Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: Feb 11/21

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
Jan 20/21	Baddeck	Halifax	Board Agenda setting mtg/Mtg. w/Pres.	NS	708	####					303.52	39.59	263.93
Feb 11/21	Baddeck	Halifax	Bd/CSR/Audit/GHR meetings	NS	708	0.43					303.52	39.59	263.93
				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					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: _____

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BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

February 11/21
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
Feb 10/21	Sydney	Halifax	Audit/Board Meetings	NS	900	####					385.83	50.33	335.50
Feb 10/21			Dinner Board/Audit mtgs.	NS				59.80	10.76		70.56	3.90	66.66
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					**900**		**-**	**59.80**	**10.76**	**-**	**456.39**	**54.23**	**402.16**

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			54.23
	640100		1020	
	640200		1020	402.16
			Total	456.39

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

Signature: _____

Approved By: _____

Checked by Finance: _____