.00	-	85.00
	Other2	854020	2100		800	-	-	-
	Other3	854020	2100		800	-	-	-
Total								85.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 85.00

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or

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

EXPENSE CLAIM FORM - President, VP, Board

DATE October 1, 2015

DINERS CLUB

VENDOR/STAFF#
(as applicable)

30530

NAME
(Claimant/Payee)

Luke Sunderland

Position

VP COO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	09/14/2015	Travel-General (Pres,VP)	3101	2100	797999		800	Custom Travel Service Fee	\$ 36.75		\$ 36.75
2	09/14/2015	Travel-General (Pres,VP)	3101	2100	797999		800	Air fair (Round trip YYC-JFK)	\$ 599.32	\$ 22.94	\$ 625.11
3a	09/15/2015	Travel-General (Pres,VP)	3101	2100	797999		800	Banff Airporter	\$ 113.48		\$ 113.48
3b	09/19/2015	Travel-General (Pres,VP)	3101	2100	797999		800	Banff Airporter	\$ (113.48)		\$ (113.48)
4	09/22/2015	Travel-General (Pres,VP)	3101	2100	797999		800	Taxi from JFK to hotel (US\$63.34)	\$ 86.56		\$ 86.56
5	09/22/2015	Travel-Accomm.	3105	2100	797999		800	Ace Hotel New York (check in Sept 22 / check out 9/24)	\$ 1,457.18		\$ 1,457.18
6	09/23/2015	Travel-Meals	3106	2100	797999		800	Starbucks #07420, New York (US\$10.62)	\$ 14.51		\$ 14.51
7	09/24/2015	Travel-General (Pres,VP)	3101	2100	797999		800	Taxi to JFK (US\$70.01)	\$ 95.82		\$ 95.82
8	09/25/2015	Travel-Meals	3106	2100	797999		800	Starbucks #07282, New York (US\$6.86)	\$ 9.38		\$ 9.38
9	09/25/2015	Travel-Incidentals	3107	2100	797999		800	Parking at YYC (Calgary Airport Authority)	\$ 83.86	\$ 4.19	\$ 88.05
Total Expenses : A									\$ 2,383.38	\$ 27.13	2,413.36

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	797999	2100		800	818.45	22.94	844.24
3102	Travel-General (BOG)	797999	2100		800	-	-	-
3105	Travel-Accommodation	797999	2100		800	1,457.18	-	1,457.18
3106	Travel-Meals	797999	2100		800	23.89	-	23.89
3107	Travel-Incidentals	797999	2100		800	83.86	4.19	88.05
3610	Hosting	797999	2100		800	-	-	-
3611	Hosting (Alcohol)	797999	2100		800	-	-	-
6132	Travel Advance	797999	2100		800	-	-	-
	Other1	797999	2100		800	-	-	-
	Other2	797999	2100		800	-	-	-
	Other3	797999	2100		800	-	-	-
Total								2,413.36

Travel Advance	B		
Balance Due to Claimant	A-B	\$	2,413.36

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash portion of this claim.

2 2015

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

2015