



Expense Disclosure Summary

Name Graham Kelly **Position** Board Chair
Period Covered January 1 - March 31, 2018

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
March 25-26, 2018	Edmonton, AB	Meeting with Minster of Advanced Education & Board Chairs	\$ -	\$ 531.40	\$ 117.89	\$ 54.00	\$ -	\$ -	\$ 703.29
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ 531.40</u>	<u>\$ 117.89</u>	<u>\$ 54.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 703.29</u>

* 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 "original signed"



Expense Disclosure Sheet

Name Graham Kelly **Date** March 25-26, 2018

Position Board Chair **Purpose** Meeting with Minister of
Advanced Education & Board
Chairs **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
March 25, 2018	Chateau Lacombe	Accommodation	Hotel - March 25	117.89		117.89
March 26, 2018	Travel Claim	Meals	Per Diem - March. 25-26	54.00		54.00
March 26, 2018	Travel Claim	Other Transportation	Mileage to Edmonton - return	510.4		510.40
March 26, 2018	Travel Claim	Other Transportation	Parking at Hotel (Chateau Lacombe)	21.00		21.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		703.29

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Graham Kelly
Address:

MEETING/CONFERENCE

Name: Ministers Meeting with Board Chairs
Location: Edmonton, AB



DAYS INVOLVED [1.33]

Departure date Mar 25 2018 1:00PM
Return date Mar 26 2018 9:00PM

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	0	@ \$10.00	= \$0.00
Hospitality Allowance	0	@ \$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$117.89
Miscellaneous			\$0.00
			\$0.00
			\$0.00

FOR OFFICE USE ONLY

Amount	GST

TRANSPORTATION

Own Car	1160 KM @ 0.44/KM	\$510.40
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)	\$21.00

CND \$703.29
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$703.29
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 703.29

FOR OFFICE USE ONLY

VENDOR NUMBER

**CONTROL
03 - 16007**

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Code

Department Signatures
(If Necessary Signature)

Finance:

Electronic Signatures

Active Directory



**CHATEAU
LACOMBE**
HOTEL

03-26-18

Graham Kelly	Folio No. :	Room No. : 1114
[REDACTED]	A/R Number :	Arrival : 03-25-18
[REDACTED]	Group Code :	Departure : 03-26-18
[REDACTED]	Company : [REDACTED]	Conf. No. : 377085986
[REDACTED]	Membership No. :	Rate Code : OTABOO
		Page No. : 1 of 1

Date	Description	Charges	Credits
03-25-18	*Accommodation	105.00	
03-25-18	ERDMF-3%	3.15	
03-25-18	Tourism Levy	4.33	
03-25-18	Room GST	5.41	
03-25-18	Parking	20.00	
03-25-18	Parking GST	1.00	
03-26-18	Visa		138.89
Total		138.89	138.89
Balance		0.00	

Guest Signature: X _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

GST Summary:

Room	5.41
F&B	4.33
Misc.	1.00

G.S.T. Registration Number: R816322242