Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: December 1/17

Date: _____

Enter the total amount in each cell, including sales tax, if applicable

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
Dec 1/17			Board Mtg.	NS	900	####					385.83	50.33	335.50
Nov 30/17			Dinner re Board meeting	NS				52.33	9.00		61.33	3.41	57.92
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
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				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					900		-	52.33	9.00	-	447.16	53.74	393.42

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			53.74
	640100		1020	
	640200		1020	393.42
			Total	447.16

Name (type): John MacKinnon

BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____

Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: October 20/17
Date: _____

Enter the total amount in each cell, including sales tax, if applicable

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
Sept28/17			FOW Dinner	NS	900	###					385.83	50.33	335.50
Oct 19/17			Audit/Board Meetings	NS	900	0.43					385.83	50.33	335.50
				NS				34.76	5.00		39.76	2.27	37.49
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					1,800		-	34.76	5.00	-	811.42	102.92	708.50

YTD mileage (incl. this claim) 1,800

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			102.92
	640100		1020	37.49
	640200		1020	671.01
			Total	811.42

Name (type): John MacKinnon
BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____

Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: December 1/17
Date: _____

Enter the total amount in each cell, including sales tax, if applicable

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
Nov7/17	Baddeck	Halifax	Min. mtg/Orientation mtg. w/ Tim Pellerin	NS	708	###					303.52	39.59	263.93
Nov 14/17	Baddeck	NSLC	Orientation mtg. w/Cduchesne/Hmac/Rmac	NS	708	0.43					303.52	39.59	263.93
Dec 1/17	Baddeck	NSLC	Board Meeting	NS	708	0.43					303.52	39.59	263.93
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					2,124		-	-	-	-	910.56	118.77	791.79

YTD mileage (incl. this claim) 2,124

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			118.77
	640100		1020	
	640200		1020	791.79
			Total	910.56

Name (type): George McLellan
BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____

Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: October 20/17
Date: _____

Enter the total amount in each cell, including sales tax, if applicable

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
Oct19/17			Audit/Board Meetings	NS	708	###					303.52	39.59	263.93
Oct5/6/17			Mtg. w/President/GHR MTg.	NS	708	0.43					303.52	39.59	263.93
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					1,416		-	-	-	-	607.04	79.18	527.86

YTD mileage (incl. this claim) 1,416

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			79.18
	640100		1020	
	640200		1020	527.86
			Total	607.04

Name (type): George McLellan
BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____