

FEB - 9 2018

EXPENSE CLAIM FORM - President, VP, Board

DATE February 9, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Michael Code

Position VP, Operations

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: IACC conference (Philadelphia, April 13 - 18, 2018)

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/29/2018	Travel-General (Pres,VP)	3101	2100	790910	790		Air Ticket from Calgary to Philadelphia (April 13)	\$ 258.72		\$ 258.72
2	01/29/2018	Travel-General (Pres,VP)	3101	2100	790910	790		Air Ticket from Philadelphia to Calgary (April 18)	\$ 347.01		\$ 347.01
3		Travel-Accomm.	3105	2100	790910						\$ -
4			#N/A	2100	790910						\$ -
5			#N/A	2100	790910						\$ -
6			#N/A	2100	790910						\$ -
7			#N/A	2100	790910						\$ -
8			#N/A	2100	790910						\$ -
9			#N/A	2100	790910						\$ -
10			#N/A	2100	790910						\$ -
11			#N/A	2100	790910						\$ -
12			#N/A	2100	790910						\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											605.73

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	790910	2100	790		605.73	-	605.73
3102	Travel-General (BOG)	790910	2100	790		-	-	-
3105	Travel-Accommodation	790910	2100	790		-	-	-
3106	Travel-Meals	790910	2100	790		-	-	-
3107	Travel-Incidentals	790910	2100	790		-	-	-
3610	Hosting	790910	2100	790		-	-	-
3611	Hosting (Alcohol)	790910	2100	790		-	-	-
6132	Travel Advance	790910	2100	790		-	-	-
	Other1	790910	2100	790		-	-	-
	Other2	790910	2100	790		-	-	-
	Other3	790910	2100	790		-	-	-
Total						605.73	-	605.73

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 605.73

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 FEB 14 2018

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