

VE-0344

EXPENSE CLAIM FORM

DATE January 8, 2015

VENDOR/STAFF# (as applicable) 30530

NAME Luke Sunderland
(Claimant/Payee)

DEPT BD

FIRST MIDDLE LAST

Permanent Mailing Address: Reimbursement for Training Program - The Entrepreneur's Boot Camp: A Deep Dive for New Ventures

Itinerary and Purpose of Travel/Expense:

(if non-employee, describe TBC involvement)

Recpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description (include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	23/12/2014	3181	2100	853950	800				Reimbursement for Training Program	\$ 5,490.06		\$ 5,490.06
2			2100									\$ -
3			2100									\$ -
4			2100									\$ -
5			2100									\$ -
6			2100									\$ -
7			2100									\$ -
8			2100									\$ -
9			2100									\$ -
10			2100									\$ -
11			2100									\$ -
12			2100									\$ -
13			2100									\$ -
14			2100									\$ -
15			2100									\$ -
16			2100									\$ -
17			2100									\$ -
18			2100									\$ -
19			2100									\$ -
20			2100									\$ -
Total Expenses : A												5,490.06

GL Codes Summary (please summarize by GL)									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
ENTERED JAN 13 2015									-
Total									-

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	5,490.06

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or this claim.

Date Dec 8/15

Date Jan 8/15

Approver's Signature _____

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

Breithaupt, Kelly

From: Sunderland, Luke
Sent: January-08-15 3:25 PM
To: [REDACTED]
Subject: FW: Registration Confirmed - The Entrepreneur's Boot Camp: A Deep Dive for New Ventures

Here is the registration confirmation: \$4600 USD = \$5490.06 CDN (1.19 exchange)

[REDACTED] line transaction below (hope this is enough)

Dec 29, 2014 BABSON COLLEGE CAM 781-239-42 5,490.06

From: [REDACTED]
Sent: December-23-14 12:12 PM
To: Sunderland, Luke
Subject: Registration Confirmed - The Entrepreneur's Boot Camp: A Deep Dive for New Ventures



Dear Luke:

On behalf of the Babson Executive Education program team, I am pleased to receive your registration as a participant in the Monday, January 19, 2015 - Friday, January 23, 2015 offering of **The Entrepreneur's Boot Camp: A Deep Dive for New Ventures** to take place at the Babson Executive Conference Center at Babson College.

General Information:

Please read this note carefully and follow this link to the [General Information](#) which provides much of the detail you will need to make plans. The program begins at 8:30 AM on Monday, January 19, 2015, and concludes by 5:00 PM on Friday, January 23, 2015.

Blackboard:

A few weeks prior to the start of the program each participant will be notified by email and provide access to "Blackboard," Babson's online learning portal. The Blackboard site will hold pre-readings, assignments, program agenda, etc.

Accommodations:

Please note that the program fees include accommodations, program materials and program related meals. A guestroom has been reserved for you from Sunday, January 18, 2015 to Friday, January 23, 2015. Due to the great response we have had to this offering, there is a possibility that your accommodations will be offsite at a nearby hotel. In this case, transportation to/from the hotel will be provided daily. As we approach the start of the program, I will confirm the details of your accommodation. In order for you to get the maximum benefit from the program, we encourage you to use the guestroom reserved for you. Please confirm whether or not you are planning to use your guestroom so we are not holding it unnecessarily. If you plan to arrive before Sunday, January 18, 2015 @ 4:00 PM or stay later than Friday, January 23, 2015, [REDACTED] to check availability and rates.

Program Fees and Cancellation Policy

Event Title: The Entrepreneur's Boot Camp: A Deep Dive for New Ventures

Registration Confirmation Number: [REDACTED]

Transaction Information:

Item	Transaction Information	Quantity	Amount
Program Registration Fee		\$4,600.00	1 \$4,600.00
Transaction Total			\$4,600.00

If you have any questions about this transaction or email, please contact [REDACTED] directly at [REDACTED]

To view the details of your registration, go to:

[Click here](#)

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