



Expense Disclosure Summary

Name Vicky Roy **Position** Vice President Academic & Provost
Period Covered January - March 2021

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
February 25, 2021	The Keg	Welcome dinner with new dean					\$ 99.02		\$ 99.02
			\$ -	\$ -	\$ -	\$ -	\$ 99.02	\$ -	\$ 99.02

* 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** February 25, 2021

Position Vice President Academic & Provost **Purpose** Welcome dinner with new Dean,
School of Trades & Technology **Destination** Medicine Hat,
AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Feb 25, 2021	The Keg Steakhouse	Hospitality	Dinner x 2	94.92	4.10	99.02
Total Receipts						99.02

