

COPY



Board Member Expense Form


Name: Alan Skoreyko, Board Chair	Date: July 13, 2017
Signature: <i>Alan Skoreyko</i>	

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
March 20, 2017	Mileage	6000	NorQuest business 15 km x .48			7.20
April 19, 2017	Mileage	6000	NorQuest business 19 km x .48			9.12
May 3, 2017	Mileage	6000	NorQuest business 13 km x .48			6.24
May 5, 2017	Mileage	6000	NorQuest business 13 km x .48			6.24
May 11, 2017	Mileage	6000	NorQuest business 15 km x .48			7.20
May 15, 2017	Mileage	6000	NorQuest business 15 km x .48			7.20
May 17, 2017	Mileage	6000	NorQuest business 20 km x .48			9.60
				Total Cost:		52.80

FOR OFFICE USE ONLY

Budget Details			
PO#	Fund	Dept ID	Location
11153	10	10000	999

VAFAC

Signing Authority Name & Title: Carla Madra, Finance & Audit Committee Chair	Signature: 	Date: <i>July 14/17</i>
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Additional Information:

- 1. Hosting expenses require identification of the date, purpose of the event, and the name of all people in attendance (use notes section below).
- 2. Detailed itemized receipts are required. Non-detailed credit card transaction receipts are not accepted as they do not provide details of the purchase.
- 3. Personal vehicle use is reimbursed at \$0.48/KM driven.
- 4. If project and analysis codes are required, please add them to the description line.

Notes

Attendees				

Mileage Summary

March to May 2017

Norquest College

	Date	Kms
March	20	15
April	19	19
May	3	13
	5	13
	11	15
	15	15
	17	20