

EXPENSE CLAIM FORM - President, VP, Board

DATE May 2, 2017

VENDOR/STAFF# (as applicable) VP-0023

NAME (Claimant/Payee) Letha MacLachlan

Position Board of Governors

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Board of Governors Meetings - October 2016, January 2017, April 2017

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	10/28/2016	Travel-General (BOG)	3102	2100	890030	800		mileage to attend October Meetings - Calgary to Banff return: 280km x \$0.30/km	\$ 80.00	\$ 4.00	\$ 84.00
2	1/29/2017	Travel-General (BOG)	3102	2100	890030	800		mileage to attend January Meetings - Calgary to Banff return: 280km x \$0.445/km	\$ 118.67	\$ 5.93	\$ 124.60
3	4/7/2017	Travel-General (BOG)	3102	2100	890030	800		mileage to attend April Meetings - Calgary to Banff return: 280km x \$0.45/km	\$ 120.00	\$ 6.00	\$ 126.00
4	4/7/2017	Travel-Meals	3106	2100	890030	800		[REDACTED]	\$ (66.29)	\$ (3.31)	\$ (69.60)
5			#N/A	2100	890030	800					\$ -
Total Expenses : A											265.00

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		318.67	15.93	334.60
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		(66.29)	(3.31)	(69.60)
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		-	-	-
RECEIVED								
MAY 15 2017								
FINANCIAL SERVICES								
Total						252.38	12.62	265.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 265.00

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.

Return to Requestor (RTR)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[REDACTED]		
Requestor Dept (if RTR)	President's office		
Prepared by (if not claimant)	[REDACTED]		

ENTERED MAY 16 2017