

VE-0234

EXPENSE CLAIM FORM - EXEC- DINERS

DATE May 2, 2017

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Valerie Kapay

Position

VP, HR

FIRST MIDDLE LAST

Permanent Mailing Address:

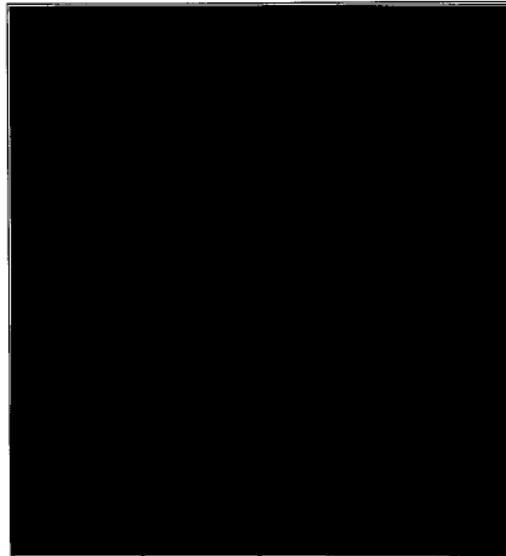
Itinerary and Purpose of Travel/Expense: GOA Negotiation Conference in Edmonton (April 11)

| Rept no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description and Reason | NET Amount | GST Amount | Total Amount |
|---------------------------|------------|----------------|---------|------|-------------|---------------|---------------|---|------------|------------|---------------|
| 1 | 04/12/2017 | Travel-Accomm. | 3105 | 2100 | 853020 | 800 | | Chateau Louis Hotel and Conference Centre (check in April 10, check out April 12) | \$ 317.00 | \$ 15.00 | \$ 332.00 |
| 2 | | | #N/A | 2100 | | | | | | | \$ - |
| 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 | | | | | | | \$ - |
| Total Expenses : A | | | | | | | | | | | 332.00 |

| GL Code Summary | | | | | | | | |
|-----------------|--------------------------|-------------|------|---------------|---------------|---------------|--------------|---------------|
| GL | Expense Type | Cost Centre | Fund | Activity Type | Activity Code | NET Amount | GST | Total Amount |
| 3101 | Travel-General (Pres VP) | 853020 | 2100 | 800 | | - | - | - |
| 3102 | Travel-General (BOG) | 853020 | 2100 | 800 | | - | - | - |
| 3105 | Travel-Accommodation | 853020 | 2100 | 800 | | 317.00 | 15.00 | 332.00 |
| 3106 | Travel-Meals | 853020 | 2100 | 800 | | - | - | - |
| 3107 | Travel-Incidentals | 853020 | 2100 | 800 | | - | - | - |
| 3610 | Hosting | 853020 | 2100 | 800 | | - | - | - |
| 3611 | Hosting (Alcohol) | 853020 | 2100 | 800 | | - | - | - |
| 6132 | Travel Advance | 853020 | 2100 | 800 | | - | - | - |
| | Other1 | 853020 | 2100 | 800 | | - | - | - |
| | Other2 | 853020 | 2100 | 800 | | - | - | - |
| | Other3 | 853020 | 2100 | 800 | | - | - | - |
| Total | | | | | | 317.00 | 15.00 | 332.00 |

| | | |
|-------------------------|-----|--|
| Travel Advance | \$ | [REDACTED] |
| Balance Due to Claimant | A-B | \$ [REDACTED] 332.00 |

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.



7
2017

| | |
|-------------------------------|------------------|
| Return to Requestor (RTR) | Mail to Claimant |
| Requestor Name (if RTR) | |
| Requestor Dept (if RTR) | |
| Prepared by (if not claimant) | |