

EXPENSE CLAIM FORM - President, VP, Board

DATE April 7, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Gay Mitchell

Position **Board of Governors**

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Gov. of AB panel meeting (Jan 10-13), January 2016 Board meeting (Jan 27-29)

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Airfare (Phoenix - Edmonton, oneway)	\$ 355.80	\$ 17.79	\$ 373.59
2	13/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Airfare (Edmonton - Toronto, oneway)	\$ 1,016.12	\$ 50.81	\$ 1,066.93
3	10/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Transportation from Edmonton Airport to hotel	\$ 75.00		\$ 75.00
4	11/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Taxi (Yello Cab)	\$ 13.00		\$ 13.00
5	11/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Taxi (Co-op Taxi)	\$ 12.00		\$ 12.00
6	12/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Taxi (Yello Cab)	\$ 10.00		\$ 10.00
7	12/01/2016	Travel-General (Pres,VP)	3101	2100	890030	800		Gov of AB Panel Meeting - Taxi (Co-op Taxi)	\$ 10.00		\$ 10.00
8	13/01/2016	Travel-General (BOG)	3102	2100	890030	800		Gov of AB Panel Meeting - Taxi (Yello Cab)	\$ 60.00		\$ 60.00
9	10/01/2016	Travel-Accomm.	3105	2100	890030	800		Gov of AB Panel Meeting - Accommodation (Hotel MacDonald)	\$ 723.06	\$ 34.77	\$ 757.83
10	24/01/2016	Travel-Meals	3106	2100	890030	800		Gov of AB Panel Meeting - Meal	\$ 61.30	\$ 2.88	\$ 64.18
11	27/01/2016	Travel-General (BOG)	3102	2100	890030	800		Jan BOG Meeting - Airfare (Toronto - Calgary, Roundtrip)	\$ 2,306.41	\$ 115.32	\$ 2,421.73
12	24/01/2016	Travel-General (BOG)	3102	2100	890030	800		Jan BOG Meeting - Car Rental (Avis)	\$ 638.39	\$ 31.66	\$ 670.05
Total Expenses : A											5,534.31

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		10.00	-	10.00
3102	Travel-General (BOG)	890030	2100	800		4,486.72	215.58	4,702.30
3105	Travel-Accommodation	890030	2100	800		723.06	34.77	757.83
3106	Travel-Meals	890030	2100	800		61.30	2.88	64.18
3107	Travel-Incidentals	890030	2100	800		-	-	-
3810	Hosting	890030	2100	800		-	-	-
3811	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total								5,534.31

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 5,534.31

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]	

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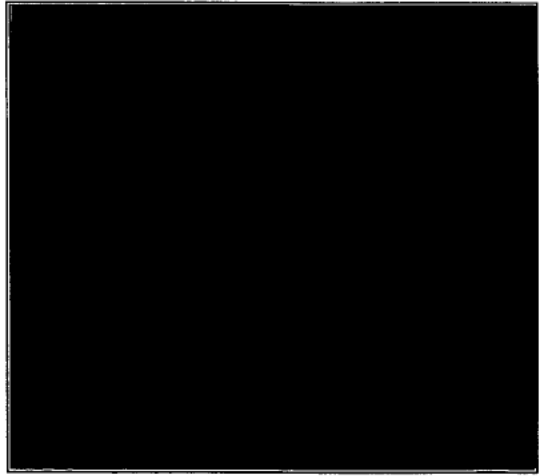
Itinerary and Purpose of Travel/Expense: October 2015 Board meeting (Oct 28 - 30)

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	24/10/2015	Travel-General (BOG)	3102	2100	890030	800		Oct 2015 BOG Meeting - Car Rental (Avis)	\$ 136.93	\$ 6.77	\$ 143.70
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							\$ -
Total Expenses : A											143.70

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		136.93	6.77	143.70
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		-	-	-
3107	Travel-Incidentals	890030	2100	800		-	-	-
3810	Hosting	890030	2100	800		-	-	-
3811	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total								143.70

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 143.70

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