

DINERS JAN 29/16 EXPENSE CLAIM FORM - President, VP, Board

DATE January 12, 2016

VENDOR/STAFF# (as applicable) VE-0433

NAME (Claimant/Payee)

Dan Buchner DINER'S JAN 29/16 Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Calgary: fundraising and business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	12/15/2016	Travel-Incidentals	3107	2100	159990	690		copies for presentation	\$ 8.00	\$ 0.40	\$ 8.40
2	12/15/2016	Travel-General (Pres,VP)	3101	2100	11	11		fuel	\$ 52.67	\$ 2.63	\$ 55.30
3	12/15/2016	Travel-Meals	3106	2100	11	11		lunch	\$ 33.46	\$ 1.45	\$ 34.91
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							\$ -
Total Expenses : A											98.61

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		52.67	2.63	55.30
3102	Travel-General (BOG)		2100			-	-	-
3105	Travel-Accommodation		2100			-	-	-
3106	Travel-Meals	159990	2100	690		33.46	1.45	34.91
3107	Travel-Incidentals	159990	2100	690		8.00	0.40	8.40
3610	Hosting		2100			-	-	-
3611	Hosting (Alcohol)		2100			-	-	-
6132	Travel Advance		2100			-	-	-
	Other1		2100			-	-	-
	Other2		2100			-	-	-
	Other3		2100			-	-	-
Total								98.61

Travel Advance	B		
Balance Due to Claimant	A-B	\$	98.61

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or receipt to this claim.

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

Account #
FEB - 4