

Expense Disclosure Summary

Name Sandy Vanderburgh **Position** VP Academic
Period Covered April - June 2018

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
April 6, 2018	Calgary, AB	AB Deans of Health meeting		\$ 357.13	\$ 223.42	\$ 32.00	\$ -	\$ -	\$ 612.55
April 26-27, 2018	Edmonton, AB	Senior Academic Officers Meeting (SAO)		\$ 810.40	\$ 212.19	\$ 66.00	\$ 40.00	\$ 10.00	\$ 1,138.59
April 28-May 1, 2018	Victoria, BC	Colleges & Institutes of Canada Conference (CICan)	\$ 704.81		\$ 569.38	\$ 66.00	\$ -	\$ 40.00	\$ 1,380.19
May 2-4, 2018	Victoria, BC	Canadian Association of Allied Health Programs Conference (CAAHP)			\$ 372.56	\$ 98.00		\$ 30.00	\$ 500.56
			\$ 704.81	\$ 1,167.53	\$ 1,377.55	\$ 262.00	\$ 40.00	\$ 80.00	\$ 3,631.89

* 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 copy signed _____



Expense Disclosure Sheet

Name Sandy Vanderburgh **Date** April 5-6, 2018
Position VP Academic **Purpose** AB Deans of Health Meeting **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 5-7, 2018	Enterprise	Other Transportation	Car rental	198.3	9.91	208.21
April 6, 2018	South Country Co-op	Other Transportation	Fuel for rental car	110.30	5.52	115.82
April 6, 2018	Delta Hotels	Accommodation	Hotel accommodation	213.17	10.25	223.42
April 6, 2018	Delta Hotels	Other Transportation	Parking	22.00	1.10	23.10
April 6, 2018	MHC Travel Claim	Other Transportation	Taxi	10.00		10.00
April 5-6, 2018	MHC Travel Claim	Meals	Breakfast (1), Dinner (1)	32.00		32.00
Total Receipts						612.55



1071 TRANS CANADA WAY SE
 MEDICINE HAT, AB T1B1H9
 Federal GST# :889365821

Rental Agreement #: 1W9W9J
Bill Ref #: 8000-2489-5048
Invoice Date: 04/09/2018
Account #: P11170

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	87.99	175.98
DW	2 DAY	9.99	19.98
Subtotal			195.96
VEHICLE LICENSE FEE RECOVERY	2 DAY	1.17	2.34
GOODS AND SERVICES TAX	PCT	5.00	9.91

Amount Due (CAD) 208.21

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

MEDICINE HAT COLLEGE
 299 COLLEGE DRIVE SE
 MEDICINE HAT, AB - T1A3Y6

RENTAL INFORMATION

Date/Time Out
 04/05/2018 09:03 AM

Date/Time In
 04/07/2018 08:17 AM

Renter
 VANDBERGAN, SANDY

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms	
				Out	In
GRAY DK	E10331	EXEL	7PX342	51,500	51,796

VIN: 1FMJK1MT2HEA67265

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop


For Billing Inquiries / Payment Terms :

Tel#: 4035268064
 AskARCanada@ehi.com
 Payment Due within 30 days of invoice date
 Late payments are subject to a finance charge.



Thank You For Choosing Enterprise

Please Return This Portion With Remittance	Amount Due (CAD)	208.21
Remit To : ENTERPRISE RENT A CAR CANADA COMPAN 709 MILNER AVE SCARBOROUGH, ON M1B6B6	Paid By: MEDICINE HAT COLLEGE 299 COLLEGE DRIVE SE MEDICINE HAT, AB T1A3Y6	
Account # P11170	Rental Agreement 1W9W9J	Amount 208.21
		GPBR C511


