

### Expense Claims Forms

Date: April 2, 2014

NAME: Eimer Hildebrand

Position

DEPT: Board of Governors

Mailing Address

Itinerary and Purpose of Travel: Board of Governors meeting (January 30-31, 2014)

Please leave the colored cells for Financial Services

Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Limit	Description	NET Amount	NET Amount	Total Amount
Travel BOG	3102	2100	860030	800				Airfare Mail Travel - Flight to Calgary	\$ 801.73		\$ 801.73
Travel BOG	3102	2100	860030	800				Airfare Rental Car	\$ 501.88		\$ 501.88
Conductation	3105	2100	860030	800				Delta Calgary Airport	\$ 418.77		\$ 418.77
		2100									\$ -
		2100									\$ -
		2100									\$ -
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		2100									\$ -
<b>Total Expenses: A</b>									<b>\$ 1,722.68</b>	<b>\$ -</b>	<b>\$ 1,722.68</b>

Summary by Expense Type

Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	NET	Total Amount
Travel						1,303.29	-	1,303.29
Conductation						418.77	-	418.77
Meals								
Travel								
Alcohol								
Advances								
<b>Total</b>						<b>1,722.06</b>	<b>-</b>	<b>1,722.06</b>

**ENTERED MAR 31 2014**

Travel Advance (positive)	0	\$ -
	A-B	\$ 1,722.68

Claimant's  
 [Redacted Signature] Date  
 7/1/14 Date  
 APR 3 2014 Date

Requestor	Pauline Martin
Department	Executive Office
Centre Code	860030
Approved By	Pauline Martin



## Expense Claims Forms

Date: April 2, 2014

EMPLOYEE#

NAME **Elmer Hildebrand**

Position

DEPT **Board of Governors**

Mailing Address

FIRST MIDDLE LAST

Itinerary and Purpose of Travel : Board of Governors meeting (January 30-31, 2014)

*Please leave the colored cells for Financial Services*

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	1/20/2014	Travel-BOG	3102	2100	890030	800				Altona Mall Travel - Flight to Calgary	\$ 801.73		\$ 801.73
2	1/31/2014	Travel-BOG	3102	2100	890030	800				Avis Rental Car	\$ 501.56		\$ 501.56
3	1/30/2014	Accommodation	3105	2100	890030	800				Delta Calgary Airport	\$ 418.77		\$ 418.77
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
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30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
<b>Total Expenses : A</b>											<b>\$ 1,722.06</b>	<b>\$ -</b>	<b>1,722.06</b>

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						1,303.29	-	1,303.29
3105	2100	Accommodation						418.77	-	418.77
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
<b>Total</b>								<b>1,722.06</b>	<b>-</b>	<b>1,722.06</b>

Travel Advance (positive)	<b>B</b>	\$ -
	6132-2100	
	<b>A-B</b>	\$ 1,722.06

Claimant's Signature	Date
Claimant's Supervisor	Date
Financial Services	Date

Return to Requestor	Pauline Martin
Department	Executive Office
Cost Centre Code	890030
Prepared By	Pauline Martin



ALTONA MALL TRAVEL  
 67-2ND STREET N.E.  
 ALTONA MANITOBA  
 R0G 0B0E  
 PHONE: 204 324-6930 FAX 204 324-1971

PNR LOC: NAJR7H  
 CLIENT NR:

DATE: 20 JAN 2014  
 INVOICE: ITIN41144

TO:

FOR:  
 HILDEBRAND/ELMERMR

--- ITINERARY ---

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
PALM SPRINGS NONSTOP	CALGARY	WESTJET	1473 H	29 JAN 14	2000	0000	OK
				ARRIVE 30 JAN			
CALGARY NONSTOP	PALM SPRINGS	WESTJET	1470 W	31 JAN 14	1715	1915	OK

