



Expense Disclosure Summary

Name Terry Chapman **Position** Interim VP Academic
Period Covered October - December 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
October 12, 2018	Brooks, AB	General Education Workshop		\$ 95.92	\$ -	\$ -	\$ -	\$ -	\$ 95.92
October 16, 2018	Brooks, AB	MHC Board Meeting		\$ 95.92			\$ -		\$ 95.92
October 22, 2018	Calgary, AB	Art of Leadership Seminar	\$ -	\$ 277.62			\$ 114.25	\$ -	\$ 391.87
			\$ -	\$ 469.46	\$ -	\$ -	\$ 114.25	\$ -	\$ 583.71

* 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** October 12, 2018
Position Interim VP Academic **Purpose** General Education Workshop **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Oct.12, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage 218 km x 0.44/km	95.92		95.92
Total Receipts					\$	95.92

MEDICINE HAT COLLEGE TRAVEL CLAIM



CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: GNED Workshop
Location: Brooks, AB

DAYS INVOLVED [0.46]

Departure date Oct 12 2018 7:00AM
Return date Oct 12 2018 6:00PM

EXPENSES

Meals	Days	Rate	Total
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

FOR OFFICE USE ONLY

Amount	GST

TRANSPORTATION

Own Car	218 KM @ 0.44/KM	\$95.92
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 \$95.92
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$95.92
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 95.92





FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 16954
TOTAL

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By:  Department Code: 
Department Signature (If Necessary Signature):  Terry Chapman Finance: 

Electronic Signatures

Active Directory: PForsythe@mhc.ab.ca



Expense Disclosure Sheet

Name Terry Chapman **Date** October 16, 2018
Position Interim VP Academic **Purpose** MHC Board Meeting **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Oct.16, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage 218km x 0.44/km	95.92		95.92
Total Receipts					\$	95.92



Expense Disclosure Sheet

Name Terry Chapman **Date** October 22, 2018

Position Interim VP Academic **Purpose** The Art of Leadership Seminar **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Oct.22, 2018	Medicine Hat College Travel Claim	Other Transportation	Mileage 588km x 0.44/km	258.72		258.72
Oct.22, 2018	Medicine Hat College Travel Claim	Other Transportation	Parking	18.90		18.90
Oct.22, 2018	Original Joe's	Meals	Lunch for 5 MHC attendees	109.25	5.00	114.25
					Total Receipts	\$ 391.87

COPY

*Art of Leadership
Workshop Parking*

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PALLISER SQUARE

Oct 22, 2018

Payment Receipt

Station name: PDF Plus 15

Entry: 10/22/18 8:01 AM

Payment date: 10/22/18 3:12

Card no.: [REDACTED]

Amount due: CAD 18.90

Reduction: CAD 0.00

Amount paid with: CAD 18.90

Amount change: CAD 0.00

Change owed: CAD 0.00

ATSA PURCHASE
AMOUNT \$18.90

Card #: *****[REDACTED]
Date: 2018/10/22 Time: 15:11:41
Ref. #: 662765460016050000
Auth. #: 072611

ATSA CREDIT
000000031010
M/R: 000000000 TSI: 7800

27 Approved - Thank You 01

IMPORTANT - Retain this copy
for your records

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Original Joe's - Stephen Ave
109 8th Avenue SW

★★★
**ORIGINAL
JOE'S.**

~ RESTAURANT * BAR ~

Original Joes Stephens Ave
109, 8 Avenue SW
Calgary, AB

GST#: 83724 7998 RT0001

Table #8

Trans#: 615321 Serv: Bar AM 222
10/22/2018 12:59:46 PM #Cust:6

Quan	Description	Cost
Cash	1 14oz Stock Top	\$6.50
	1 Juice & soda	\$3.50
	1 Coke	\$3.50
	1 Chicken Fingers	\$15.50
	1 Add Dip	\$0.75
	1 Bacon Tom Soup	\$9.25
	1 Lettuce Wraps	\$14.25
	1 Tostada Salad	\$15.75
	1 Chicken Fingers	\$15.50
	1 Chicken Fingers	\$15.50

Net Total: \$100.00
GST \$5.00

TOTAL: \$105.00

ORIGINAL JOE'S STEPHEN

AVE

109 8 AVE SW
CALGARY AB

CARD
CARD TYPE VISA
DATE 2018/10/22
TIME 0282 13:00:28
CLERK ID 222
RECEIPT NUMBER
C82030278-001-005-003-0

PURCHASE
AMOUNT \$105.00
TIP \$15.75
TOTAL

\$120.75

VISA CREDIT
A0000000031010
AC67749E19B7DDB4
0280008000-E800
C507B4CEAC43D495
0280008000-F800

APPROVED

AUTH# 055633 01-027
THANK YOU

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