



Expense Disclosure Summary

Name Don Bruce **Position** Board Chair
Period Covered July 1, 2014 - September 30, 2014

Please attach supporting documentation ie: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
July 14, 2014	Edmonton, AB	Council of Board Chairs and Presidents (CASDC)	\$ -	\$ 383.08	\$ -	\$ 54.00	\$ -	\$ 10.00	\$ 447.08
July 16, 2014	Medicine Hat, AB	New Board Member Orientation/Meeting with President	\$ -	\$ 96.80	\$ -	\$ -	\$ -	\$ -	\$ 96.80
July 21, 2014	Medicine Hat, AB	Meeting with new MHC Board Chair, Vice-Chair and President		\$ 96.80					\$ 96.80
			\$ -	\$ 479.88	\$ -	\$ 54.00	\$ -	\$ 10.00	\$ 640.68

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Signature



Expense Disclosure Sheet

Name Don Bruce **Date** July 14, 2014
Position Board Chair **Purpose** Council of Board Chairs and Presidents (CASDC) **Destination** Edmonton, AB

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/13/2014	MHC Travel Claim	Other Transportation	Return mileage from Brooks to Edmonton			366.08
7/13/2014	MHC Travel Claim	Meals	Meal Allowance			54.00
7/13/2014	MHC Travel Claim	Incidentals	Overnight Incidental			10.00
7/14/2014	MHC Travel Claim	Other Transportation	parking			17.00
7/13/2014	Sheraton Hotels and Resorts	Accommodation	Hotel			192.50
						-
						-
						-
						-
						-
						-
Total Receipts						639.58

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Don Bruce

Address:

MEETING/CONFERENCE

Name: Council of Board Chairs and Presidents

Location: Edmonton, AB



DAYS INVOLVED | 1.17 |

Departure date Jul 13 2014 3:00PM

Return date Jul 14 2014 7:00PM

EXPENSES

Meals

	Days Rate	Total
Breakfast	1 @ \$10.00 =	\$10.00
Lunch	0 @ \$12.00 =	\$0.00
Dinner	2 @ \$22.00 =	\$44.00
Full Per diem	0 @ \$44.00 =	\$0.00
Overnight incidental	1 @ \$10.00 =	\$10.00
Hospitality Allowance	0 @ \$20.00 =	\$0.00
Conference Cost		\$0.00
Hotel (attach invoice)		\$0.00
Miscellaneous		\$0.00

FOR OFFICE USE ONLY
Amount GST

Hotel (attach invoice)
Conference Cost

Parking \$17.00

\$0.00
\$0.00

TRANSPORTATION

Own Car 832 KM @ 0.44/KM \$366.08
 (Attach gas receipts) \$0.00
 College Car (Attach invoice & gas receipts) \$0.00
 Rental Car (Attach Air Line Tickets or Invoice) \$0.00
 Air Fare (Less than \$10 receipt is not required) \$0.00
 Taxi, buses, parking, road tolls CND \$447.08
 USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$447.08
 Less - Advance (if applicable) -\$0.00
 NET CLAIM DUE (Repayable) 447.08

CONTROL
03 - 5849
TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

GL CODE

AMOUNT

GST

TOTAL

Written Signatures
Request By

Don Bruce for Don Bruce

Department Code

11000-9240

Department Signatures
(if Necessary Signatures)

Michael Stearns

Finance:

Electronic Signatures

Active Directory

CLawrence@mhcc.ab.ca

If you have any questions please contact the Finance Department at 403-529-3856.