29 JAN 14  
 WEDNESDAY  
 DELTA HOTELS  
 DELTA CALGARY AIRPO  
 2001 AIRPORT RD NORTHEAST  
 CALGARY CA  
 PHONE-1-403-291-2600  
 FAX-1-403-250-8722  
 CONFIRMATION-236123464

CONFIRMED  
 02 NT/S - OUT 31JAN  
 RATE- 373.00CAD  
 1 ROOM/S  
 GUARANTEE-CREDIT CARD

GUARANTEED

30 JAN 14  
 THURSDAY  
 AVIS  
 PICKUP CALGARY  
 DROP 31JAN  
 RATE-CAD 87.30  
 1 LUXURY 2/4 DR CONFIRMED  
 MILEAGE-UML/FM  
 EXTRA HOUR- \$65.40  
 DAILY GUARANTEED 2BI  
 CONFIRMATION-075427740A1 PEXP

\*\*\*\*\*  
 AIRFARE/TAX 800.33 GST 1.40 USD 801.73 AMEX  
 \*\*\*\*\*

ELECTRONIC BOOKING REFERENCE \*\*\* WACAGF \*\*\*  
 \*\*\*\*\*

THANK-YOU FOR BOOKING ALTONA MALL TRAVEL

Rental Agreement Number: 949009854  
Vehicle Number: 32170946

WIZARD NUMBER: LU947Q  
AVIS DISC:  
ALTITUDE SUPER ELITE 100K  
PAYMENT METHOD:

**YOUR RENTAL**

Date/Time: JAN 31, 2014@03:25PM  
Veh Group: Full-Size SUV-8 Pass  
Veh Charged: Luxury  
Vehicle: CHEVROLET SUBURBAN  
Odometer Out: 7898  
Odometer In: 8185  
Fuel Reading: Half

**YOUR VEHICLE CHARGES**

2 DYE 97.00 194.00  
DISCOUNT 10.0 19.40  
YOUR TIME AND MILEAGE: 174.60

**YOUR TAXABLE FEES**

GST TAX 23.81  
\*\$8/DY FEE 12.00  
\*\*15.61% FEE 62.89  
\*\*VLF FEE 2.50  
FTP SR\$ 0.75DY\* 1.50  
ENERGY RECOVERY 0.98/DY 1.98

YOUR SUBTOTAL  
TAXABLE SUBTOT 255.46  
PST .000% .00

**YOUR NON TAXABLE ITEMS**

FUEL SERVICE 12.00  
222.30

TOTAL CHARGES 501.56  
NET CHARGES 501.56  
YOUR TOTAL DUE: 0.00

CONCESSION RECOVERY FEE  
\*CUSTOMER FACILITY CHARGE  
\*CUSTOMER FACILITY CHARGE  
\*\*VEH LICENSE FEE\$1.25/DY  
\*FTP SUR \$ 5.25 MAX  
FF MLS/PNTS EARNED 500

THANK YOU FOR RENTING WITH AVIS

GST NO R100361989

Other inquiries or e-receipt visit  
[www.avis.com](http://www.avis.com)

or call 403-221 1700



# DELTA

## CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8  
Tel: 403-291-2600 Fax: 403-250-6121

Mr Elmer Hildebrandt  
Canada

Room: 415  
Folio: 29  
Cashier: 29  
Arrival: 01-29-14  
Departure: 01-30-14

Date	Description	Additional Information	Charges	Credits
01-29-14	Room Charge		373.00	
01-29-14	Room Destination Marketing Fee		11.19	
01-29-14	Room Tourism Levy		15.37	
01-29-14	Room GST		19.21	
01-30-14				418.77
<b>Total</b>			<b>418.77</b>	<b>418.77</b>
<b>Balance Due</b>			<b>0.00</b>	<b>CDN</b>

GST Summary	
Registration No:	846543619
Room	19.21
F&B	0.00
Other	0.00
<b>Total</b>	<b>19.21</b>

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Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.