



Expense Disclosure Summary

Name Irlanda Price **Position** Associate Vice President Student Development

Period Covered October 1 - December 31, 2014

Dates (Travel Dates if applicable)	Destination/ Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
24-Nov	Brooks, AB	Working in Brooks for the day		\$ 90.64					\$ 90.64
26-Nov	Brooks, AB	Brooks Town Hall/Student Fee Consultation		\$ 90.64					\$ 90.64
				\$ 181.28					\$ 181.28

* 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 Irlanda Price **Date** November 24, 2014

Position Associate Vice President Student Development **Purpose** Working in Brooks for the day **Destination** Brooks, AB

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
24-Nov	Medicine Hat College Travel Claim	Other Transportation	Mileage	90.64		90.64
					Total Receipts	\$ 90.64



Expense Disclosure Sheet

Name Irlanda Price **Date** November 26, 2014

Position Associate Vice President Student Development **Purpose** Brooks Town Hall/ Student Fee Consultation **Destination** Brooks, AB

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
26-Nov	Medicine Hat College Travel Claim	Other Transportation	Mileage	90.64		90.64
					Total Receipts	90.64

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Irlanda Price
Address:

MEETING/CONFERENCE

Name: Travel to Brooks
Location: Brooks Campus



DAYS INVOLVED | 0.25 |

Departure date: **Nov 26 2014 9:00AM**
Return date: **Nov 26 2014 3:00PM**

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	206 KM @ 0.44/KM	\$90.64
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 \$90.64
USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$90.64
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 90.64

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

GL CODE	AMOUNT	GST	TOTAL

21:07 Wd 11:0

Written Signatures

Request By

Department Code

Department Signatures
(If Necessary Signature)

Finance:

Electronic Signatures

Active Directory