

RECEIVED

EXPENSE CLAIM FORM - President, VP, Board

DATE May 23, 2017

MAY 23 2017

VENDOR/STAFF# (as applicable) VP-0018

NAME (Claimant/Payee) Judith LaRocque

Position Board of Governors

Permanent Mailing Address: [Redacted]

FINANCIAL SERVICES

Itinerary and Purpose of Travel/Expense: Board of Governors Meetings - April 2017

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	4/5/2017	Travel-General (BOG)	3102	2100	890030	800		round trip transfer from Hawkesbury to Montreal airport	\$ 150.00	\$ -	\$ 150.00
2	3/16/2017	Travel-General (BOG)	3102	2100	890030	800		round trip economy airfare Montreal-Calgary	\$ 461.74	\$ 23.89	\$ 484.83
3	3/16/2017	Travel-General (BOG)	3102	2100	890030	800		round trip Calgary-Banff by Banff Airporter	\$ 125.98	\$ 6.00 5.98	\$ 132.28
4	4/5/2017	Travel-General (BOG)	3102	2100	890030	800		Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
5	4/7/2017	Travel-General (BOG)	3102	2100	890030	800		Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
6	4/5/2017	Travel-Meals	3106	2100	890030	800		lunch	\$ 19.00	\$ 0.00	\$ 19.80
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							\$ -
Total Expenses : A									835.91	8.48	844.39

ENTERED JUN - 6 2017

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		316.11	8.48	-
3102	Travel-General (BOG)	890030	2100	800		792.70	34.65	824.59
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		19.00	0.00	19.80
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						835.91	8.48	844.39

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 844.39

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)		President's office
Prepared by (if not claimant)		