

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

DATE August 10, 2017

VENDOR/STAFF# (as applicable) VP-0022

NAME John Snow  
(Claimant/Payee)

Position Board of Governors

Permanent Mailing Address: [Redacted]

Itinerary and Purpose of Travel/Expense: Board of Governors Meetings in July

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	7/19/2017	Travel Meals	3106	2100	890030	800		meal while traveling to Banff Centre for meetings	\$ 21.00	\$ -	\$ 21.00
2	7/20/2017	Travel Meals	3106	2100	890030	800		coffee while waiting for start of meetings	\$ 6.50	\$ 0.33	\$ 6.83
3	7/21/2017	Travel General (BOG)	3102	2100	890030	800		return trip mileage for BoG Meetings, Calgary to Banff, 238km at \$0.455/km	\$ 103.13	\$ 5.16	\$ 108.29
4			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>136.12</b>

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		103.13	5.16	108.29
3105	Travel Accommodation	890030	2100	800		-	-	-
3106	Travel Meals	890030	2100	800		27.50	0.33	27.83
3107	Travel Incidental	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Accom)	890030	2100	800		-	-	-
8132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
<b>Total</b>						<b>130.63</b>	<b>5.49</b>	<b>136.12</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 136.12

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)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	President's office		
Prepared by (if not claimant)	[Redacted]		

ENTERED AUG 23 2017