



Expense Disclosure Summary

Name Irlanda Price **Position** AVP Student Development
Period Covered

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

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
22-25 April, 2017	Ottawa	Strategic Enrollment Management Summit	\$ 1,467.17	\$ 73.95	\$ 764.67	\$ -	\$ -	\$ -	\$ 2,305.79
			\$ 1,467.17	\$ 73.95	\$ 764.67	\$ -	\$ -	\$ -	\$ 2,305.79

* 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 Irlanda Price **Date** 22-25 April, 2017

Position AVP Student Development **Purpose** Strategic Enrollment Management Summit **Destination** Ottawa

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
22-25 April	Air Canada	Airfare	Medicine Hat to Ottawa return	1467.17		1,467.17
22-25 April	Fairmont Chateau Laurier	Accommodation	Hotel Accommodation	764.67		764.67
22-25 April	Blue Line Taxi	Other Transportation	Taxi fares in Ottawa	73.95		73.95
						-
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	2,305.79