

NOV 16 2015

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EXPENSE CLAIM FORM - President, VP, Board

DATE November 16, 2015

VENDOR/STAFF#
(as applicable)

VR-0012

NAME
(Claimant/Payee)

Evaleen Jaeger Roy

Position Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Vancouver - Banff Round trip for October 2015 Board meeting

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/28/2015	Travel-General (BOG)	3102	2100	890030	800		Airfare (Vancouver - Calgary, round trip)	\$ 419.25	\$ 20.96	\$ 440.21
2	10/28/2015	Travel-General (BOG)	3102	2100	890030	800		Taxi (from YYC airport to hotel)	\$ 47.80		\$ 47.80
3	10/28/2015	Travel-Meals	3106	2100	890030	800		Meal (Divino)	\$ 51.00	\$ 2.20	\$ 53.20
4	10/28/2015	Travel-Accomm.	3105	2100	890030	800		Accommodation (Hotel Le Germain Calgary)	\$ 331.00	\$ 15.91	\$ 346.91
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											888.12

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		467.05	20.96	488.01
3105	Travel-Accommodation	890030	2100	800		331.00	15.91	346.91
3106	Travel-Meals	890030	2100	800		51.00	2.20	53.20
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		-	-	-
Total								888.12

Travel Advance	B		
Balance Due to Claimant	A-B		888.12

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 NOV 17 2015

12-Nov
Date

Date

Date

NOV 17 2015
Date

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