

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	To	itel ount
1	02/04/2016	Travel-General (BOG)	3102	2100	890030	800		April 2016 Board Meeting - Airfare (Phoenix - Caglary, Roundrip)	\$ 1,604.06			84.26
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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		1,604.06	80.20	1,684.26		
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		-	-	-		
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Return to Requestor (RTR)	V	Mail to Claimant			
Requestor Name (if RTR)					
Requestor Dept (if RTR)	President's Office				
Prepared by (if not claimant)					

Travel Advance	### /B i	
Balance Due to	AB	
Claimant		a (13 %)

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.

EXPENSE CLAIM FORM - President, VP, Board

DATE

LAST

April 7, 2016

VENDOR/STAFF# (as applicable) NAME (Claimant/Payee)

FIRST

Gay Mitchell

Position Board of Governors

Permanent Mailing Address:

MIDDLE

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

Ropt no.	Date	Expense Type	GL Acct	Fund	Cost	2344000 15000 at 1	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 - Transporation 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 Meetng - 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	(BOG)	3102	2100	890030	800		Jan BOG Meeting - Car Rental (Avis)	\$ 638.39	\$ 31.66	\$ 670.05
	III Libraria			機能が	9.2	73. 434		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		-	-	-		
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		-	-	-		
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Return to Requestor (RTR)	V	Mail to Claimant				
Requestor Name (if RTR)						
Requestor Dept (if RTR)	President's Office					
Prepared by (if not claimant)						

Travel Advance		
Balance Due to		
Claimant	A-B	

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.

EXPENSE CLAIM FORM - President, VP, Board DATE April 7, 2016 VENDOR/STAFF# NAME Gay Mitchell Position Board of Governors (as applicable) (Claimant/Payee) MIDDLE FIRST LAST Permanent Mailing Address: Itinerary and Purpose of Travel/Expense: October 2015 Board meeting (Oct 28 - 30) Activity Activity Type Code Date Expense Type GL Acet Fund Description Centre Amount Travel-General 24/10/2015 3102 2100 890030 800 Oct 2015 BOG Meeting - Car Rental (Avis) \$ 6.77 136.93 \$ 143.70 (BOG) 2 2100 #N/A \$ 3 2100 #N/A \$ #N/A 2100 \$ 5 #N/A 2100 \$ 6 2100 #N/A \$ #N/A 2100 8 #N/A 2100 \$ 9 #N/A 2100 10

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GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET	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		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		- 1	-	-
	Other1	890030	2100	800		-	-	
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		- 1	-	-

#N/A

#N/A

2100

2100

Return to Requestor (RTR)	V	Mail to Claimant				
Requestor Name (if RTR)						
Requestor Dept (if RTR)	President's Office					
Prepared by (if not claimant)						

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

Total Expenses: A

\$

143.70

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.