



Expense Disclosure Sheet

Name Denise Henning **Date** 4/7/2016 to 4/8/2016
Position President and CEO **Purpose** Olds College Gala **Destination** Olds, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Subtotal	GST	Total
4/7/2016	Ground Transportation	Other Transportation	Travel to Olds College	330.00		330.00
4/8/2016	Accommodations	Accommodation	Accommodations	189.73		189.73
4/7/2016	Meals	Meals	Meals	34.00		34.00
4/7/2016	Incidentals	Incidentals	Incidentals	10.00		10.00
4/7/2016	Parking	Other Transportation	Parking	2.00		2.00
4/7/2016	Olds College Gala Tickets	Meals	Gala Tickets	500.00		500.00
						-
						-
						-
						-
						-
					Total Receipts	1,065.73