

EXPENSE CLAIM FORM - President, VP, Board

DATE November 5, 2017

VENDOR/STAFF# (as applicable)

VP - 2017

NAME (Claimant/Payee)

Andy Kenins

Position Board of Governors

Permanent Mailing Address:



Itinerary and Purpose of Travel/Expense: Board of Governors Meetings - November 2017

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/11/2017	Travel-General (BOG)	3102	2100	890030	800		taxi - home to airport	\$ 72.00	\$ -	\$ 72.00
2	26/09/2017	Travel-General (BOG)	3102	2100	890030	800		airfare (Toronto-Calgary round trip)	\$ 621.25	\$ 78.86	\$ 699.61
3	04/11/2017 07/11/2017	Travel-General (BOG)	3102	2100	890030	800		taxi - airport to home	\$ 72.00	\$ -	\$ 72.00
4	04/11/2017 30/11/2017	Travel-General (BOG)	3102	2100	890030	800		rental car	\$ 208.22	\$ 10.41	\$ 218.63
5											
6											
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											1,062.24

ENTERED NOV 21 2017

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		973.47	88.77	1,062.24
3105	Travel-Accommodation	890030	2100	800		1,023.25	10.41	-
3106	Travel-Meals	890030	2100	800		-	37.21	-
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						973.47	88.77	1,062.24

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,062.24

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