South Country COOP
13th Ave SE
Medicine Hat
(403) 528-6626
GST# R103619193

Member # 0071743

Pump Litres Price/L
7 100.800 \$1.149

Product Amount
Regular \$115.82

Total \$115.82

GST (Inc Pumps) \$5.52

Purchase
VISA

DATE: 04/06/2018
TIME: 18:41:05
REF: 0018790540 C
TERM: 35090046
AUTH: 027332
RESP: 027 ISO:01

VISA CREDIT
A0000000031010
0080008000
VERIFIED BY PIN

Approved - Thank you

IMPORTANT:
retain this copy
for your records

CUSTOMER COPY

Store # 169106
Receipt # 54712

D
DELTA
 HOTELS
 MARRIOTT

CALGARY DOWNTOWN

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
 Tel: 403-266-1980 Fax: 403-205-5460

GOVT CDA
 Sandy Vanderburgh
 [REDACTED]
 Canada

Room: 0906
 Follo:
 Cashier: 137
 Arrival: 04-05-18
 Departure: 04-06-18

Date	Description	Additional Information	Charges	Credits
04-05-18	Room Charge		199.00	
04-05-18	Destination Marketing Fee (DMF)		5.97	
04-05-18	Rooms - Federal Tax - GST		10.25	
04-05-18	Tourism Levy		8.20	
04-05-18	Self Parking		22.00	
04-05-18	Parking GST		1.10	
04-06-18	Visa			246.52

Total	246.52	246.52
Balance Due	0.00	CDN

GST Summary	
Registration No:	826085417
Room	10.25
F&B	0.00
Other	1.10
Total	11.35

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

RECEIPT

DATE April 6, 18

From: Enterprise

To:

Driver: Rose

Amount: 10.00

Car# 1

Thank You

Have a Nice Day



Expense Disclosure Sheet

Name Sandy Vanderburgh **Date** April 26-27, 2018
Position VP Academic **Purpose** Senior Academic Officers Meeting **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 25 - May 6, 2018	Enterprise	Other Transportation	Car rental	771.81	38.59	810.40
April 26, 2018	Renaissance Edmonton Airport Hotel	Accommodation	Hotel accommodation	202.46	9.73	212.19
April 26, 2018	MHC Travel Claim	Incidentals	Overnight Incidental	10.00		10.00
April 25 - 27, 2018	MHC Travel Claim	Hospitality	Hospitality allowance x 2	40.00		40.00
April 25 - 27, 2018	MHC Travel Claim	Meals	Dinner x 3	66.00		66.00
Total Receipts						1,138.59

Enterprise Plus

Emerald Club



Rental Receipt - Thank you for your business

MEDICINE HAT COLLEGE
SANDY VANDERBURGH

Contract Number: **22H6HJ**
Receipt Date: **May 6, 2018**

Enterprise Location: 1071 TRANS CANADA WAY SE
MEDICINE HAT, AB T1B1H9
CA
Tel.: 4035268064

Driver: SANDY VANDERBURGH

Start Date:	End Date:	Make/Model	Start km	End km	km Driven
Apr 25, 2018 @ 9:24 am	May 6, 2018 @ 7:16 pm	HYUN SONA	28,449	30,100	1,651
Total km					1,651

Charge Description	Quantity	Per	Rate	Total
Rate	5	Day	57.99	289.95
Rate	1	Week	347.94	347.94
DW	12	Day	9.99	119.88
				Subtotal: CAD 757.77

DUPLICATE

Taxes and Surcharges

VEHICLE LICENSE FEE RECOVERY	14.04
GOODS AND SERVICES TAX	38.59
Subtotal: CAD 810.40	

Total Charges: CAD 810.40

Payment Information	
CUSTOMER NUMBER: P1xxxx MEDICINE HAT COLLEGE Attn: UNKNOWN	CAD 810.40
Total Payment Amount:	CAD 810.40

If you have any questions about this receipt please contact our support staff at 4035268064 or [Email us](#).



RENAISSANCE[®]
HOTELS

RENAISSANCE EDMONTON AIRPORT

GUEST FOLIO

318	VANDEBURGH/SANDY/DR	189.00	04/27/18	07:52	4421	7665
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
GKA	299 COLLEGE DRIVE SE		04/26/18	16:20		
TYPE	T1A3Y6		ARRIVE	TIME		
74						
ROOM		VSXXXXXXXXXXXX			RWD#:	176002160
CLERK	ADDRESS	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/26	ROOM 318, 1	189.00		
04/26	DMF 318, 1	5.67		
04/26	GST 318, 1	9.73		
04/26	TRSM LEV 318, 1	7.79		
04/27	CCARD-VS		212.19	
	PAYMENT RECEIVED BY: VISA XXXXXXXXXXXXXXX			.00

See our "Privacy & Cookie Statement" on Marriott.com

Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement for updated activity.



