

# CLAIM FORM DEPARTMENTAL TRAVEL AND ENTERTAINMENT

DATE August 8, 2013

EMPLOYEE# VP-0005 NAME Jill Gardiner DEPT Board of Governors  
FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : Board of Governors meetings (July 17-19, 2013)

*Please leave the colored cells for Financial Services*

Rcpt no.	Date	GL Sect	Activity Code	Cost Centre	Activity	Activity Description	NET Amount	GST Amount	Total Amount
1	7/21/2013	3102	2100	890030	800	Calgary Airport Husky	\$ 33.90	\$ 1.69	\$ 35.59
2	7/21/2013	3102	2100	890030	800	National	\$ 286.53	\$ 14.33	\$ 300.86
3			2100						\$ -
4			2100						\$ -
5			2100						\$ -
6			2100						\$ -
7			2100						\$ -
8			2100						\$ -
9			2100						\$ -
10			2100						\$ -
11			2100						\$ -
12			2100						\$ -
13			2100						\$ -
14			2100						\$ -
15			2100						\$ -
16			2100						\$ -
17			2100						\$ -
18			2100						\$ -
19			2100						\$ -
20			2100						\$ -

GL	Fund	Cost Centre	Activity Code	Activity	Activity Description	NET	GST	Total Amount
3102	2100	890030	800			320.43	16.02	336.45
								-
								-
								-
								-
								-
								-
								-
								-
								-
						320.43	16.02	336.45

Balance Due to Claimant	\$	
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If Travel Advance exceeds expenses and the Center is to be reimbursed, please attach top copy of cheque or the CPA(Cash Posting Advance) to this claim.

 *Jill Gardiner*  
 Claimant's Signature Date Aug 8/13

see attached  
 Claimant's Supervisor Date

Financial Services Date

Return to Requestor	Leanne Carignan	Mail to Claimant	
Department	Executive Office		
Cost Centre Code	890050		
Prepared By	Leanne Carignan		

*Jill Gardner - July Board meeting  
Car rental & gas.*

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*Bank Centre*

Calgary Airport Husk  
9100 Bow Trail NE  
Calgary AB  
(403) 250-8418  
GST 694297118  
Retail ID 4714267  
Ret. 8825 1220-3  
Batch: 2956-49

Item	Amount
Eth Regular	\$35.59
29.68 x \$1.199L	
AMOUNT	\$35.59
GST (In Pump)	\$1.69

[Redacted]

49200 001026 00-000

Approved - Thank you  
Earn Fuel Rewards  
Register today at  
myFuelRewards.ca

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*Bank Centre*



GST/HST 88966821  
PST 1021523719

RA 16565374 Bill 0  
Rental 17-JUL-2013 02:36 PM  
CALGARY INTL APRT  
Return 21-JUL-2013 11:54 AM  
CALGARY INTL APRT

MARY TAYLOR  
Vehicle # DR714716  
Model 300  
Class Driven PMAR Class Charged SCAR  
License# K32117 State/Province AB  
M/Kms Driven 387  
M/Kms Out ZZ17  
M/Kms In 2624

Charges	No Unit	Price	Amount
T 8 H	4 Days	62.00	248.00*
UNL IN W/KM	0 M/Kms		0.00*
DISC/TM	10.00%		-24.80*
CONCESSION RECDY FEE			36.46*
CUSTOMER FACILITY CHARGE			24.00*
VEH LICENSE FEE			3.80*
VLF AMVIC LEVY			0.00*
CA GST ALBERTA 86.000 %			14.33

Total Charges CAD 300.86

[Redacted]

Amount Due CAD 300.86

\* Taxable Items  
Subject to Audit  
Your Emerald Club Number is 960316581  
Emerald Club rental credits will be  
posted within 28 hours  
We hope you enjoyed driving your  
upgraded Emerald Club vehicle.  
Customer Service Number 1-800-468-3334