

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

DATE May 17, 2016

VE-0344

**DINERS CLUB CARD**

VENDOR/STAFF#  
(as applicable) XXXXXXXXXX

NAME  
(Claimant/Payee)

Luke Sunderland

Position

VP COO

FIRST MIDDLE LAST

Permanent Mailing Address:

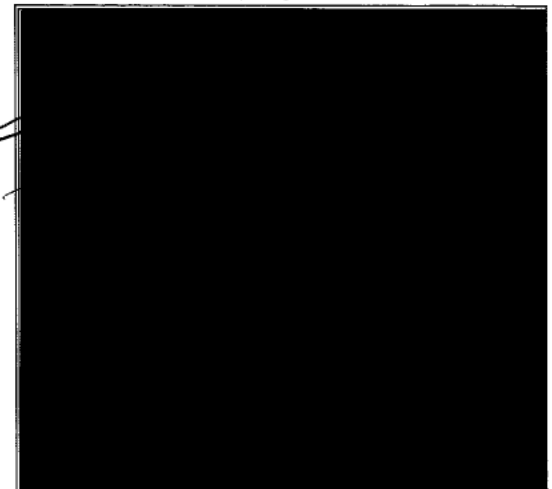
Itinerary and Purpose of Travel/Expense: LG Luncheon (Apr 6/16)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	04/06/2016	Travel- <del>incidental</del>	310f	2100	797999		790	Parking	\$ 14.29	\$ 0.71	\$ 15.00
2			#N/A	2100	797999		790				\$ -
3			#N/A	2100	797999		790				\$ -
4			#N/A	2100	797999		790				\$ -
5			#N/A	2100	797999		790				\$ -
6			#N/A	2100	797999		790				\$ -
7			#N/A	2100	797999		790				\$ -
8			#N/A	2100	797999		790				\$ -
9			#N/A	2100	797999		790				\$ -
10			#N/A	2100	797999		790				\$ -
<b>Total Expenses : A</b>									<b>\$ 14.29</b>	<b>\$ 0.71</b>	<b>15.00</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	797999	2100		790	-	-	-
3102	Travel-General (BOG)	797999	2100		790	-	-	-
3105	Travel-Accommodation	797999	2100		790	-	-	-
3106	Travel-Meals	797999	2100		790	-	-	-
310f	Travel- <del>incidental</del>	797999	2100		790	14.29	0.71	15.00
3610	Hosting	797999	2100		790	-	-	-
3611	Hosting (Alcohol)	797999	2100		790	-	-	-
6132	Travel Advance	797999	2100		790	-	-	-
	Other1	797999	2100		790	-	-	-
	Other2	797999	2100		790	-	-	-
	Other3	797999	2100		790	-	-	-
<b>Total</b>								<b>15.00</b>

Travel Advance	B	A
Balance Due to Claimant	A-B	\$ <span style="background-color: black; color: black;">XXXXXXXXXX</span> 15.00

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)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not claimant)	<span style="background-color: black; color: black;">XXXXXXXXXX</span>		