

**EXPENSE CLAIM FORM - President, VP, Board**

DATE November 23, 2020

EXPNOV23/20

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Bruce Byford

Position

VP, Administration and CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

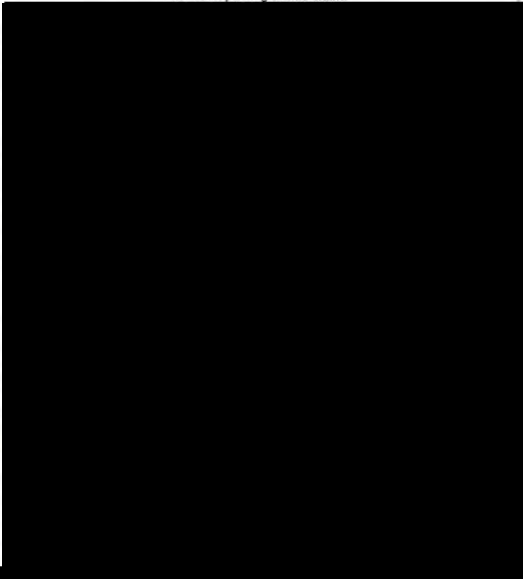
Itinerary and Purpose of Travel/Expense: Computer screen damage/utilities/Professional Dues

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	4/19/2020	Travel-General (Pres,VP)	3101	2100	890050	800		Replacement for computer screen damaged during transport to Osoyoos. Computer used 100% for work	\$ 151.20 144.45	6.75	\$ 151.20
2	4/23/2019	Travel-General (Pres,VP)	3101	2100	890050	800		Epcor Utility Bill for 103 St. Julien Way	\$ 113.07 107.69	5.38	\$ 113.07
3	5/23/2019	Travel-General (Pres,VP)	3101	2100	890050	800		Epcor Utility Bill for 103 St. Julien Way	\$ 15.33 14.60	0.73	\$ 15.33
4	4/22/2019	Travel-General (Pres,VP)	3101	2100	890050	800		Direct Energy statement for 105 St. Julien Way	\$ 137.08 130.55	6.53	\$ 137.08
5	6/24/2020	Travel-General (Pres,VP)	3101	2100	890050	800		Professional Dues: CPA Alberta	\$ 1,140.30 1086.00	54.3	\$ 1,140.30
6	4/12/2020	Travel-General (Pres,VP)	3101	2100	890050	800		Professional Dues:CPA Ontario	\$ 304.50 290.00	14.50	\$ 304.50
7				2100							\$ -
8				2100							\$ -
9				2100							\$ -
10				2100							\$ -
11				2100							\$ -
12				2100							\$ -
13				2100							\$ -
14				2100							\$ -
15				2100					1773.29	88.19	\$ -
<b>Total Expenses : A</b>											<b>1,861.48</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		1,861.48	-	1,861.48
3102	Travel-General (BOG)	890050	2100	800		1773.29	88.19	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3106	Travel-Meals	890050	2100	800		-	-	-
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
<b>Total</b>						<b>1,861.48</b>	<b>-</b>	<b>1,861.48</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,861.48

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)	

