EXPENSE CLAIM FORM - President, VP, Board

DATE August 17, 2023

VENDOR/STAFF# (as applicable) [redacted]

NAME (Claimant/Payee) Chris Lorway (FIRST / MIDDLE / LAST)

Position President and CEO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: ~~Edmonton Meetings~~ Charlottetown PEI for meeting

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	2023-08-02	Travel-General (Pres,VP)	[redacted]					Mileage to from Halifax to Charlottetown - 650 km at $.52	$ 338.00		$ 338.00
2	2023-08-02	Travel-Accomm.	[redacted]					Brighthouse - AirBnB Charlottetown	$ 372.67	$ 16.49	$ 389.16
3											
4											$ -
5											$ -
6											$ -
7											$ -
8								[redacted]			$ -
9											$ -
10											$ -
11											$ -
12	[redacted]										$ -
13											$ -
14											$ -
15											$ -
								Total Expenses : A			727.16

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	[redacted]				710.67	16.49	727.16
3102	Travel-General (BOG)					-	-	-
3105	Travel-Accommodation					-	-	-
3106	Travel-Meals					-	-	-
3107	Travel-Incidentals					-	-	-
3610	Hosting					-	-	-
3611	Hosting (Alcohol)					-	-	-
6132	Travel Advance					-	-	-
	Other1					-	-	-
	Other2					-	-	-
	Other3					-	-	-
					Total	710.67	16.49	727.16

Travel Advance	B	
Balance Due to Claimant	A-B	$ 727.16

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)			

[redacted]