

EXPENSE CLAIM FORM - President, VP, Board

DATE March 13, 2018

VENDOR/S' AFF# (as applicable) [REDACTED]

NAME
(Claimant/Payee)

Jonathan Mark Macdonald

Position Foundation Director

Permanent Mailing Address: [REDACTED]

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: Foundation Meetings in February 2018

Rept. no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	12/1/2018	Travel-General (BOG)	3102	2100	890030	800		1 night hotel stay in Calgary	\$ 298.31	\$ 14.92	\$ 313.23
2	12/1/2018	Travel-General (BOG)	3102	2100	890030	800		Calgary taxi from airport to hotel	\$ 41.78	\$ -	\$ 41.78
3	13/1/2018	Travel-General (BOG)	3102	2100	890030	800		Calgary taxi from hotel to airport	\$ 37.49	\$ -	\$ 37.49
4	13/1/2018	Travel-General (BOG)	3102	2100	890030	800		Toronto airport parking during trip to Calgary	\$ 57.14	\$ 2.86	\$ 60.00
Total Expenses : A											452.50

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		434.72	17.78	452.50	
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		-	-	-	
Total						434.72	17.78	452.50	

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 452.50

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)	[REDACTED]
Requestor Name (if RTR)	[REDACTED]
Requestor Dept (if RTR)	[REDACTED]
Prepared by (if not claimant)	[REDACTED]