





## Expense Disclosure Sheet

**Name** Denise Henning      **Date** August 2-3, 2017  
**Position** President & CEO      **Purpose** Hosting Otago Polytechnic Representatives      **Destination** Medicine Hat

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
August 2, 2017	Medicine Hat College Cafeteria	Hospitality	Welcome BBQ for Otago reps	85.79		85.79
August 3, 2017	The Keg	Hospitality	Dinner with Otago reps	156.22		156.22
						-
						-
						-
						-
<b>Total Receipts</b>						242.01



MEDICINE HALL COLLEGE  
CAFETERIA  
GST# 119036796

R E C E I P T

GRAB N GO	81.70
<b>Total</b>	<b>85.79</b>
GST Txbl Total	81.70
GST	4.09
<b>Debit</b>	<b>85.79</b>
6:41 AM 7/31/2011 AM 1	844

THANK YOU!



\*\*\*\*\*  
 CHECK # 35314      DATE 8/03/17  
 TABLE # 306      TIME 8:45PM  
 \*\*\*\*\*

BAR : Anessa F

KEG - 221 MEDICINE HAT  
 2550 NW Box Springs Blvd  
 Medicine Hat AB T1C 0C8  
 403-548-2737

-- TRANSACTION RECORD --

Tran. #: 468  
 Check #: 35314  
 Employee #: 4  
 Employee Name: Anessa F

VISA CREDIT Purchase  
 xxxxxxxxxxxx3518 C  
 AID: A0000000031010

Amount \$155.93  
 Tip \$23.39  
 -----  
 TOTAL CAD\$179.32

APPROVED 010369  
 00-001 010369  
 KFS22112/KCC22112  
 262001001012  
 2017/08/03 20:47:46

TVR: 0000000000  
 TSI: FB00

Customer Copy

THANK YOU  
 Come Again

179.32  
 - 23.10  
 -----  
 156.22  
 Total claimed

SEAT#	ITEMS ORDERED	AMOUNT
1	TABLE BREAD 4PCS	0.00
	BAKED BRIE	12.00
	7 OZ FILET	35.00
	with asparagus	0.00
	WATER	0.00
	SUBTOTAL	47.00
	GST	2.35
		49.35
2	1/2 PDRK RIBS	22.00
	Potato	0.00
	WATER	0.00
	SUBTOTAL	22.00
	GST	1.10
		23.10
3	14OZ PRIME RIB	34.00
	Fries	0.00
	SIDE MUSHROOMS	5.00
	WATER	0.00
	SUBTOTAL	39.00
	GST	1.95
		40.95
4	COFFEE	3.50
	7 OZ BL CHS FIL	37.00
	Twice Baked	0.00
	WATER	0.00
	SUBTOTAL	40.50
	GST	2.03
		42.53
	TOTAL	155.93

Not included in claim

\*\*\*\*\*  
 SUBTOTAL      148.50  
 GST            7.43  
 -----  
 TOTAL DUE      155.93  
 \*\*\*\*\*

Thank you for visiting  
 The Keg Steakhouse + Bar - Medicine Hat  
 Bar - Restaurant #221

Please Review your experience at  
[www.KegFeedback.com](http://www.KegFeedback.com)  
 and receive a CHANCE to  
 WIN a \$100 Gift Card!

\* See [www.kegfeedback.com](http://www.kegfeedback.com)  
 for complete contest rules



## Expense Disclosure Sheet

**Name** Denise Henning      **Date** August 15, 2017  
**Position** President & CEO      **Purpose** Travel to Brooks Campus      **Destination** Brooks, AB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
August 15, 2017	Denise Henning	Other Transportation	Return trip to Brooks Campus	96.80		96.80
						-
						-
<b>Total Receipts</b>						<b>96.80</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM

## CLAIMANT

Name: Denise Henning  
Address:

## MEETING/CONFERENCE

Name: Brooks Campus Trip  
Location: Brooks, AB



## DAYS INVOLVED [ 0.44 ]

Departure date Aug 15 2017 7:30AM  
Return date Aug 15 2017 6:00PM

## EXPENSES

Meals	Days	Rate	Total
Breakfast	0	@ \$10.00	= \$0.00
Lunch	0	@ \$12.00	= \$0.00
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			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

## FOR OFFICE USE ONLY

Amount	GST

## 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**

## INVOICE TOTAL

## FOR OFFICE USE ONLY

## VENDOR NUMBER

## CONTROL

03 - 15388

GL CODE	AMOUNT	GST	TOTAL

## Written Signatures

Request By

Department Code

Department Signatures  
(If Necessary Signature)

Finance:

## Electronic Signatures

Active Directory ANielsen@mhc.ab.ca





## Expense Disclosure Sheet

**Name** Denise Henning      **Date** September 14, 2017  
**Position** President & CEO      **Purpose** Brooks Campus visit      **Destination** Brooks, AB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 14, 2017	Denise Henning	Other Transportation	Return trip to Brooks Campus	95.92		95.92
						-
					<b>Total Receipts</b>	95.92

