

DEC - 5 2017

EXPENSE CLAIM FORM - President, VP, Board

DATE November 8, 2017

VENDOR/STAFF# (as applicable) **VP-0007**

NAME (Claimant/Payee)

Elmer Hildebrand

Position **Board of Governors**

Permanent Mailing Address

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

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	11/3/2017	Travel-General (BOG)	3102	2100	890030	800		return mileage from Altona to Winnipeg Airport = 230km @ CAD \$0.45/km	\$ 98.57	\$ 4.93	\$ 103.50
2	11/3/2017	Travel-General (BOG)	3102	2100	890030	800		Winnipeg-Calgary return airfare	\$ 947.25	\$ 47.36	\$ 994.61
3	11/3/2017	Travel-General (BOG)	3102	2100	890030	800		Winnipeg airport parking	\$ 110.13	\$ 1.25	\$ 111.38
4	11/3/2017	Travel-General (BOG)	3102	2100	890030	800		Avis rental car	\$ 365.24	\$ 18.19	\$ 383.43
5			#N/A	2100							\$ -
Total Expenses - A											1,502.92

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		1,521.19	71.73	1,592.92
3105	Travel-Accommodation	890030	2100	800		1,430.95	53.51	1,484.46
3106	Travel-Meals	890030	2100	800		-	-	-
3107	Travel-Incidentsals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3811	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total						1,521.19	71.73	1,592.92

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,592.92

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

ENTERED DEC - 6 2017