

APR - 8 2019

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE April 4, 2019

VENDOR/STAFF#
 (as applicable)



NAME
 (Claimant/Payee)

Valerie Kapay

DEPT VP, HR

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: HRAUWC - Dinner & Presentation on Uniform (April 2 - 3 2019, Edmonton)

Ropt 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	04/03/19	3106	2100	853020	800				TGE	Per Diem - Dinner	\$ 24.00		\$ 24.00
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										\$ -
ENTERED APR - 9 2019													
Total Expenses : A											24.00	-	\$ 24.00

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	853020	800				24.00		\$ 24.00
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 24.00	\$ -	\$ 24.00

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 24.00

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)		



Transaction Search - Company

BMO, 04/01/2019 to 06/30/2019

Company Unit - T&E EXEC

Valerie Kapay, VP Human Resources

Posting Date	Supplier	Amount
04/04/19	Campus Tower Suite Hot Travel-Banff Centre Employees	198.51
04/12/19	Chili S Grill & Bar Travel-Banff Centre Employees	43.47
	Debit Total CAD	241.98
	Credit Total CAD	-
	Total CAD	241.98