

## **Expense Disclosure Summary**

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Terry Chapman

**Position** 

Interim VP Academic

**Period Covered** 

October - December 2018

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

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Air	fare	Tran	Other sportation*	Acc	commodation	N	⁄leals	Н	ospitality	Inc	identals	Total	
October 12, 2018	Brooks, AB	General Education Workshop			\$	95.92	\$	-	\$	-	\$	-	\$	-	\$ 95	92
October 16, 2018	Brooks, AB	MHC Board Meeting			\$	95.92					\$	-			\$ 95	92
October 22, 2018	Calgary, AB	Art of Leadership Seminar	\$	-	\$	277.62					\$	114.25	\$		\$ 391	87
			\$	-	\$	469.46	\$	•	\$	•	\$	114.25	\$		\$ 583	71

<sup>\*</sup> 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.

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Original copy signed



# **Expense Disclosure Sheet**

<u>Name</u>

Terry Chapman

Date

October 12, 2018

**Position** 

Interim VP Academic

**Purpose** 

General Education Workshop

**Destination** 

Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Tota	al
Oct.12, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage 218 km x 0.44/km	95.92			95.92
	8				Total Receipts	\$	95.92

### MEDICINE HAT COLLEGE TRAVEL CLAIM

Electronic Signatures
Active Directory

PForsythe@mhc.ab.ca

#### CLAIMANT MEETING/CONFERENCE MEDICINE HAT Name: Terry Chapman Name: **GNED Workshop** OHIGE Address: Location Brooks, AB DAYS INVOLVED [ 0.46 ] Departure date Oct 12 2018 7:00AM Return date Oct 12 2018 6:00PM **EXPENSES** FOR OFFICE USE ONLY Meals Days Rate Total Amount **GST** Breakfast 0@\$10.00 = \$0,00 Lunch 0 @ \$12.00 = \$0.00Dinner 0 @ \$22.00 = \$0 00Full Per diem 0 @ \$44.00 = \$0.00Overnight incidental 0@\$10.00 = \$0.00 Hospitality Allowance $0 \otimes $20.00 = $0.00$ Conference Cost \$0.00 Hotel (attach invoice) \$0.00 Miscellaneous \$0.00 \$0.00 \$0.00 TRANSPORTATION Own Car 218 KM @ 0.44/KM \$95.92 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 \$95.92 INVOICE TOTAL USD \$0.00 \*\$1.00/CND **TOTAL EXPENSE \$95.92** Less - Advance (if applicable) -\$0 00 NET CLAIM DUE (Repayable) 95.92 CONTROL FOR OFFICE USE ONLY VENDOR NUMBER 03 - 16954 GL CODE **AMOUNT GST** TOTAL Written Signatures Request By Department Code Lerry Channan Department Signature Finance



# **Expense Disclosure Sheet**

<u>Name</u>

Terry Chapman

**Date** 

October 16, 2018

**Position** 

Interim VP Academic

**Purpose** 

**MHC Board Meeting** 

**Destination** 

Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total	
Oct.16, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage 218km x 0.44/km	95.92		95	.92
					Total Receipts	\$ 95	.92

Air Fare

Active Directory

PForsythe@mhc.ab.ca

Taxi, buses, parking, road tolls

#### MEDICINE HAT COLLEGE TRAVEL CLAIM CLAIMANT MEETING/CONFERENCE Name: Terry Chapman Name: Board meeting Address: Location Brooks, AB DAYS INVOLVED [ 0.25 ] Departure date Oct 16 2018 11:00AM Return date Oct 16 2018 5 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 TRANSPORTATION Own Car 218 KM @ 0.44/KM \$95 92 College Car (Attach gas receipts) \$0 00 Rental Car (Attach invoice & gas receipts) \$0 00

**INVOICE TOTAL** 

FOR OFFICE USE ONLY

Amount

MBDICINE HAT

**GST** 

USD \$0.00 \*\$1,00/CND **TOTAL EXPENSE \$95 92** 

CND \$95 92

Less - Advance (if applicable) -\$0.00 NET CLAIM DUE (Repayable) 95.92

(Attach Air Line Tickets or Invoice) \$0.00

(Less than \$10 receipt is not required) \$0.00

FOR OFFICE USE ONLY	VENDO	CONTROL. 03 - 16953	
GL CODE	AMOUNT	GST	TOTAL
		<b>美国共享</b>	
AL OF THE SERVICE			
Written Signatures	VI		-
Request By	TerryChapa	rtment Code	
Department Signatus (If Normany Signature)	Finan		4 <del></del>
		ellabora entermana proto a <sub>rado</sub>	
Electronic Signatures			



# **Expense Disclosure Sheet**

<u>Name</u>

Terry Chapman

**Date** 

October 22, 2018

**Position** 

Interim VP Academic

<u>Purpose</u>

The Art of Leadership Seminar

Destination

Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total	
Oct.22, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage 588km x 0.44/km	258.72		258	3.72
Oct.22, 2018	Medicine Hat College Travel Claim	Other Transportation	Parking	18.90		18	3.90
Oct.22, 2018	Original Joe's	Meals	Lunch for 5 MHC attendees	109.25	5.00	114	1.25
	-				Total Receipts	\$ 391	L.87

## MEDICINE HAT COLLEGE TRAVEL CLAIM

#### **CLAIMANT**

Name: Terry Chapman

Address:

