

NOV - 3 2017

EXPENSE CLAIM FORM - EXEC- DINERS *OCT 28/17* DATE November 1, 2017
5005

VENDOR/STAFF# (as applicable) **19051** NAME (Claimant/Payee) **Valerie Kapay** Position **VP, HR**
 FIRST MIDDLE LAST

Permanent Mailing Address:

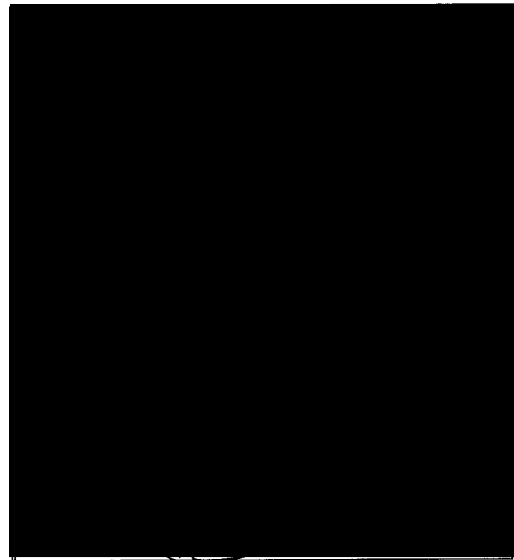
Itinerary and Purpose of Travel/Expense: attending "The Art of Leadership For Women" in Calgary (Oct 24/17)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	10/24/2017	Travel-General (Pres.VP)	3101	2100	853020	800		Parking	\$ 23.10	\$ 1.15	\$ 24.25
2			#N/A	2100							\$ -
3			#N/A	2100							\$ -
4			#N/A	2100							\$ -
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							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											24.25

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	853020	2100	800		23.10	1.15	24.25
3102	Travel-General (BOG)	853020	2100	800		-	-	-
3106	Travel-Accommodation	853020	2100	800		-	-	-
3106	Travel-Meals	853020	2100	800		-	-	-
3107	Travel-Incidentals	853020	2100	800		-	-	-
3610	Hosting	853020	2100	800		-	-	-
3611	Hosting (Alcohol)	853020	2100	800		-	-	-
6132	Travel Advance	853020	2100	800		-	-	-
	Other1	853020	2100	800		-	-	-
	Other2	853020	2100	800		-	-	-
	Other3	853020	2100	800		-	-	-
Total						23.10	1.15	24.25

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 24.25

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)	

EXPENSE CLAIM FORM - EXEC- DINERS

DATE December 4, 2017

VENDOR/STAFF# (as applicable) **19051** NAME **Valerie Kapay** Position **VP, HR**
 (Claimant/Payee) FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: SHRO meeting (Oct 27/17, Calgary)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	10/27/2017	Travel-Meals	3106	2100	853020	800		Meal (Student Union, U of C)	\$ 13.80	\$ 0.69	\$ 14.49
2	10/27/2017	Travel-General (Pres,VP)	3101	2100	853020	800		Parking	\$ 10.00		\$ 10.00
3		Travel-Accomm.	3105	2100							\$ -
4			#N/A	2100							\$ -
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							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											24.49

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	853020	2100	800		10.00	-	10.00
3102	Travel-General (BOG)	853020	2100	800		-	-	-
3105	Travel-Accommodation	853020	2100	800		-	-	-
3106	Travel-Meals	853020	2100	800		13.80	0.69	14.49
3107	Travel-Incidentals	853020	2100	800		-	-	-
3610	Hosting	853020	2100	800		-	-	-
3611	Hosting (Alcohol)	853020	2100	800		-	-	-
6132	Travel Advance	853020	2100	800		-	-	-
	Other1	853020	2100	800		-	-	-
	Other2	853020	2100	800		-	-	-
	Other3	853020	2100	800		-	-	-
Total						23.80	0.69	24.49

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 24.49

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.

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