

EXPENSE CLAIM FORM - President, VP, Board

DATE March 5, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee) Andy Kenins

Position Board of Governors

Permanent Mailing Address: [REDACTED]

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: Board of Governors Meetings - February 2018

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	17/02/2018	Travel-General (BOG)	3102	2100	890030	800		Parking at airport (note automated machine did not provide a receipt, so enclosed is a credit card statement and the parking stub), total cost \$150, have deducted 50% for personal portion of 2 extra days	\$ 75.00	\$ -	\$ 75.00
2	09/01/2018	Travel-General (BOG)	3102	2100	890030	800		airfare (Toronto-Calgary round trip)	\$ 1,005.25	\$ 128.28	\$ 1,133.53
3	16/02/2018	Travel-General (BOG)	3102	2100	890030	800		Rental car (have deducted 50% for personal portion of two extra days)	\$ 142.28	\$ 7.02	\$ 149.30
4	14/02/2018	Travel-General (BOG)	3102	2100	890030	800		Gas for rental car (have deducted 50% for personal portion of two extra days)	\$ 29.24	\$ 1.46	\$ 30.70
5	16/02/2018	Travel-General (BOG)	3102	2100	890030	800		Gas for rental car (have deducted 50% for personal portion of two extra days)	\$ 7.15	\$ 0.35	\$ 7.50
6		Travel-General (BOG)	3102	2100	890030	800			\$ -	\$ -	\$ -
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							\$ -
Total Expenses : A											1,396.03

GL Code Summary							
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	Total Amount
3101	Travel-General (Pres, VP)	890030	2100	800		-	-
3102	Travel-General (BOG)	890030	2100	800		1,258.92	1,396.03
3105	Travel-Accommodation	890030	2100	800		1,387.01	-
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						1,258.92	1,396.03

Travel Advance	B
Balance Due to Claimant	A-B \$ 1,396.03

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) [REDACTED]

Requestor Name (if RTR) [REDACTED]

Requestor Dept (if RTR) [REDACTED]

Prepared by (if not claimant) [REDACTED]