

EXPENSE CLAIM FORM - President, VP, Board

DATE April 24, 2017

VENDOR/STAFF# (as applicable) VP-0022

NAME (Claimant/Payee) John Snow

Position Board of Governors

Permanent Mailing Address: [Redacted]

Itinerary and Purpose of Travel/Expense: March meeting with the Advanced Education Minister in Edmonton (to further relations, convey priorities, discuss key topics of interest and adult learning opportunities); Board of Governors Meetings in April

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	3/20/2017	Travel-Meals	3106	2100	890030	800		meal before Edmonton meeting	\$ 28.68	\$ 1.30	\$ 29.98
2	3/21/2017	Travel-General (BOG)	3102	2100	890030	800		parking for Edmonton meeting	\$ 26.67	\$ 1.33	\$ 28.00
3	3/21/2017	Travel-General (BOG)	3102	2100	890030	800		return trip mileage for Edmonton meeting, Calgary to Edmonton, 640km at \$0.45/km = \$267.00	\$ 274.29	\$ 13.71	\$ 288.00
4	3/21/2017	Travel-Accomm.	3105	2100	890030	800		hotel stay for Edmonton meeting	\$ 151.67	\$ 7.98	\$ 159.65
5	4/9/2017	Travel-General (BOG)	3102	2100	890030	800		return trip mileage for BoG meeting, Calgary to Banff, 238km at \$0.45/km = \$113.92	\$ 102.00	\$ 5.10	\$ 107.10
6			#N/A	2100							\$ -
Total Expenses : A											612.73

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890030	2100	800		-	-	-
3102	Travel-General (BOG)	890030	2100	800		402.96	20.14	423.10
3105	Travel-Accommodation	890030	2100	800		151.67	7.98	159.65
3106	Travel-Meals	890030	2100	800		28.68	1.30	29.98
3107	Travel-Incidentals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total						583.31	29.42	612.73

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 612.73

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.



RECEIVED

MAY 15 2017

FINANCIAL SERVICES

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		President's office
Prepared by (if not claimant)		

ENTERED MAY 16 2017