

EXPENSE CLAIM FORM - President, VP, Board

DATE February 11 2017

VENDOR/STAFF# (as applicable) VP-0019

NAME
(Claimant/Payee) Gay Mitchell

Position Board of Governors

Permanent Mailing Address: [REDACTED]

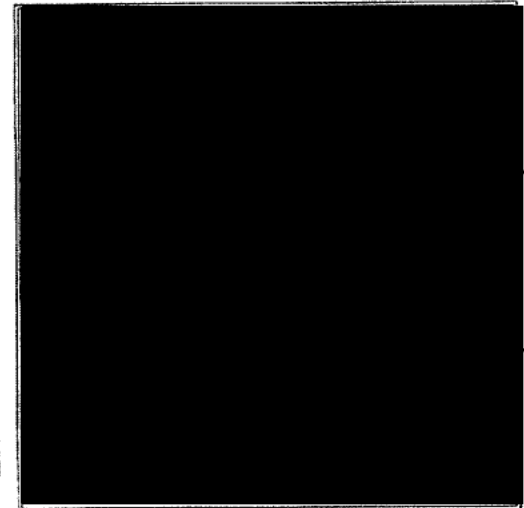
Itinerary and Purpose of Travel/Expense: Board of Governors Meetings - January 2017

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	2017-01-20	Travel-General (BOG)	3102	2100	890030	800		AC Flight TOR-CAL	\$ 696.29	\$ 12.69 ^{33.78}	\$ 709.28
2	2017-01-28	Travel-General (BOG)	3102	2100	890030	800		AC Flight CAL-TOR	\$ 1,419.21	\$ 13.12 ^{65.20}	\$ 1,432.33
3	2017-01-28	Travel-General (BOG)	3102	2100	890030	800		car rental 4 days @\$41.37/day (Jan 25-28)	\$ 157.60	\$ 7.88	\$ 165.48
4			#N/A	2100						\$ ^{106.86}	\$
Total Expenses : A									\$ 2,273.10	\$ 33.99	2,307.09

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		2,273.10	33.99	2,307.09
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		-	-	-
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								2,307.09

Travel Advance	B	
Balance Due to Claimant	A-B	\$ [REDACTED] 2,307.09

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)	[REDACTED]	
Requestor Dept (if RTR)	President's office	
Prepared by (if not claimant)	[REDACTED]	

ENTERED FEB 22 2017