

June Pcard

**EXPENSE CLAIM FORM - President, VP, Board**

DATE September 2, 2015

VENDOR/STAFF# (as applicable) 100996 NAME Janice Price Position President  
(Claimant/Payee) FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: ISPA Conference (Sweden) / Donor meetings (Montreal)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	06/03/2015	Travel-General (Pres,VP)	3101	2100	890900	800		Taxi - Diamond Montreal (Airport)	\$ 43.81	\$ 2.19	\$ 46.00
2	06/04/2015	Travel-Accomm.	3105	2100	890900	800		Accommodation (Fairmont Le Reine Elizabeth, Montreal)	\$ 487.98	\$ 20.02	\$ 508.00
3	06/03/2015	Travel-Incidentals	3107	2100	890900	800		Parking - Calgary Airport	\$ 200.00	\$ 10.00	\$ 210.00
4	06/05/2015	Travel-General (Pres,VP)	3101	2100	890900	800		Gas - Shell	\$ 83.34		\$ 83.34
5	06/10/2015	Travel-General (Pres,VP)	3101	2100	890900	800		Baggage fee (US Customs Trusted Travel US\$25.00)	\$ 31.88		\$ 31.88
6	06/12/2015	Travel-Accomm.	3105	2100	890900	800		Accommodation (Clarion Hotel & Congress-Malmo, Sweden)	\$ 355.40		\$ 355.40
7	06/12/2015	Travel-Accomm.	3105	2100	890900	800		Accommodation (Clarion Hotel & Congress-Malmo, Sweden)	\$ 976.09		\$ 976.09
8	06/12/2015	Travel-Accomm.	3105	2100	890900	800		Accommodation (Fairmont Hotel Macdonald, Edomonton, advance deposit)	\$ 272.66	\$ 13.63	\$ 286.29
9			#N/A	2100	890900	800					\$ -
10			#N/A	2100	890900	800					\$ -
11			#N/A	2100	890900	800					\$ -
12			#N/A	2100	890900	800					\$ -
<b>Total Expenses : A</b>											<b>2,497.00</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890900	2100	800		159.03	2.19	161.22
3102	Travel-General (BOG)	890900	2100	800		-	-	-
3105	Travel-Accommodation	890900	2100	800		2,092.13	33.65	2,125.78
3106	Travel-Meals	890900	2100	800		-	-	-
3107	Travel-Incidentals	890900	2100	800		200.00	10.00	210.00
3610	Hosting	890900	2100	800		-	-	-
3611	Hosting (Alcohol)	890900	2100	800		-	-	-
6132	Travel Advance	890900	2100	800		-	-	-
	Other1	890900	2100	800		-	-	-
	Other2	890900	2100	800		-	-	-
	Other3	890900	2100	800		-	-	-
<b>Total</b>								<b>2,497.00</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,497.00

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.

Date 9/9/15

Date 9/2015

Date \_\_\_\_\_

Date \_\_\_\_\_

Financial Services Date \_\_\_\_\_

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