

EXPENSE CLAIM FORM - President, VP, Board

DATE October 21, 2016

VENDOR/STAFF#
(as applicable) XXXXXXXXXX

VE-0572

NAME
(Claimant/Payee)

Michael Code

Position VP, Operations

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: _____

Rept 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	10/14/2016	Travel-General (Pres,VP)	3101	2100	790900	790				Banff Airporter (from Calgary to Canmore)	\$ 50.10	\$ 2.51	\$ 52.61
2	10/14/2016	Travel-Meals	3106	2100	790900	790				Dinner (Chili's Texas Grill at YEG)	\$ 17.49	\$ 0.88	\$ 18.37
3	10/14/2016	Travel-General (Pres,VP)	3101	2100	790900	790				Taxi (from Raddison Hotel Canmore to home)	\$ 7.00		\$ 7.00
4	10/16/2016	Other1	3184	2100	790900	790				Uniform	\$ 198.55	\$ 9.93	\$ 208.48
5	10/14/2016	Travel-General (Pres,VP)	3101	2100	790900	790				Airfare (from Edmonton to Calgary)	\$ 201.12	\$ 10.00	\$ 211.18
6			#N/A	2100	790900	790							\$ -
7			#N/A	2100	790900	790							\$ -
8			#N/A	2100	790900	790							\$ -
9			#N/A	2100	790900	790							\$ -
10			#N/A	2100	790900	790							\$ -
11			#N/A	2100	790900	790							\$ -
Total Expenses : A												22.50	497.64

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	790900	2100	790				268.28	2.51	270.79
3102	Travel-General (BOG)	790900	2100	790				-	-	-
3105	Travel-Accommodation	790900	2100	790				-	-	-
3106	Travel-Meals	790900	2100	790				-	-	18.37
3107	Travel-Incidentals	790900	2100	790				-	-	-
3610	Hosting	790900	2100	790				-	-	-
3611	Hosting (Alcohol)	790900	2100	790				-	-	-
6132	Travel Advance	790900	2100	790				-	-	-
3184	Other1	790900	2100	790				198.55	9.93	208.48
	Other2	790900	2100	790				-	-	-
	Other3	790900	2100	790				-	-	-
Total										497.64

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 497.64

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.

ENTERED OCT 25 2016

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)	XXXXXXXXXX	
Requestor Dept (if RTR)	VP, Operations	
Prepared by (if not claimant)	XXXXXXXXXX	