

CLAIM FORM

VE-0344

DEPARTMENTAL TRAVEL AND ENTERTAINMENT

DATE April 8, 2013

EMPLOYEE# 30530

NAME Luke Sunderland

DEPT Business Development

FIRST MIDDLE LAST

Mailing Address : Banff AB

Itinerary and Purpose of Travel : Office Supplies

Please leave the colored cells for Financial Services

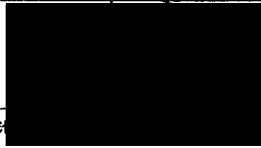


Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	Mar 29/13	3451	2100	797999	790				iPhone case	\$ 79.99	\$ 4.00	\$ 83.99
2			2100									\$ -
3			2100									\$ -
4			2100									\$ -
5			2100									\$ -
6			2100									\$ -
7			2100									\$ -
8			2100									\$ -
9			2100									\$ -
10			2100									\$ -
11			2100									\$ -
12			2100									\$ -
13			2100									\$ -
14			2100									\$ -
15			2100									\$ -
16			2100									\$ -
17			2100									\$ -
18			2100									\$ -
19			2100									\$ -
20			2100									\$ -
Total Expenses : A										\$ 79.99	\$ 4.00	\$ 83.99

ENTERED APR 10 2013

GL Codes Summary									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3451	2100	797999	790				79.99	4.00	83.99
									-
									-
									-
									-
									-
									-
									-
									-
Total							79.99	4.00	83.99

Travel Advances	B	
Balance Due to Claimant / Centre	A-B	\$ 83.99

If Travel Advance exceeds expenses and the Center is to be reimbursed, please attach top copy of cheque or the CPA(Cash Posting Advance) to this claim.

 Date April 8/13
 Claimant's Supervisor Date April 2013
 Financial Services Date _____

Return to Requestor	Mail to Claimant
Department	
Cost Centre Code	
Prepared By	

----- TEAR HERE -----



THE SOURCE
CASCADE CENTRE - 05-5857
#C10 - 317 BANFF AVE
BANFF, AB 403-760-7627

CUSTOMER COPY

=====
Mar 29/2013 1:34pm Inv#: 5857220145
By: [REDACTED] Terminal ID: 002
=====

800-7239 LP IPH5 CASE BL 79.99 G
----- SUBTOTAL ----- 79.99
GST/HST 5.000% 4.00
----- TOTAL ----- 83.99
P/L code: 57482
VISA 83.99

GST/HST# R822968293

TRANSACTION RECORD

Card Number [REDACTED]
Card Entry : C
Account : VISA
VISA CREDIT
A000000003101001
0000008000
Trans Type : PURCHASE
Amount : \$83.99

Auth # : 033325
Reference # : 0019110110
Terminal # : 66170642
Date : 29 MAR 2013
Time : 13:34:43

01 APPROVED - THANK YOU 027

Cardholder will pay issuer
above amount pursuant to
cardholder agreement

IMPORTANT - retain this copy
for your records