MEDICINE HAT COLLEGE

Expense Disclosure Summary

Name David Petis **Position** VP Advancement & Community Relations
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 12, 2018	Various	Mileage for Various Work Related Trips in July-Sept	$ -	$ 154.88	$ -	$ -	$ -	$ -	$ 154.88
September 26, 2018	Various	Mileage for Various Work Related Trips in September	$ -	$ 108.68	$ -	$ -	$ -	$ -	$ 108.68
			$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ 263.56	$ -	$ -	$ -	$ -	$ 263.56

* 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

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name David Petis **Date** September 12, 2018

Position VP Advancement & Community Relations **Purpose** Mileage for Various Work Related Trips in July-Sept **Destination** Various

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
12-Sep-18	MHC Travel Claim	Other Transportation	Mileage			154.88
						-
						-
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	154.88

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name David Petis

Date September 26, 2018

Position VP Advancement & Community Relations

Purpose Mileage for Various Work Related Trips in September

Destination Various

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
26-Sep-18	MHC Travel Claim	Other Transportation	Mileage			108.68
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	108.68

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: David Petis

Address: [redacted]

MEETING/CONFERENCE

Name: Mileage for various work related trips July - Sept 2018

Location: Various

MEDICINE HAT COLLEGE

DAYS INVOLVED | 49.15 |

Departure date	Jul 25 2018 5:30PM
Return date	Sep 12 2018 9:00PM

EXPENSES

	Days Rate	Total	FOR OFFICE USE ONLY Amount	GST
Meals				
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

Own Car	352 KM @ 0.44/KM	$154.88		
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	$154.88	
USD	$0.00	*$1.00/CND
TOTAL EXPENSE	$154.88	
Less - Advance (if applicable)	-$0.00	
NET CLAIM DUE (Repayable)	154.88	

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 16539

GL CODE	AMOUNT	GST	TOTAL
		1.38	

Written Signatures

[redacted]

2018 SEP 18 PM12:37

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

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: David Petis

Address:

MEETING/CONFERENCE

Name: Mileage for various work related trips in September2018

Location: Various

MEDICINE HAT COLLEGE

DAYS INVOLVED [13.21]

Departure date Sep 13 2018 3:30PM

Return date Sep 26 2018 8:30PM

EXPENSES

	Days Rate	Total	FOR OFFICE USE ONLY Amount	GST
Meals				
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

Own Car	247 KM @ 0.44/KM	$108.68		
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 $108.68

USD $0.00 *$1.00/CND

TOTAL EXPENSE $108.68

Less - Advance (if applicable) -$0.00

NET CLAIM DUE (Repayable) **108.68**

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 16573

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

[redacted]

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