

# EXPENSE CLAIM FORM - President, VP, Board

DATE February 10, 2017

VENDOR/STAFF# (as applicable) VP-0007

NAME (Claimant/Payee)

Elmer Hildebrand

Position Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

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

DATE	DESCRIPTION	SLIP	FUND	COS CENTRE	ACTIVITY TYPE	ACTIVITY CODE	DESCRIPTION & REASON	NET AMOUNT	TAXES	TOTAL AMOUNT
25/01/2017	Travel-General (BOG)	3102	2100	890030	800		WestJet Flight Palm Springs-Calgary (US\$406.58)	\$ 533.99	\$ -	\$ 533.99
25/01/2017	Travel-Accomm.	3105	2100	890030	800		Delta Calgary Airport - room charge	\$ 256.02	\$ 12.31	\$ 268.33
25/01/2017	Travel-Meals	3106	2100	890030	800		Delta Calgary Airport - F&B check 2992	\$ 24.81	\$ 1.24	\$ 26.05
26/01/2017	Travel-Meals	3106	2100	890030	800		Delta Calgary Airport - F&B check 4648	\$ 24.86	\$ 1.24	\$ 26.10
27/01/2017	Travel-General (BOG)	3102	2100	890030	800		Avis rental car	\$ 222.55	\$ 11.05	\$ 233.60
27/01/2017	Travel-General (BOG)	3102	2100	890030	800		WestJet Flight Calgary-Palm Springs	\$ 516.30	\$ 23.16	\$ 539.46
		#N/A	2100						46.52	\$ 1627.55
Total Expenses:								\$ 1,581.01	\$ 46.52	\$ 1,627.53

DATE	DESCRIPTION	FUND	COS CENTRE	ACTIVITY TYPE	ACTIVITY CODE	AMOUNT	TAXES	TOTAL AMOUNT
3102	Travel-General (Pres, VP)	890030	2100	800		-	-	-
3102	Travel-General (BOG)	890030	2100	800		1,272.84	34.21	1,307.05
3105	Travel-Accommodation	890030	2100	800		256.02	12.31	268.33
3106	Travel-Meals	890030	2100	800		49.67	2.48	52.15
3107	Travel-Incidentals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		1,581.01	46.52	1,627.53
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total:						1,581.01	46.52	1,627.53

Travel Advance		
Balance Due to Claimant		

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. \$ 1627.55

ENTERED FEB 22 2017

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)	[REDACTED]	
Requestor Dept (if RTR)	President's office	
Prepared by (if not claimant)	[REDACTED]	