

## EXPENSE CLAIM FORM - President, VP, Board

DATE February 16, 2017

VENDOR/STAFF# (as applicable) VP-0018

NAME (Claimant/Payee) Judith LaRocque

Judith LaRocque

Position Board of Governors

Permanent Mailing Address: [REDACTED]

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

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	1/25/2017 [1]	Travel-General (BOG)	3102	2100	890030 [2]	800 [3]		bus to Montreal	\$ 150.00	\$ - [4]	\$ 150.00
2	1/25/2017 [5]	Travel-General (BOG)	3102	2100	890030 [6]	800 [7]		round trip flight Montreal-Calgary	\$ 563.61	\$ 22.05	\$ 585.66
3	1/25/2017 [8]	Travel-General (BOG)	3102	2100	890030 [9]	800		round trip banff airporter	\$ 125.98	\$ 6.30	\$ 132.28
4	1/25/2017 [10]	Travel-General (BOG)	3102	2100	890030 [11]	800		Air Canada Baggage Fee	\$ 27.49	\$ 1.25	\$ 28.74
5	1/25/2017 [12]	Travel-Meals	3106	2100	890030	800		Air Canada snack	\$ 7.95	\$ 0.40	\$ 8.35
6	1/25/2017 [13]	Travel-Meals	3106	2100	890030	800		Maclab Bistro lunch	\$ 8.50	\$ 0.35	\$ 8.85
7	1/27/2017 [14]	Travel-General (BOG)	3102	2100	890030 [15]	800		Air Canada Baggage Fee	\$ 27.49	\$ 1.25	\$ 28.74
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
<b>Total Expenses : A</b>									<b>911.77</b>	<b>30.85</b>	<b>\$ -</b>
									<b>\$814.02</b>	<b>\$ 31.60</b>	<b>942.62</b>

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		894.57	30.85	925.42
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		16.45	9.75	17.20
3107	Travel-Incidentals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel-Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
<b>Total</b>						<b>911.77</b>	<b>30.85</b>	<b>942.62</b>

Travel Advance	B	<span style="background-color: black; color: black;">[REDACTED]</span>
Balance Due to Claimant	A-B	<b>\$ 942.62</b>

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 [16]	Mail to Claimant	[17]
Requestor Name (if RTR)	<span style="background-color: black; color: black;">[REDACTED]</span>		
Requestor Dept (if RTR)	President's office		
Prepared by (if not claimant)	<span style="background-color: black; color: black;">[REDACTED]</span>		

2017