Hackman University
Robbins Parkade
RECEIPT C4

ENTRY TIME :
07/14/14 08:50
EXIT TIME :
07/14/14 15:55
PARK-DUR. : HRS:MIN
0:07:05
AMOUNT :
\$ 17.00

KIND OF PAYMENT :

TYPE: PURCHASE

ACCT: VISA
\$ 17.00

CARD NUMBER :

DATE/TIME :
14/07/14 15:56:20
REFERENCE # :
66205805
0010050050 C
AUTHOR. # : 475238

SCOTIABANK VISA
A0000000031010
0000008000 F800

VERIFIED BY PIN

04/027
APPROVED -- THANK
YOU

-- IMPORTANT --
Retain This
Copy For Your
Records

CUSTOMER COPY ***

*For K. 2015
E. D. N.*

GST No. R107448219
HACKMAN UNIVERSITY
6800B

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 403-346-2091
<http://www.starwood.com>



Bruce, Don Page Number 1 Invoice Nbr 1000022365
 299 College Drive Guest Number 190164 Arrive Date 07-13-2014 19:03
 Medicine Hat, AB T1A Folio ID A Depart Date 07-14-2014 06:24
 3Y6

No. Of Guest 2 Agent JESSSTEM
 Room Number 804
 Information Invoice

Tax Identification R849702444

Date	Reference	Description	Charges	Credits
07-13-2014	RT804	Room Charge	\$175.00	
07-13-2014	RT804	GST Room Charge	\$8.75	
07-13-2014	RT804	Tourism Levy	\$7.00	
07-13-2014	RT804	Destination Marketing Fee	\$1.75	
07-13-2014	DEPOSIT	Deposit Applied		\$-192.50
		** Total	\$192.50	\$-192.50
		** Balance	\$0.00	

GST Summary GST# R849702444

GST Room Revenue 8.75
 GST Food & Beverage 0.00
 GST Telephone 0.00
 GST Other 0.00
 8.75

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Expense Disclosure Sheet

<u>Name</u>	Don Bruce	<u>Date</u>	July 16, 2014	
<u>Position</u>	Board Chair	<u>Purpose</u>	New Board Member Orientation/Meeting with President	
		<u>Destination</u>	<u>Medicine Hat, AB</u>	

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/16/2014	MHC Travel Claim	Other Transportation	Return mileage from Brooks to Medicine Hat			96.80
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						96.80



Expense Disclosure Sheet

Name Don Bruce **Date** July 21, 2014

Position Board Chair **Purpose** Meeting with the new MHC Board Chair, Vice-Chair and President **Destination** Medicine Hat, AB

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/21/2014	MHC Travel Claim	Other Transportation	Return mileage from Brooks to Medicine Hat			-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						-

MEDICINE HAT COLLEGE TRAVEL CLAIM



CLAIMANT

Name: Don Bruce

MEETING/CONFERENCE

Name: Meeting with the New MHC Board Chair, Vice-Chair, and President

Location: Medicine Hat, AB

Address:

DAYS INVOLVED [0,13]

Departure date Jul 21 2014 1:00PM

Return date Jul 21 2014 4:00PM

EXPENSES

Meals	Days Rate Total	FOR OFFICE USE ONLY
Breakfast	0 @ \$10.00 = \$0.00	Amount
Lunch	0 @ \$12.00 = \$0.00	GST
Dinner	0 @ \$22.00 = \$0.00	
Full Per diem	0 @ \$44.00 = \$0.00	
Overnight incidental	0 @ \$10.00 = \$0.00	
Hospitality Allowance	0 @ \$20.00 = \$0.00	
Conference Cost		
Hotel (attach invoice)		
Miscellaneous		

TRANSPORTATION

Own Car	220 KM @ 0.44/KM \$96.80	
College Car	(Attach gas receipts) \$0.00	
Rental Car	(Attach invoice & gas receipts) \$0.00	
Air Fare	(Attach Air Line Tickets or Invoice) \$0.00	
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required) \$0.00	

CND \$96.80
 USD \$0.00 *\$1.00/CND
TOTAL EXPENSE \$96.80
 Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 96.80

FOR OFFICE USE ONLY

GL CODE	AMOUNT	VENDOR NUMBER	CONTROL TOTAL
			03 - 5867
			TOTAL

Written Signatures
 Request By Don Bruce for D. Bruce Department Code 1000 9450
 Department Signatures (if Necessary) Don Bruce Finance: _____

Electronic Signatures
 Active Directory CLawrence@mhc.ab.ca