



## Expense Disclosure Summary

**Name** Terry Chapman      **Position** Interim VP Academic  
**Period Covered** July - September 2018

**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 7, 2018	Brooks Campus	Social Work Program Launch		\$ 95.92	\$ -	\$ -	\$ -	\$ -	\$ 95.92
			<b>\$ -</b>	<b>\$ 95.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95.92</b>

\* 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** Terry Chapman      **Date** September 7, 2018  
**Position** Interim VP Academic      **Purpose** Social Work Program Launch      **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 7, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage (218 km x \$0.44/km)	95.92		95.92
					<b>Total Receipts</b>	<b>95.92</b>

