

EXPENSE CLAIM FORM - President, VP, Board

DATE November 3, 2014

VENDOR/STAFF#
(as applicable) VP-0008

NAME
(Claimant/Payee) JOAN D FORGE

JOAN D FORGE

Position BOARD MEMBER

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: OCTOBER 30, 31, 2014 - BOARD OF GOVENORS MEETING, CALGARY

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1		Travel-General (Pres,VP)	3101	2100									\$ -
2	10/30/2014	Travel-General (BOG)	3102	2100	890030	800				AIRFARE FROM EDMONDON	\$ 213.28		\$ 213.28
3			#N/A	2100									\$ -
4			#N/A	2100									\$ -
5			#N/A	2100									\$ -
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A													213.28

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100					-	-	-
3102	Travel-General (BOG)		2100				203.12	213.28	10.16	213.28
3105	Travel-Accommodation		2100					-	-	-
3106	Travel-Meals		2100					-	-	-
3107	Travel-Incidentals		2100					-	-	-
3610	Hosting		2100					-	-	-
3811	Hosting (Alcohol)		2100					-	-	-
6132	Travel Advance		2100					-	-	-
	Other1		2100					-	-	-
	Other2		2100					-	-	-
	Other3		2100					-	-	-
Total										213.28

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 213.28

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or receipt to this claim.

ENTERED NOV 12 2014

Nov 3, 2014

Date _____

Date _____

Date _____

Date _____

12 2014

Financial Services Date _____

Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)	EXECUTIVE OFFICES		
Prepared by (if not claimant)			

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8147 ¹	Edmonton, Edmonton Int'l (YEG) Tue 28-Oct 2014 14:00	Calgary (YYC) Tue 28-Oct 2014 14:50	0	0hr50	DH4	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Joan D Forge : Adult (16+), Ticket Number: 0142140643758			
Air Canada - Aeroplan :	[Redacted]	Meal Preference :	None
Payment Card:	[Redacted]	Special Needs:	None
Seat Selection:	AC8147 9D		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	154.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.16
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	213.28
Number of passengers	x 1
Total airfare, taxes and options	213.28
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$213.28

Payment Information

[Redacted] Amount paid: **\$213.28**
 The following charges (tax inclusive) will appear on your credit or debit card statement:
 Air Canada: \$213.28 (Airfare - per ticket)