

Chq Date: 19/08/01

JUL 25 2019

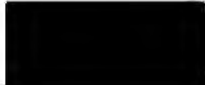
**EXPENSE CLAIM FORM**

**VICE PRESIDENT**

(All expenses)

DATE July 24, 2019

VENDOR/STAFF#  
(as applicable)



NAME  
(Claimant/Payee)

Bruce Byford

DEPT VP, ADM & CFO

Permanent Mailing Address:

FIRST: MIDDLE: LAST:

Itinerary and business rationale for expense: CAUBO annual conference (Halifax, June 9 - 12, 2019), UAPP Board meeting (Edmonton, June 27, 2019)

Rept no.	Date	GL Acct	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	06/07/19	3106	2100	890050	800				TGE	Coffee (Starbucks at Calgary Airport)	\$ 3.20	\$ 0.16	\$ 3.36
2	06/07/19	3106	2100	890050	800				TGE	Onboard Meal - Lunch (WestJet SW 226), no receipt was produced	\$ 10.00	\$ -	\$ 10.00
3	06/09/19	3106	2100	890050	800				TGE	Dinner (Antoja Tacos and Tequila, Halifax)	\$ 31.26	\$ 1.18	\$ 32.44
4	06/09/19	3105	2100	890050	800				TGE	Accommodation (Halifax Cambridge Suites Hotel, June 9 - 12, 2019)	\$ 608.21	\$ 27.08	\$ 635.29
5	06/09/19	3106	2100	890050	800				TGE	Snack (Halifax Cambridge Suites Hotel)	\$ 5.13	\$ 0.05	\$ 5.18
6	06/18/19	3106	2100	890050	800				TGE	Lunch (Chopped Leaf, Calgary)	\$ 14.25	\$ 0.71	\$ 14.96
7	06/18/19	3101	2100	890050	800				TGE	Banff Airporter (one way from YYC to Banff, in lieu of mileage/parking reimbursement - see attached)	\$ 66.39	\$ 3.32	\$ 69.71
8	06/27/19	3101	2100	890050	800				TGE	One way airfare from Calgary to Edmonton, WestJet (WS 3395)	\$ 309.12	\$ 15.46	\$ 324.58
9	06/27/19	3101	2100	890050	800				TGE	One way airfare from Edmonton to Calgary (In lieu of YEG to YVR - see attached)	\$ 309.12	\$ 15.46	\$ 324.58
10	06/27/19	3106	2100	890050	800				TGE	Breakfast (Starbucks at Calgary airport)	\$ 9.99	\$ 0.50	\$ 10.49
11			2100							Please note: All expenses related to UAPP meeting will be reimbursed by UAPP. Bruce travelled from YEG to YVR after the meeting in Edmonton (see attached AC confirmation), but only claiming for the amount if flying directly to YYC, plus Banff Airporter.			\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
<b>ENTERED JUL 31 2019</b>													
<b>Total Expenses : A</b>											<b>1,366.67</b>	<b>63.92</b>	<b>\$ 1,430.59</b>

1,369.27 61.32

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	890050	800				58.58	1.89	\$ 61.47
3106	2100	890050	800	(blank)			14.25	0.71	\$ 14.96
3105	2100	890050	800				608.21	27.08	\$ 635.29
3101	2100	890050	800				684.63	34.24	\$ 718.87
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$1,366.67</b>	<b>\$ 63.92</b>	<b>\$ 1,430.59</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,430.59

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