

SEP 28 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE September 21, 2015

VENDOR/STAFF# (as applicable) VP-0006

NAME (Claimant/Payee) Susan Peterson

Position _____

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Travel to Calgary to attend the July BOG meeting (July 22 - 26)

Row no	Date	Expense Type	GL Code	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	07/22/2015	Travel-General (Pres,VP)	3101	890030	800		Air travel (Ottawa - Calgary, roundtrip)	\$ 1,887.10		\$1,887.10
2	07/22/2015	Travel-General (BOG)	3102	890030	800		Meal (Catch Restaurant and Oyster Bar)	\$ 35.50		\$ 35.50
3	07/22/2015	Travel-General (BOG)	3102	890030	800		Taxi to Ottawa airport (BlueLine)	\$ 47.00		\$ 47.00
4	07/22/2015	Travel-General (BOG)	3102	890030	800		Taxi from Calgary airport to hotel (Allied Black Limo and taxi)	\$ 47.00		\$ 47.00
5	07/27/2015	Travel-General (BOG)	3102	890080	800		Taxi from Ottawa airport to home	\$ 42.60		\$ 42.60
6	07/22/2015	Travel-Accomm.	3105	890030	800		Overnight stay at Hotel le Germain Calgary	\$ 432.87	\$ 20.81	\$ 453.68
7	07/23/2015	Travel-Meals	3106	890030	800		Breakfast	\$ 3.00		\$ 3.00
8		#N/A	3100							\$ -
9		#N/A	3100							\$ -
10		#N/A	3100							\$ -
11		#N/A	3100							\$ -
ENTERED SEP 30 2015										
2495.01 / 20.81										
Total Expenses										2,315.89

GL Code Summary								
GL Code	Expense Type	Cost Centre	Activity Type	Activity Code	Net Amount	GST	Total	
3101	Travel-General (Pres,VP)	890030	2100	800	1,887.10	-	1,887.10	
3102	Travel-General (BOG)	890030	2100	800	172.10	-	172.10	
3105	Travel-Accommodation	890030	2100	800	432.87	20.81	453.68	
3106	Travel-Meals	890030	2100	800	3.00	-	3.00	
3107	Travel-Incidentals	890030	2100	800	-	-	-	
3610	Hosting	890030	2100	800	-	-	-	
8611	Hosting (Alcohol)	890030	2100	800	-	-	-	
8132	Travel Advance	890030	2100	800	-	-	-	
	Other1	890030	2100	800	-	-	-	
	Other2	890030	2100	800	-	-	-	
	Other3	890030	2100	800	-	-	-	
2495.01 / 20.81								

Travel Advance	5	
Balance Due to Claimant	20.81	

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