



Expense Disclosure Summary

Name Terry Chapman **Position** Vice President Academic
Period Covered January - March 2020

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
January 16, 2020	Brooks, AB	Student Tuition Consulation		\$ 92.40					\$ 92.40
Jan.22-24, 2020	Calgary, AB	SAO/ACOSAO Meetings		\$ 257.84		\$ 44.00			\$ 301.84
Feb.5-6, 2020	Olds, AB	Visit to Olds College			\$ 144.82	\$ 22.00			\$ 166.82
			\$ -	\$ 350.24	\$ 144.82	\$ 66.00	\$ -	\$ -	\$ 561.06

* 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** January 16, 2020
Position Vice President Academic **Purpose** Student Tuition Consultation **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
January 16, 2020	Medicine Hat College Travel Claim	Other Transportation	210kn x \$0.44/km	92.4		92.40
Total Receipts						92.40

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman
 Address:

MEETING/CONFERENCE

Name: Brooks Campus Tuition Consultation
 Location: Brooks, AB



DAYS INVOLVED [0.23]

Departure date Jan 16 2020 9:30AM
 Return date Jan 16 2020 3:00PM

EXPENSES

Meals
 Breakfast
 Lunch
 Dinner
 Full Per diem
 Overnight incidental
 Hospitality Allowance
 Conference Cost
 Hotel (attach invoice)
 Miscellaneous

Days	Rate	Total
0 @	\$10.00 =	\$0.00
0 @	\$12.00 =	\$0.00
0 @	\$22.00 =	\$0.00
0 @	\$44.00 =	\$0.00
0 @	\$10.00 =	\$0.00
0 @	\$20.00 =	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

FOR OFFICE USE ONLY	
Amount	GST

TRANSPORTATION

Own Car
 College Car
 Rental Car
 Air Fare
 Taxi, buses, parking, road tolls

210 KM @ 0.44/KM	\$92.40	
(Attach gas receipts)	\$0.00	
(Attach invoice & gas receipts)	\$0.00	
(Attach Air Line Tickets or Invoice)	\$0.00	
(Less than \$10 receipt is not required)	\$0.00	
CND	\$92.40	
USD	\$0.00	*\$1.00/CND
TOTAL EXPENSE	\$92.40	
Less - Advance (if applicable)	-\$0.00	
NET CLAIM DUE (Repayable)	92.40	

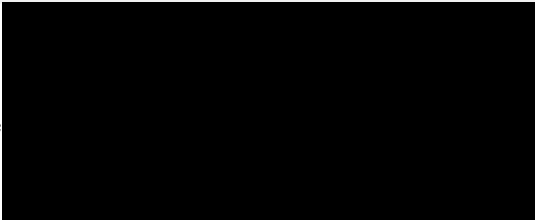
INVOICE TOTAL	

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL	
GL CODE	AMOUNT	GST	TOTAL	03 - 18033	

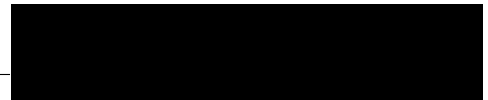
Written Signatures

Request By

Department Signature
 (If Necessary Signature)



Document Code



Electronic Signatures

Active Directory





Expense Disclosure Sheet

Name Terry Chapman **Date** Jan.22 - 24, 2020

Position Vice President Academic **Purpose** Senior Academic Officers (SAO) Meetings **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
January 22 - 24	Medicine Hat College Travel Claim	Other Transportation	Mileage (586 km x \$0.44/km)	257.84		257.84
January 23, 2020	Medicine Hat College Travel Claim	Meals	1 full per diem	44.00		44.00
					Total Receipts	301.84

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: Senior Academic Officers (SAO) Meeting
Location: Calgary, AB



DAYS INVOLVED [2.29]

Departure date Jan 22 2020 12:00PM
Return date Jan 24 2020 7:00PM

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	1 @	\$44.00 =	\$44.00
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

FOR OFFICE USE ONLY

Amount	GST

TRANSPORTATION

Own Car	586 KM @ 0.44/KM	\$257.84
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 \$301.84
USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$301.84
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 301.84

INVOICE TOTAL

FOR OFFICE USE ONLY

GL CODE	AMOUNT	VENDOR NUMBER	GST	CONTROL 03 - 18044 TOTAL

Written Signatures

Request By _____
Department Signature (If Necessary Signature) _____

Department Code _____
Address _____

Electronic Signatures

Active Directory _____



Expense Disclosure Sheet

Name Terry Chapman **Date** February 5-6, 2020
Position Vice President Academic **Purpose** Visit to Olds College **Destination** Olds, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
February 5	Medicine Hat College Travel Claim	Meals	1 dinner per diem	22.00		22.00
February 5, 2020	Pomeroy Inn & Suites	Accommodation	Hotel accommodation	138.18	6.64	144.82
Total Receipts						166.82



Room to Live

Contact US



THANK YOU

Terry Chapman

Medicine Hat, AB, , x
GST# 82414 3507RT0001

Arrival Date: 02/05/2020
Departure Date: 02/06/2020

Confirmation #: 58958

Folio #: 91231
Room Number: 313
Pay Method: VISA
Medicine Hat College

Date	Code	Reference	Room	Amount
02/05/2020	ROOM	ROOM CHARGE	313	129.00
02/05/2020	HT	HOTEL TAX	313	5.16
02/05/2020	DMF	DMF FEE	313	3.87
02/05/2020	GST	ROOM G.S.T.	313	6.45
02/05/2020	HT	HOTEL TAX	313	0.15
02/05/2020	GST2	G.S.T.	313	0.19
02/06/2020	VISA	[REDACTED]	313	144.82
		Subtotal		129.00
		Taxes		15.82
		Total Due		144.82
		Payment		144.82
		Balance Due		0.00

Thank you for staying with us! We look forward to welcoming you back soon.

Have a safe and pleasant journey to your next destination.

Warmest Regards,

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: Visit to Olds College
Location: Olds, AB



DAYS INVOLVED [1.17]

Departure date Feb 5 2020 8:00AM
Return date Feb 6 2020 12:00PM

EXPENSES

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	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

FOR OFFICE USE ONLY

Amount	GST

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)	\$0.00

CND \$22.00
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$22.00
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 22.00

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 18064
TOTAL

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Code

Department Signature
(If Necessary Signature)

Finance:

Electronic Signatures

Active Directory