

RECEIVED

EXPENSE CLAIM FORM - EXEC-DINERS JUL 7 2017

July 6, 2017

VENDOR/STAFF# (as applicable)

VE-0234

NAME (Claimant/Payee)

Valerie Kapay

FINANCIAL SERVICES

VP, HR

FIRST MIDDLE LAST

Permanent Mailing Address:

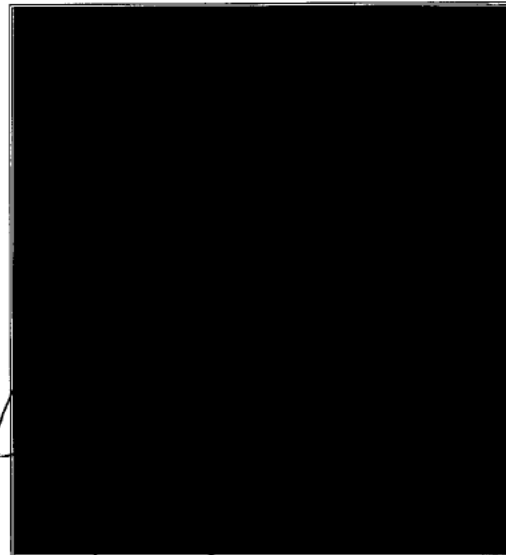
Itinerary and Purpose of Travel/Expense: Calgary Employment and Labour Law Conference (May 31)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	05/31/2017	Travel-General (Pres.VP)	3101	2100	853020	800		Parking (Attending Calgary Employment and Labour Law Conference, at Fairmont Palliser Hotel)	\$ 19.05	\$ 0.95	\$ 20.00
2			#N/A	2100							\$ -
3			#N/A	2100							\$ -
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							\$ -
Total Expenses : A											20.00

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	853020	2100	800		19.05	0.95	20.00
3102	Travel-General (BOG)	853020	2100	800		-	-	-
3105	Travel-Accommodation	853020	2100	800		-	-	-
3106	Travel-Meals	853020	2100	800		-	-	-
3107	Travel-Incidentals	853020	2100	800		-	-	-
3610	Hosting	853020	2100	800		-	-	-
3611	Hosting (Alcohol)	853020	2100	800		-	-	-
6132	Travel Advance	853020	2100	800		-	-	-
	Other1	853020	2100	800		-	-	-
	Other2	853020	2100	800		-	-	-
	Other3	853020	2100	800		-	-	-
Total						19.05	0.95	20.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 20.00

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.



2017

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