



## Expense Disclosure Summary

**Name** Vicky Roy      **Position** Provost & Vice President Academic  
**Period Covered** July - September 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
September 28, 2020	Brooks, AB	Grasslands School District Meeting		\$ 99.64					\$ 99.64
			\$ -	\$ 99.64	\$ -	\$ -	\$ -	\$ -	\$ 99.64

\* 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** Vicky Roy      **Date** September 28, 2020  
**Position** Provost & Vice President Academic      **Purpose** Grasslands School District 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
September 28, 2020	Medicine Hat College Travel Claim	Other Transportation	Mileage (212km x \$0.47/km)	99.64		99.64
					<b>Total Receipts</b>	<b>99.64</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM

**CLAIMANT**

Name: Vicky Roy  
 Address:

**MEETING/CONFERENCE**

Name: Grasslands School District Meeting  
 Location: Brooks, AB



**DAYS INVOLVED [ 0.25 ]**

Departure date Sep 28 2020 8:00AM  
 Return date Sep 28 2020 2:00PM

**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

**FOR OFFICE USE ONLY**

**Amount**      **GST**

**TRANSPORTATION**

Own Car	212 KM @ 0.47/KM	\$99.64
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
	<b>CND</b>	\$99.64
	<b>USD</b>	\$0.00 *\$1.00/CND
	<b>TOTAL EXPENSE</b>	\$99.64
	<b>Less - Advance (if applicable)</b>	-\$0.00
	<b>NET CLAIM DUE (Repayable)</b>	<b>99.64</b>

**INVOICE TOTAL**

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	03 - 18211	
			TOTAL	

**Written Signatures**

Request By \_\_\_\_\_  
 Department Signatures  
(If Necessary Signature) \_\_\_\_\_  
 \_\_\_\_\_

Department Code \_\_\_\_\_  
 Finance: \_\_\_\_\_

**Electronic Signatures**

Active Directory \_\_\_\_\_