

FEB - 3 2016  
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**EXPENSE CLAIM FORM - President, VP, Board**

DATE February 4, 2016

VENDOR/STAFF#  
(as applicable) VP-0017

NAME  
(Claimant/Payee) Andy Kenins

Position Board of Governors

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Toronto - Banff Round trip for January 2016 Board meeting

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare (Toronto - Calgary, round trip)	\$ 888.00	\$ 37.90	\$ 932.39
2	01/29/2016	Travel-General (BOG)	3102	2100	890030	800		Flight change to accommodate later meeting end	\$ 53.81	\$ 2.50	\$ 56.50
3	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		Banff Airporter (Calgary to Banff)	\$ 60.50	\$ 3.03	\$ 63.53
4	01/27/2016	Travel-General (BOG)	3102	2100	890030	800		Travel to Toronto Airport	\$ 67.14	\$ 2.86	\$ 70.00
5	01/29/2016	Travel-General (BOG)	3102	2100	890030	800		Travel from Toronto Airport	\$ 67.14	\$ 2.86	\$ 70.00
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>1,192.42</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		1,148.99	43.43	1,192.42
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		-	-	-
<b>Total</b>								<b>1,192.42</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,192.42

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)		
Prepared by (if not claimant)		