

# **Expense Disclosure Summary**

Name	
Pariod	Covered

Carla Bennett

**Position** 

Interim VP Administration & Finance

Period Covered

September 1 - September 30, 2018

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

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Ai	rfare	Other sportation*	Acc	commodation	Meals	Н	ospitality	Inc	cidentals	8	Total
September 27 & 28, 2018	Calgary, A8	Senior Business Officers (SBO) Meetings	\$	4	\$ 264.00	ŝ	158.92	\$ 22.00	Ś	-	ŝ	10.00	s	454.92
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			\$	_	\$ -	\$	-	\$ -	\$	-	\$	-	\$	
			\$	-	\$ 264.00	\$	158.92	\$ 22.00	\$	-	\$	10.00	\$	454.92

* Other	Transportation	includes vehicl	e rentals, nublic	transportation, t	avic narking	and mileage

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Signature	Original Copy Signed
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# **Expense Disclosure Sheet**

Name Carla Bennett Date September 27 & 28, 2018

Interim VP Administration & Senior Business Officers (SBO)

PositionFinancePurposeMeetingsDestinationCalgary, 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 -
						-
	1					-
						-
		,	SZ		Total Receipts	454.92

# MEDICINE HAT COLLEGE TRAVEL CLAIM

#### CLAIMANT

#### MEETING/CONFERENCE

Name: Carla Bennett

Name: SBO Business Officers Meeting

Address:

Location: Calgary, AB

## DAYS INVOLVED [ 1.08 ]

Departure date Return date Sep 27 2018 4:00PM

Sep 28 2018 6:00PM

#### **EXPENSES**

### FOR OFFICE USE ONLY

MEDICINE HAT

Meals	Days Rate	Total
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

Amount	GST
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Charles and the second	C. S. T. T. S.
Printer Surprise to the	to be a second
Bullion Co. Labor	

#### TRANSPORTATION

Own Car600 KM @ 0.44/KM\$264.00College Car(Attach gas receipts)\$0.00Rental Car(Attach invoice & gas receipts)\$0.00Air Fare(Attach Air Line Tickets or Invoice)\$0.00Taxi, buses, parking, road tolls(Less than \$10 receipt is not required)\$0.00

INVOICE TOTAL

uired) \$0.00 CND \$454.92

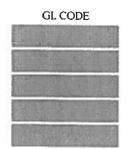
USD \$0.00 \*\$1.00/CND

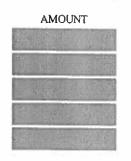
TOTAL EXPENSE \$454.92 Less - Advance (if applicable) -\$0.00 NET CLAIM DUE (Repayable) 454.92

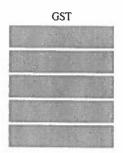
### FOR OFFICE USE ONLY

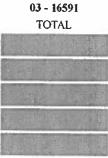
## VENDOR NUMBER

# CONTROL









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 Dinin	g	30.00	
27-SEP-18	RT343	Room Charge		141.55	
27-SEP-18	RT343	Goods And Se	rvices Tax (GST)	7.29	
27-SEP-18	RT343	Alberta Tourisr	n Levy	5.83	
27-SEP-18	RT343	Destination Ma	arketing Fee	4.25	
28-SEP-18	MC	MasterCard-79	925		-188.92
	***For Author	ization Purpose C	nly***		
	Suite Co.	Authorize	i		
	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 Canada

Tel: 403-289-1973 Fax: 403-282-1241



2

Invoice Nbr

20:23 15:00



Guest Number : 153030
Folio ID : A
27-SEP-18
28-SEP-18
1
343

Page Number

I agreed to pay all room & incidental charges.

Amount (CAD)

0.00 0.00 0.00

: 183298

0.00

0.00

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 Canada

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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