

Expense Disclosure Summary

<u>Name</u>	Terry Chapman	<u>Position</u>	Interim VP Academic
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<u>Period Covered</u> July - September 2018

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

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfa	ire	Tra	Other nsportation*	Ac	commodation	N	1eals	Н	ospitality	In	cidentals	То	tal
September 7, 2018	Brooks Campus	Social Work Program Launch			\$	95.92	\$	-	\$	-	\$	-	\$	-	\$)	95.92
			\$	-	\$	95.92	\$	-	\$	-	\$	-	\$	-	\$ S	95.92

^{*} 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 Terry Chapman Date September 7, 2018

PositionInterim VP AcademicPurposeSocial Work Program LaunchDestinationBrooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 7, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage (218 km x \$0.44/km)	95.92		95.92
					Total Receipts	95.92

MEDICINE HAT COLLEGE TRAVEL CLAIM CLAIMANT Name: Terry Chapman Address:

Active Directory

MEETING/CONFERENCE

Brooks Campus Social Work Program Launch Name

Location Brooks, AB



DAYS INVOLVED [0.17]			
Departure date Sep	7 2018 3:00PM		
Return date Sep	7 2018 7:00PM		
EXPENSES			FOR OFFICE USE ONLY
Meals	Days Rate	e Total	Amount GST
Breakfast	0 @ \$10.00	\$0.00	Market 1997 - 19
Lunch	0 @ \$12.00 =	\$0,00	RESERVED DESCRIPTION
Dinner	0 @ \$22.00 =	\$0.00	
Full Per diem	0 @ \$44.00 =	\$0.00	CANADA PARENTAL PROPERTY OF THE PERSON OF TH
Overnight incidental	0 @ \$10.00 =	\$0.00	DEVISION DESCRIPTION OF THE PARTY OF THE PAR
Hospitality Allowance	0 @ \$20.00 =	\$0.00	
Conference Cost		\$0.00	
Hotel (attach invoice)		\$0.00	PASCELLICENCE PREPARED NECESSARIES
Miscellaneous		\$0.00	SUN SERVICE BUTTONES
		\$0.00	
		\$0.00	
FRANSPORTATION			
Own Car	218 KM @ 0.44/KM	\$95.92	CANADA TANDESCRIPTION
College Car	(Attach gas receipts)	\$0.00	
Rental Car	(Attach invoice & gas receipts)	\$0.00	STATE OF THE PROPERTY OF THE PARTY OF THE PA
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00	COMPTONIE WITHOUT WATER
Taxi, buses, parking, road	d tolls (Less than \$10 receipt is not required)	\$0.00	
	CND	\$95.92	INVOICE TOTAL
	USD	\$0.00 *\$1.00/CND	
	TOTAL EXPENSE		
	Less - Advance (if applicable)		
	NET CLAIM DUE (Repayable)	95.92	
FOR OFFICE USE ONL	Y VEND	OR NUMBER	CONTROL
GL CODE	AMOUNT	CET	03 - 16531
OL CODE	AMOUNT	GST	TOTAL
经验证金额			
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Department Signature	Fin	ance:	
(If Nocessary Signature)		5.6	
Electronic Signatures			
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