

VE-0584

EXPENSE CLAIM FORM - VP - DINERS

DATE January 8, 2016

VENDOR/STAFF# (as applicable) [Redacted]

NAME (Claimant/Payee) **Bruce Byford**

Position **VP, CFO**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: UAPP Board meeting in Edmonton (Dec 16-17)

Receipt #	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	12/12/2015	Travel-General (Pres.VP)	3101	2100	890050	800				Banff Airporter (Roundtrip)	\$ 108.08	\$ 5.40	\$ 113.48
2	12/07/2016	Other1	3740	2100	854020	800				Club Rewards Fee	\$ 85.00		\$ 85.00
3	12/28/2016	Other1	3740	2100	854020	800				Statement Fee	\$ 3.00		\$ 3.00
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									\$ -
Total Expenses : A												201.48	

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	890050	2100	800				108.08	5.40	113.48
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				-	-	-
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
	Other1	890050	2100	800				88.00	-	88.00
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										201.48

Travel Advance	B	[Redacted]
Balance Due to Claimant	A-B	201.48

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)	[Redacted]