MEDICINE HAT
C O L L E G E

Expense Disclosure Summary

Name   *See below   **Position**   Acting Vice President Academic & Provost

Period Covered   July - September 2022

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 1, 2022	Brooks, AB	New Student Orientation		$ 101.52					$ 101.52
			$ -	$ 101.52	$ -	$ -	$ -	$ -	$ 101.52

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

Acting VPA Name and Dates Covered

Sandy Henderson: July 4-8/August 29-September 2, 2022

Jason Openo: July 11-15, 2022

Timothy Spielman: July 18-29, 2022

Chad Flinn: August 15-26, 2022

Clay Bos: August 15-26/September 5-30, 2022

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   Sandy Henderson   **Date**   September 1, 2022

Position   Acting Vice President Academic &   **Purpose**   New Student Orientation   **Destination** Brooks, AB
                     Provost

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 1, 2022	MHC Travel Claim	Other Transportation	Mileage: 216 km x 0.47/km	101.52		101.52
					Total Receipts	**101.52**

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Sandy Henderson

Address:

MEETING/CONFERENCE

Name: New Student Orientation

Location: Brooks, AB

DAYS INVOLVED [0.17]

Departure date   Sep 1 2022 9:00AM

Return date   Sep 1 2022 1:00PM

EXPENSES

	Days Rate	Total		FOR OFFICE USE ONLY	
Meals				**Amount**	**GST**
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			

TRANSPORTATION

		Total			
Own Car	216 KM @ 0.47/KM	$101.52			
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	$101.52		**INVOICE TOTAL**	
	USD	$0.00	*$1.00/CND		
	TOTAL EXPENSE	$101.52			
	Less - Advance (if applicable)	-$0.00			
	NET CLAIM DUE (Repayable)	101.52			

FOR OFFICE USE ONLY	VENDOR NUMBER		CONTROL **03 - 19756**
GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By [redacted]

Department Code [redacted]

Department Signatures
(If Necessary Signature)   *Approval via email.*

Finance:

Electronic Signatures

Active Directory [redacted]

If you have any questions please contact the Finance Department at 403-529-3856.