

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE January 25, 2019

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Valerie Kapay

DINERS

DEPT VP, HR

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: WXN Event (Jan 24 2019, Calgary)

Rept no.	Date	GL Aect	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	01/24/19	3101	2100	853020	800				TGE	Parking 26	\$ 27.30	1.30	\$ 27.30
2	01/24/19	3106	2100	853020	800				TGE	Meal (Opal Souvaki, Val Kapay and [REDACTED])	\$ 15.87	\$ 0.79	\$ 16.66
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
Total Expenses : A											43.17	0.79	\$ 43.96

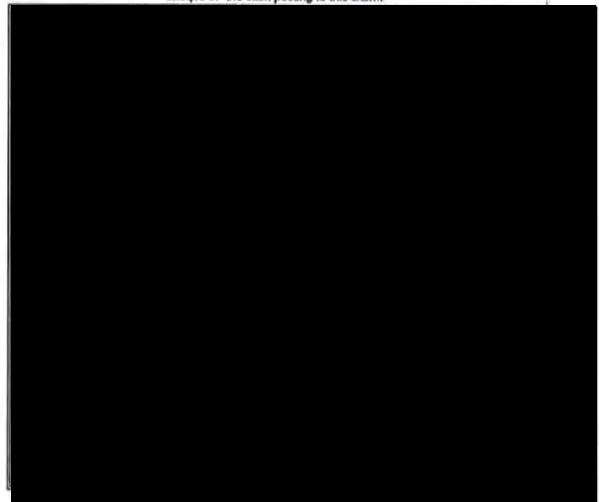
GL Codes Summary (please summarize by unique GL string) -
 DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	853020	800				15.87	0.79	\$ 16.66
3101	2100	853020	800				27.30		\$ 27.30
Total							\$ 43.17	\$ 0.79	\$ 43.96

Subtract Advance (if applicable)	B	0
Balance Due to Claimant	A-B	\$ 43.96

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)	[REDACTED]	Mail to Claimant	
Requestor Name (if RTR)	[REDACTED]		
Requestor Dept (if RTR)	VP, Human Resources		
Prepared by (if not Claimant)	[REDACTED]		



Transaction Search - Company

BMO, Statement Period 02/13/2019 to 03/12/2019

Company Unit - T&E EXEC

Mapped Cards

Valerie Kapay

Posting Date	Tran Date	Account	Supplier	Amount	Purchase Description & Business Rationale
03/06/2019	03/06/2019	XXXX-XXXX-XXXX-5718	Miscellaneous Fee - Fee For Couriered Card Of Feb 13 2019	25	Card Fee
			Debit Total CAD	25	
			Credit Total CAD	0	
			Total CAD	25	