MEETING/CONFERENCE

Name

The Art of Leadership

Location: Calgary, AB



#### DAYS INVOLVED [ 0.54 ]

Departure date

Oct 22 2018 6:00AM

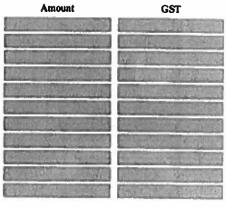
Return date

Oct 22 2018 7:00PM

#### **EXPENSES**

NOED		
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

## FOR OFFICE USE ONLY



#### TRANSPORTATION

Own Car	588 KM @ 0.44/KM	\$258.72
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)	\$18.90

INVOICE TOTAL

CND \$277.62

\$0.00

USD \$0.00 \*\$1.00/CND

TOTAL EXPENSE \$277.62

Less - Advance (if applicable) -\$0.00 NET CLAIM DUE (Repayable) 277.62

TOD OFFICE LISE ONLY

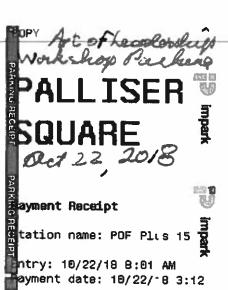
VENDOD MUMBED

CONTROL

FOR OFFICE USE ONLY	VEND	OR NUMBER	03 - 16689
GL CODE	AMOUNT	GST	TOTAL
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			39 30 31 31 31 31 31
Written Signatures	2		
Request By	De	partment Code	
Department Signatur (If Necessary Signature)	Fin	ince:	<del>-,</del>
		·	
Electronic Signatures			

Active Directory

PForsythe@mhc.ab.ca



gard no.:

and no.:

Due: CAD 18.90

December of the cap of the ca

ISA CREDIT 100000000031010 PR: 8080008000 TSI: 7800

7 Approved - Thank You 01

IMPORTANT - Retain this copy

\* CUSTOMER COPY \*\*\*

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# MEDICINE HAT

# **HOSTING EXPENSE CLAIM FORM**

To be submitted upon completion of hosting)

This form must be completed when charging a department account for hosting guests.

	iarne ddress	Terry Chapma		Number of Atte	ndees: Feculty/Stelf Students Other		
Date Local	of Function: (	Oct. 26 Original	7/18 Joes, Calgar,	Names and But Terry Cho	siness Relationshi	lp:	
Desc	ription of Meal: Breakfast Lunch	Dinner Other (	specify)	If Large Group,	Name		
Bueln	Staff Recognition Seminar Speak (Name) (Topic) Student Recruit (Purpose)	er	/kde details)	Conference L The Prospective Emp (Name) (Position)  Student Academi (Purpose)	doyes	eak dur adarship	thg Conference
	Other			Meeting		_	
	<b>的</b> 种形成 1944	VENDOR	Total	GL CODE	Amount	GST GST	
	Origin *The d	b. 50 for Shock Top	120,75		2 to \$100 \$100 \$100 \$100 \$100 \$100 \$100 \$10	1937 (192 1938 (1937) 1938 (1937)	
					が記された。 注を見る。 というでは というできます。 というできます。	127度企业 117 2010年 - 12 2010年 - 12	
Les	OTAL EXPENSE 18 - Advance ET CLAIM DUE (I	Repayable)	(If applicable)	\$0.00	INVOIC	E TOTAL	
Date REQU	EST 8Y:	Oct .23/18	FOR OFFICE USE ONLY	VENDOR NUMBER	The server		
	. CODE:		GL CODE	AMOUNT	GST	TOTAL	
	APPROVAL	(Elgreture - 6 Heavestery)	TOTAL STATES	Maria de Cara	1 1744 2 1744 2 1744 2 1745 2 1745 2 1745 2 1745		
			IR WAS ARETTS TO A	William and White	TENERS OF THE	Carlotte No.	

AVE

109 8 AVE SW CALGARY AB

CARD TYPE VISA
DATE 2018/10/22
TIME 0282 13:00:28
CLERK ID 222
RECEIPT NUMBER
C82030278-001-005-003-0

PURCHASE

AMOUNT \$105.00 TIP \$15.75 TOTAL

\$120.75

VISA CREDIT A0000000031010 AC67749E19B7DDB4 0280008000-E800 C507B4CEAC43D495 0280008000-F800

## **APPROVED**

AUTH# 055633 01-027 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Original Joe's - Stephen Ave 109 8th Avenue SW

# ★★★ ORIGINAL JOE'S.

- RESTAURANT . BAR

Original Joes Stephens Ave 109, 8 Avenue SW Calgary, AB

GST#: 83724 7998 RT0001 Table #8

Trans#: 615321 Serv: Bar AM 222 10/22/2018 12:59:46 PM #Cust:6

Quan Description	Cost
cash. 1 1402 Stock Top	\$6.50
1 Juice & Soda	\$3,50
1 Coke	\$3.50
1 Chicken Fingers	\$15,50
1 Add Dip	\$0.75
1 Bacon Tom Soup	\$9.25
1 Lettuce Wraps	\$14.25
1 Tostada Salad	\$15.75
1 Chicken Fingers	\$15.50
1 Chicken Fingers	\$15.50
**************************************	
Net Total:	<b>\$</b> 100.00

GST \$5.00

TOTAL:

\$105.00

Original Joe's cares, tell us about your experience! Complete our Chline Survey: WWW.ORIGINALJOES.CA/SURVEY