RENAISSANCE[®]
HOTELS

RENAISSANCE EDMONTON AIRPORT
4236-36 STREET
ED INTRN. APT, AB T9E 0V4
780-488-7159 FAX: 780-488-6372

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT **EM1003213**

Name: Sandy Vanderburgh
Address:

MEETING/CONFERENCE

Name: CICAN and Cdn Assoc of Allied health Programs
Location: Victoria, BC



DAYS INVOLVED [9.33]

Departure date Apr 25 2018 9:00AM
Return date May 4 2018 5:00PM

April 29 - May 1/18
April 25 - April 27/18 SAO meeting

EXPENSES

Meals	Days	Rate	Total
Breakfast	0	@ \$10.00	= \$0.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	6	@ \$22.00	= \$132.00
Full Per diem	2	@ \$44.00	= \$88.00
Overnight incidental	8	@ \$10.00	= \$80.00
Hospitality Allowance	2	@ \$20.00	= \$40.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00

9:00PM

FOR OFFICE USE ONLY

Amount	GST
	14.29

TRANSPORTATION

Own Car	0 KM @ 0.44/KM	\$0.00
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)	\$10.00

CND \$310.00
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$310.00

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) ~~\$310.00~~ **350.00**

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 16277

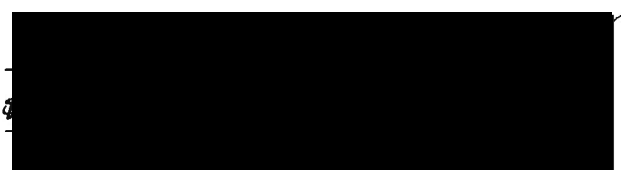
GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Sandy Vanderburgh

Department Code



Department Signature
(If Necessary Signature)



Finance:

Electronic Signatures

Active Directory

SVanderburgh@mhc.ab.ca



Expense Disclosure Sheet

Name Sandy Vanderburgh **Date** April 28-May 2, 2018
Position VP Academic **Purpose** Colleges & Institutes of Canada Conference **Destination** Victoria, BC

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 28-May 2, 2018	DoubleTree by Hilton Hotel & Suites	Accommodation	Hotel accommodation	544.85	24.53	569.38
April 28/May 4, 2018	Air Canada	Airfare	Airfare	671.25	33.56	704.81
April 28-May 2, 2018	MHC Travel Claim	Incidentals	Overnight incidental x 4	40.00		40.00
April 28-30, 2018	MHC Travel Claim	Meals	Dinner x 3	66.00		66.00
					Total Receipts	1,380.19



DoubleTree by Hilton - Hotel & Suites Victoria
 777 Douglas St
 Victoria, BC V8W 2B5
 Canada
 TELEPHONE 250-940-3100 • FAX 250-940-3131
 Reservations
 www.hilton.com or 1 800 HILTONS

VANDERBURGH, SANDY



CANADA

Room No: 1406/NQRQB
 Arrival Date: 4/28/2018 6:51:00 PM
 Departure Date: 5/2/2018 8:49:00 AM
 Adult/Child: 1/0
 Cashier ID: CHSC
 Room Rate: 109.00
 AL:
 HH # 324772021 SILVER
 VAT #
 Folio No/Che 105460 A

