

Date: August 20, 2021



BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

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	Gratuities	Misc.	Total Incl. Tax	GST/HST	Total Less HST
Aug 18	Sydney	Halifax	Audit Committee meeting	NS	808	0.43	275.86	7.00	-	-	282.86	35.98	246.88
Aug 19/21	Sydney	Halifax	Bd/Audit/ meetings	NS	808	0.43	275.86	6.45	-	-	629.75	81.74	548.01
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Totals					808		551.72	13.45			912.61	117.72	794.89

VTD mileage (incl. this claim) **1,616**

Account Description	Account #	BU/Store#	SAP Drop-down text (if needed)	Amount
HST Input Tax Credit	202020			117.72
	640100	1020		
	640200	1020		794.89
Totals			Total	912.61

Name (type): Kiki Kachafanas
 BU# / Store#: Board of Directors

Signature: *Kiki Kachafanas*

Approved By: _____

Checked by Finance: _____



Aug 20/21
Date:

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	Hotel	Meals	Gratuities	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
Aug 17/21	Baddeck	Halifax	Board Meetings	NS	708	0.43					303.52	39.59	263.93
Aug 19/21			Board Meeting Dinner - KP Retirement	NS				797.53	143.56		941.09	52.01	889.08
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Totals					708			797.53	143.56		1,244.61	91.60	1,153.01

YTD message (incl. this claim) Z08

Account Description	Account #	SAP Drop-down text (if needed)	BU/Store#	Amount
HST Input Tax Credit	202020			91.60
	640100		1020	
	640200		1020	1153.01
Totals				1244.61

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

Signature:

Approved By:

Checked by Finance:



July 14/21
Date:

Enter the total amount in each cell, including sales tax, if applicable		Travel From	Travel To	Reason for Travel (Public Accounts)	Tax Rate	Km.	Rate ###	Hotel	Meals	Gratuify	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
MM/DD/YY	July 14/21													
		Baddeck	Hallifax		NS	708						303.52	39.59	263.93
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Totals						708						303.52	39.59	263.93

YTD mileage (incl. this claim) **708**

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			39.59
	640100		1020	
	640200		1020	263.93
Totals				303.52

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

Signature: _____

Approved By: _____

Checked by Finance: _____