

EXPENSE CLAIM FORM - President, VP, Board

DATE June 29, 2015

VENDOR/STAFF#
(as applicable) VP-0006

NAME
(Claimant/Payee) Susan Peterson

Susan Peterson

Position Board of Governor

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Travel to Toronto to meet with new director (June 1)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	06/01/2015	Travel-General (BOG)	3102	2100	890030	800				Air Travel to June 1 meeting	\$ 631.61	22.58	\$ 631.61
2	06/01/2015	Travel-General (BOG)	3102	2100	890030	800				Parking at the Ottawa Airport	\$ 21.00	.92	\$ 21.00
3	06/01/2015	Travel-General (BOG)	3102	2100	890030	800				Taxi to meeting	\$ 13.00		\$ 13.00
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									\$ -
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A												23.50	665.61

ENTERED JUN 29 2015

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890030	2100	800				-	-	-
3102	Travel-General (BOG)	890030	2100	800			642.11	665.61	23.50	665.61
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				-	-	-
Total										665.61

Travel Advance	B		1
Balance Due to Claimant	A-B	\$	665.61

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)		
Requestor Dept (if RTR)		
Prepared by (if not claimant)		

MAY - 9 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE May 1, 2015

VENDOR/STAFF#
(as applicable)

VP-0006

NAME
(Claimant/Payee)

Susan Peterson

Position Board of Governor

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: April Board of Governors meeting

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/08/2015	Travel-General (BOG)	3102	2100	890030	800				Air Travel to April BOG meeting	\$ 2,136.97	88.80	\$2,136.97
2	04/08/2015	Travel-Accomm.	3105	2100	890030	800				Accommodatin in Calgary on April 8	\$ 372.84	17.10	\$ 372.84
3	04/09/2015	Travel-Meals	3106	2100	890030	800				Breakfast on April 9	\$ 5.00		\$ 5.00
4	04/08/2015	Travel-General (BOG)	3102	2100	890030	800				Taxi from home to Ottawa airport	\$ 45.00		\$ 45.00
5	04/10/2015	Travel-General (BOG)	3102	2100	890030	800				Taxi from Ottawa airport to home	\$ 45.00		\$ 45.00
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -

Total Expenses : A 2,498.91 105.90 **2,604.81**

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890030	2100	800				-	-	-
3102	Travel-General (BOG)	890030	2100	800			2,138.17	88.80		2,226.97
3105	Travel-Accommodation	890030	2100	800			355.74	372.84	17.10	372.84
3106	Travel-Meals	890030	2100	800				5.00	-	5.00
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				-	-	-
Total								<u>2,498.91</u>	<u>105.90</u>	2,604.81

Travel Advance	B		
Balance Due to Claimant	A-B	\$	2,604.81

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

4/15

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