



Expense Disclosure Summary

Name Graham Kelly **Position** Board Chair
Period Covered July 1 - September 30, 2018

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
September 20-21, 2018	Edmonton, AB	Meeting with Minister of Advanced Education	\$ -	\$ 510.40	\$ 185.25	\$ 54.00	\$ -	\$ 10.00	\$ 759.65
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ 510.40	\$ 185.25	\$ 54.00	\$ -	\$ 10.00	\$ 759.65

* 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 signed"*



Expense Disclosure Sheet

Name Graham Kelly **Date** September 20-21, 2018
Position Board Chair **Purpose** Meeting with Minister of
Advanced Education **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 21, 2018	Travel Claim	Other Transportation	Mileage from Medicine Hat to Edmonton return	510.40		510.40
September 21, 2018	Travel Claim	Meals	Per Diem (September 20/21)	54.00		54.00
September 21, 2018	Travel Claim	Accommodation	Hotel (September 20)	185.25		185.25
September 21, 2018	Travel Claim	Incidentals	Overnight Incidental (September 20)	10.00		10.00
						-
						-
						-
						-
						-
Total Receipts						759.65

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Mr Graham Kelly

Page Number : 1

Folio ID : A
 Arrive Date : 20-SEP-18 17:45
 Depart Date : 21-SEP-18 07:46
 No. Of Guest : 1
 Room Number : 514
 Club Account : SPG - A9833

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton SEP-21-2018 07:46 BSMOL657

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-SEP-18	RT514	Room Charge	165.00	
20-SEP-18	RT514	GST	8.50	
20-SEP-18	RT514	Destination Marketing Fee	4.95	
20-SEP-18	RT514	Tourism Levy	6.80	
21-SEP-18				-185.25
** Total			185.25	-185.25
*** Balance			0.00	

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10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454



Mr Graham Kelly

Page Number : 2 Invoice Nbr [REDACTED]
Folio ID : A
Arrive Date : 20-SEP-18 17:45
Depart Date : 21-SEP-18 07:46
No. Of Guest : 1
Room Number : 514
Club Account : SPG - A9833

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
09-20-2018	165.00	8.50	6.80	0.00	0.00	4.95	185.25	0.00
09-21-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-185.25
Total	165.00	8.50	6.80	0.00	0.00	4.95	185.25	-185.25

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MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Graham Kelly

Address:

MEETING/CONFERENCE

Name: Board Chair meeting with the Minister Advanced Education

Location: Edmonton



DAYS INVOLVED [1.33]

Departure date Sep 20 2018 1:00PM

Return date Sep 21 2018 9:00PM

EXPENSES

	Days	Rate	Total	FOR OFFICE USE ONLY	
				Amount	GST
Meals					
Breakfast	1 @	\$10.00 =	\$10.00		
Lunch	0 @	\$12.00 =	\$0.00		
Dinner	2 @	\$22.00 =	\$44.00		
Full Per diem	0 @	\$44.00 =	\$0.00		
Overnight incidental	1 @	\$10.00 =	\$10.00		
Hospitality Allowance	0 @	\$20.00 =	\$0.00		
Conference Cost			\$0.00		
Hotel (attach invoice)			\$185.25		
Miscellaneous			\$0.00		
			\$0.00		
			\$0.00		

TRANSPORTATION

Own Car	1160 KM @ 0.44/KM	\$510.40		
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	\$759.65		
	USD	\$0.00	*\$1.00/CND	
	TOTAL EXPENSE	\$759.65		
	Less - Advance (if applicable)	-\$0.00		
	NET CLAIM DUE (Repayable)	759.65		

INVOICE TOTAL

FOR OFFICE USE ONLY	VENDOR NUMBER			CONTROL
GL CODE	AMOUNT	GST	03 - 16593	
			TOTAL	