

SEP 13 2016

**EXPENSE CLAIM FORM - President, VP, Board**

DATE August 18/16

VENDOR/STAFF#  
(as applicable)

VP-0018

NAME  
(Claimant/Payee)

Judith LaRocque

Position Board of Governors

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Ottawa - Banff Round trip for July 2016 Board meeting

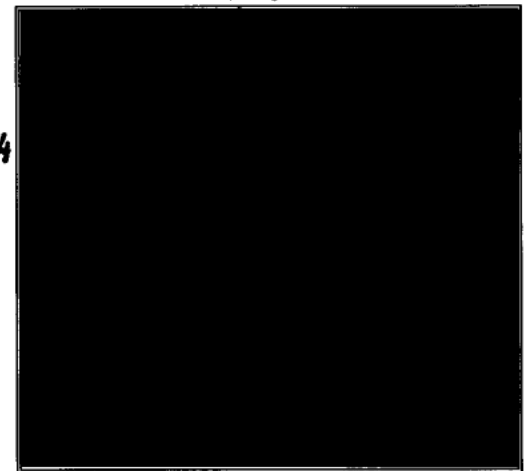
Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	20/07/2016	Travel-General (BOG)	3102	2100	890030	800		House - Ottawa Airport (Roundtrip Transfer, Rozon Travel)	\$ 150.00		\$ 150.00
2	20/07/2016	Travel-General (BOG)	3102	2100	890030	800		Airfare (Ottawa - Calgary, Round trip, Air Canada)	\$ 736.63	\$ 86.83	\$ 773.46
3	20/07/2016	Travel-General (BOG)	3102	2100	890030	800		Travel from Calgary Airport (Banff Airporter, one way)	\$ 60.50	\$ 3.03	\$ 63.53
4	20/07/2016	Travel-General (BOG)	3102	2100	890030	800		Baggage fee (from Ottawa to Calgary)	\$ 26.90	\$ 1.35	\$ 28.25
5	25/07/2016	Travel-General (Pres,VP)	3102	2100	890030	800		Baggage fee (from Calgary to Ottawa)	\$ 26.90	\$ 1.35	\$ 28.25
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>1,043.49</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3102	Travel-General (Pres,VP)	890030	2100	800		26.90	1.35	28.25
3102	Travel-General (BOG)	890030	2100	800		974.03	41.21	1,015.24
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		-	-	-
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>1,043.49</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,043.49

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 - SEP 14



Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		President's Office
Prepared by (if not claimant)		