Confirmation Number: 85259986

DoubleTree by Hilton - Hotel & Suites Victoria 7/3/2018 9:32:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
4/28/2018	GUEST ROOM	QUHO	454782	\$109.00		
4/28/2018	DMF	QUHO	454782	\$1.09		
4/28/2018	ROOM TAX	QUHO	454782	\$12.11		
4/28/2018	GST - ROOM	QUHO	454782	\$5.50		
4/29/2018	GUEST ROOM	FESO	455272	\$109.00		
4/29/2018	DMF	FESO	455272	\$1.09		
4/29/2018	ROOM TAX	FESO	455272	\$12.11		
4/29/2018	GST - ROOM	FESO	455272	\$5.50		
4/30/2018	GUEST ROOM	QUHO	455710	\$109.00		
4/30/2018	DMF	QUHO	455710	\$1.09		
4/30/2018	ROOM TAX	QUHO	455710	\$12.11		
4/30/2018	GST - ROOM	QUHO	455710	\$5.50		
5/1/2018	GUEST ROOM	FESO	456111	\$159.00		
5/1/2018	DMF	FESO	456111	\$1.59		
5/1/2018	ROOM TAX	FESO	456111	\$17.66		
5/1/2018	GST - ROOM	FESO	456111	\$8.03		
5/2/2018	VS [REDACTED]	RCRELIN	456375		(\$569.38)	
BALANCE						\$0.00

	Revenue	Tax
GST	\$490.86	\$24.53
DMF	\$486.00	\$4.86
ROOM TAX	\$490.86	\$53.99
Total Invoice Amount	\$486.00	\$83.38

CREDIT CARD DETAIL

APPR CODE	088626	MERCHANT ID	000100682400
CARD NUMBER	[REDACTED]	EXP DATE	06/20
TRANSACTION ID	456375	TRANS TYPE	Sale

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, March 27, 2018 9:30 AM
To: [REDACTED]
Subject: Air Canada - 28 Apr: Calgary - Victoria (Booking Reference: PXTW4V)
Attachments: Air_Canada_Booking_Confirmation_PXTW4V.pdf



Booking Confirmation

Booking Reference: **PXTW4V**

Date of issue: 27 Mar, 2018



Select Seats



eUpgrade



Check in



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Passengers



Sandy Vanderburgh

Seats

AC221 23C

Ticket Number:

AC8075 19D

0142192399385

AC8052 19D

AC220 19C



Depart

Economy Flex

Saturday
28 Apr, 2018

16:15

Calgary

Calgary Intl. (YYC),
Alberta



16:41

Vancouver

Vancouver Intl. (YVR),
Terminal M



AC221

1hr26

Economy H

Operated by: Air Canada | A319-100 | Wi-Fi

Saturday
28 Apr, 2018

17:30

Vancouver

Vancouver Intl. (YVR),
Terminal M



18:00

Victoria

Victoria Intl. (YYJ),
British Columbia



AC8075

0hr30

Economy H

Operated by: Air Canada Express - Jazz | Q400

Return

Economy Flex

Friday
04 May, 2018

13:05

Victoria

Victoria Intl. (YYJ),
British Columbia



13:32

Vancouver

Vancouver Intl. (YVR),
Terminal M



AC8052

0hr27

Economy V

Operated by: Air Canada Express - Jazz | Q400

Friday
04 May, 2018

15:00

Vancouver

Vancouver Intl. (YVR),
Terminal M



17:26

Calgary

Calgary Intl. (YYC),
Alberta





AC220

1hr26

Economy V

Operated by: Air Canada | A319-100 | Wi-Fi

Purchase summary

Visa XXXX-XXXX-XXXX- XXXXXXXXXX Amount paid: \$704.81 Full details can be found in your attached Itinerary/Receipt	1 adult
Tax information GST/HST no. 10009-2287 RT0001 \$33.56	 Air Transportation Charges 612.00  Taxes, fees and charges 92.81 <hr/> GRAND TOTAL (Canadian dollars) \$704⁸¹

Baggage allowance

Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy [Opens in New Window](#).

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Victoria (YYJ)

 **1st bag**
Complimentary


 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Victoria (YYJ) > Calgary (YYC)

 **1st bag**
Complimentary

 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type.



