





## Expense Disclosure Sheet

**Name** Carla Bennett                      **Date** September 27 & 28, 2018  
**Position** Interim VP Administration & Finance                      **Purpose** Senior Business Officers (SBO) Meetings                      **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Sept 27-28, 2018	MHC Travel Claim	Other Transportation	Mileage			264.00
Sept 27-28, 2018	MHC Travel Claim	Meals	Meals			22.00
Sept 27-28, 2018	MHC Travel Claim	Incidentals	Overnight Incidentals			10.00
Sept 27-28, 2018	Aloft Calgary University	Accommodation	Hotel Room			158.92
						-
						-
						-
						-
						-
						-
						-
<b>Total Receipts</b>						<b>454.92</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM



**CLAIMANT**

Name: Carla Bennett  
Address:

**MEETING/CONFERENCE**

Name: SBO Business Officers Meeting  
Location: Calgary, AB

**DAYS INVOLVED [ 1.08 ]**

Departure date Sep 27 2018 4:00PM  
Return date Sep 28 2018 6:00PM

**EXPENSES**

	Days	Rate	Total
Meals			
Breakfast	0 @	\$10.00	= \$0.00
Lunch	0 @	\$12.00	= \$0.00
Dinner	1 @	\$22.00	= \$22.00
Full Per diem	0 @	\$44.00	= \$0.00
Overnight incidental	1 @	\$10.00	= \$10.00
Hospitality Allowance	0 @	\$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$158.92
Miscellaneous			\$0.00
			\$0.00
			\$0.00

**FOR OFFICE USE ONLY**

Amount	GST

**TRANSPORTATION**

Own Car	600 KM @ 0.44/KM	\$264.00
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)	\$0.00


CND \$454.92

USD \$0.00 \*\$1.00/CND

**TOTAL EXPENSE \$454.92**

Less - Advance (if applicable) -\$0.00

**NET CLAIM DUE (Repayable) 454.92**

**INVOICE TOTAL**

**FOR OFFICE USE ONLY**

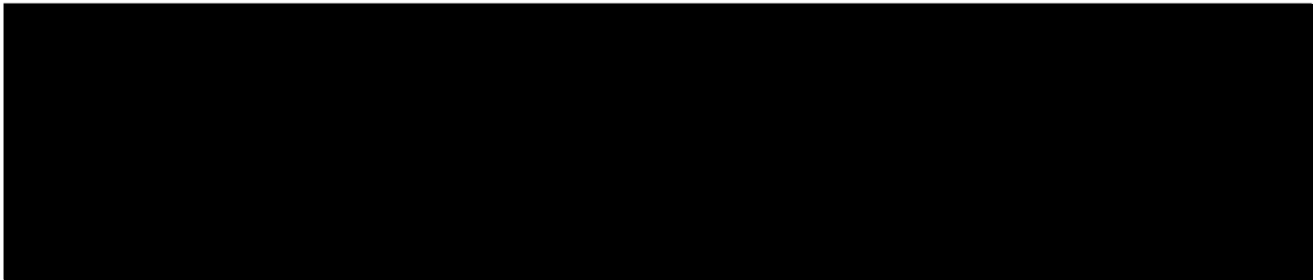
**VENDOR NUMBER**

**CONTROL**

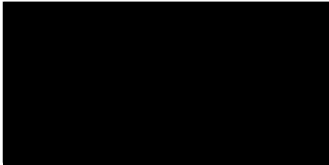
03 - 16591

GL CODE	AMOUNT	GST	TOTAL

Written Signatures



Aloft Calgary University  
 2359 Banff Trail NW  
 Calgary, AB T2M 4LZ  
 Canada  
 Tel: 403-289-1973 Fax: 403-282-1241



Page Number : 1 Invoice Nbr : 183298  
 Guest Number : 153030  
 Folio ID : A  
 27-SEP-18 20:23  
 28-SEP-18 15:00  
 1  
 343

Tax Invoice

Tax ID : 893755702RT0001  
 Aloft Calgary Univ SEP-28-2018 15:10 JAYDOLS

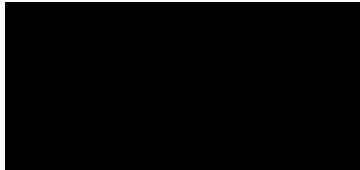
Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-SEP-18	4178	In Room Dining	30.00	
27-SEP-18	RT343	Room Charge	141.55	
27-SEP-18	RT343	Goods And Services Tax (GST)	7.29	
27-SEP-18	RT343	Alberta Tourism Levy	5.83	
27-SEP-18	RT343	Destination Marketing Fee	4.25	
28-SEP-18	MC	MasterCard-7925		-188.92
***For Authorization Purpose Only***				
		Authorized		
	27-SEP-18	07338S	184.02	
	27-SEP-18	05525S	50	
** Total			188.92	-188.92
*** Balance			0.00	

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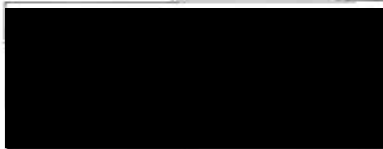
Aloft Calgary University  
 2359 Banff Trail NW  
 Calgary, AB T2M 4LZ  
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Page Number : 2 Invoice Nbr : 183298  
 Guest Number : 153030  
 Folio ID : A  
 27-SEP-18 20:23  
 28-SEP-18 15:00  
 1  
 343



I agreed to pay all room & incidental charges.



Amount (CAD)  
 0.00  
 0.00  
 0.00  
 0.00  
 0.00

[www.aloftcalgaryuniversity.com](http://www.aloftcalgaryuniversity.com)

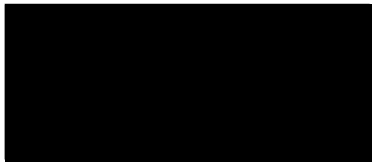
EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Food & Bev	GST	DMF	Other	Total	Payment
09-27-2018	147.38	28.95	7.29	4.25	1.05	188.92	0.00
09-28-2018	0.00	0.00	0.00	0.00	0.00	0.00	-188.92
Total	147.38	28.95	7.29	4.25	1.05	188.92	-188.92

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Aloft Calgary University  
2359 Banff Trail NW  
Calgary, AB T2M 4LZ  
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Tel: 403-289-1973 Fax: 403-282-1241



Page Number	:	3	Invoice Nbr	:	183298
Guest Number	:	153030			
Folio ID	:	A			
		27-SEP-18	20:23		
		28-SEP-18	15:00		
		1			
		343			