



Expense Disclosure Sheet

Name Allen Vandenberg **Date** January 22-23, 2014
Position VP, Student & College Services **Purpose** Post Secondary Collaboration **Destination** Red Deer, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Total
January 22, 2014	Sandman Hotel	Accommodation	Hotel Room - Senior Student Services Officers Meeting	\$ 129.69
January 23, 2014	MHC Travel Claim	Meals	Meal Allowances - Senior Student Services Officers Meeting	\$ 56.00
January 23, 2014	MHC Travel Claim	Incidentals	Overnight Incidental - Senior Student Services Officers Meeting	10.00
January 23, 2014	MHC Travel Claim	Other Transportation	Mileage - Senior Student Services Officers Meeting	365.20
				\$ 560.89



TRAVEL CLAIM

(To be submitted upon return from travelling)

Name: Allen Vander Berg
Address:

Meeting/Conference: Name: Senior Student Service Officers (SSSO)
Location: Paul Doer College (RDC)

(Address only necessary if claimant is not an employee or if you want cheque mailed to an address other than your residence)

DAYS INVOLVED: Departure date: 01/22/2014 Time: 07:30 AM/PM
Return date: 01/23/2014 Time: 7:30 AM/PM
Total Number of Days: 2

Table with columns: EXPENSES, Days, Rate, Total. Rows include Meals (Breakfast, Lunch, Dinner, Full Per diem), Overnight incidental, Hotel, Hospitality Allowance, Miscellaneous.

Table for OFFICE USE ONLY with columns: Amount, GST. Includes INVOICE TOTAL section.

TRANSPORTATION: Own Car: 830 @ 0.44 = 365.20
College Car, Rental Car, Air Fare, Taxi, buses, parking, road tolls.

TOTAL EXPENSE
Less - Advance
NET CLAIM DUE (Repayable) 431.20

Date: 25 Jan 2014
REQUEST BY: [Signature]
DEPT. CODE: 76000-9240
DEPT. APPROVAL: [Signature]
FINANCE: [Signature]

Table for OFFICE USE ONLY with columns: VENDOR NUMBER, CONTROL #, GL CODE, AMOUNT, GST, TOTAL.

3065 DUNMORE RD SE T1B2H2
MEDICINE HAT AB
22844589

|||| PURCHASE ||||

02-18-2014 09:29:37
Acct # 471516*****5260 C
Exp Date 06/14 Card Type VI
Name: ALLEN J VANDEN
AG00000031010 VISA CREDIT

Trace # 600002 Operator 344
FS2284458901
Inv. # 119225
Auth # 081637 RRN 001488001
TVR 000000000 TSI F800
TC 4082A163BBF6219A

Purchase \$28.83
Tip \$4.50
Total \$33.33

(00) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your
records
Merchant copy

200426 -24 .TAMARA 2/18/14
ITEMS ORDERED AMOUNT

1 OMELET 11.95
1 BREAKFAST SPCL 9.95
1 SIDE BACON 3.00
1 Cheddar 0.75
1 COFFEE 1.81

GST 1.37

TOTAL DUE 28.83

OF GUESTS 2

THANK YOU FOR CHOOSING
ARGOS RESTAURANT
3065 DUNMORE ROAD SE - MEDICINE HAT

JOIN US FOR PRIME RIB FRIDAYS!!

ARGOS GIFT CARDS MAKE A GREAT GIFT!!

GST # 899880181
PLEASE PAY YOUR SERVER

CRAVE PUB
299 COLLEGE DRIVE SE
MEDICINE HAT AB T1A3Y6
4035283925

MERCHANT ID: 87153060017 TERM ID: 001
SERVER: 1

SALE

XXXXXXXXXXXXXXXXX5250
VISA ENTRY METHOD: CHIP
03/25/14 12:44:58
INV #: 000002 APPR CODE: 037506
BATCH #: 000265
REF #: 002

AMOUNT \$153.65
TIP \$23.05
TOTAL \$176.70
=====

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY
APPROVED
APPLICATION LABEL: VISA CREDIT
AID: A0000000031010

CRAVE
MEDICINE HAT, AB
(403) 504-3540
GST# 107687782

S E R V I C E

Server: TRACY 2
Guest:

Table #42

2 x CHICKEN CAESAR @ 10.45 20.90
CHICKEN TENDERS 9.25
CHICKEN TENDERS 9.25
CLUBHOUSE 8.95
2 x CLUBHOUSE @ 8.95 17.90
CLUBHOUSE 8.95
CLUBHOUSE 8.95
GRILL CHIC WRAP 9.95
GRILL CHIC WRAP 9.95
GRILL CHIC WRAP 9.95
GRILL CHIC WRAP 9.95
GRILL CHIC WRAP 9.95
GRILL CHIC WRAP 9.95
POP 2.48

Total 153.65
Net Sales 146.33
Total Tax 7.32

11:41 AM 3/25/2014

*Mgmt mtg
+ guests.*