Expense Disclosure Sheet

Name Sandy Vanderburgh **Date** May 2-4, 2018

Position VP Academic **Purpose** Canadian Allied Health Programs Conference (CAAHP) **Destination** Victoria, BC

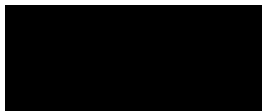
Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
May 2-4, 2018	DoubleTree by Hilton Hotel & Suites	Accommodation	Hotel accommodation	356.50	16.06	372.56
May 2-4, 2018	MHC Travel Claim	Incidentals	Overnight incidental x 3	30.00		30.00
May 2-4, 2018	MHC Travel Claim	Meals	Breakfast x 3	30.00		30.00
May 2-3, 2018	MHC Travel Claim	Meals	Lunch x 2	24.00		24.00
May 2-3, 2018	MHC Travel Claim	Meals	Dinner x 2	44.00		44.00
Total Receipts						500.56



DoubleTree by Hilton - Hotel & Suites Victoria
 777 Douglas St
 Victoria, BC V8W 2B5
 Canada
 TELEPHONE 250-940-3100 • FAX 250-940-3131
 Reservations
 www.hilton.com or 1 800 HILTONS

VANDERBURGH, SANDY



CANADA

Room No: 1406/NQRQB
 Arrival Date: 5/2/2018 8:51:00 AM
 Departure Date: 5/4/2018 9:19:00 AM
 Adult/Child: 1/0
 Cashier ID: CHSC
 Room Rate: 159.00
 AL:
 HH #: 324772021 SILVER
 VAT #
 Folio No/Che: 121872 A

Confirmation Number: 82481114

DoubleTree by Hilton - Hotel & Suites Victoria 7/3/2018 9:33:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
5/2/2018	GUEST ROOM	FESO	456587	\$159.00		
5/2/2018	DMF	FESO	456587	\$1.59		
5/2/2018	ROOM TAX	FESO	456587	\$17.66		
5/2/2018	GST - ROOM	FESO	456587	\$8.03		
5/3/2018	GUEST ROOM	QUHO	456939	\$159.00		
5/3/2018	DMF	QUHO	456939	\$1.59		
5/3/2018	ROOM TAX	QUHO	456939	\$17.66		
5/3/2018	GST - ROOM	QUHO	456939	\$8.03		
5/4/2018	VS [REDACTED]	AKBO	457180		(\$372.56)	
BALANCE						\$0.00

	Revenue	Tax
GST	\$321.18	\$16.06
DMF	\$318.00	\$3.18
ROOM TAX	\$321.18	\$35.32
Total Invoice Amount	\$318.00	\$54.56

CREDIT CARD DETAIL

APPR CODE	008309	MERCHANT ID	000100682400
CARD NUMBER	[REDACTED]	EXP DATE	06/20
TRANSACTION ID	457180	TRANS TYPE	Sale

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT **EM1003213**

Name: Sandy Vanderburgh
Address:

MEETING/CONFERENCE

Name: CICAN and Cdn Assoc of Allied health Programs
Location: **Victoria, BC** **↑ May 2 + 3/18**



DAYS INVOLVED [9.33]

Departure date: Apr 25 2018 9:00AM
Return date: May 4 2018 5:00PM

April 29 - May 1/18
April 25 - April 27/18 SAO meeting ✓

EXPENSES

Meals	Days	Rate	Total
Breakfast	0	@ \$10.00	= \$0.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	✓ 6	@ \$22.00	= \$132.00 ✓
Full Per diem	✓ 2	@ \$44.00	= \$88.00 ✓
Overnight incidental	✓ 8	@ \$10.00	= \$80.00 ✓
Hospitality Allowance	✓ 2	@ \$20.00	= \$40.00 ✓
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00

9:00PM

FOR OFFICE USE ONLY

Amount	GST
	14.29 ✓

TRANSPORTATION

Own Car	0 KM @ 0.44/KM	\$0.00
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)	\$10.00 ✓

CND \$310.00

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$310.00

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) ~~310.00~~ **350.00 ✓**

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 16277

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Sandy Vanderburgh

Department Code

Department Sign
(If Necessary Signature)

[Redacted Signature]

Finance:

[Redacted Department Code and Finance]

Electronic Signatures

Active Directory

SVanderburgh@mhc.ab.ca