

NSIC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: March 1/18
 Date: _____

Enter the total amount in each cell. Indicate rates per \$ amount.

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Rtn.	Tax #	Ticket	Meal	Gratuity	Misc.	Total Incl. Tax	GST/NET	Total Less GST
Mar 1/18	Redbank	Huffman	3/1/2006 NS Ltd. Board Mtg.	NS	700	0.43					303.52	39.59	263.93
Totals													
											1,416	79.18	537.82

Account Description	Account #	SAP Drop-down text (if needed)	BU/Share	Amount
HST Input Tax Credit	202820			79.18
	640100		1020	
	640200		1020	527.86
Total				607.04

Name (Type): George McLellan
 BU# / Share: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____

NSLC
BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: February 2/18
Date: _____

Enter the total amount in each cell, including sales tax, if applicable						Tax	Rate	Km.	Rate	Rate	Hotel	Meals	Gratuity	Misc.	Total	Incl. Tax	GST/ HST	Less HST	Total											
MM/DD/YY	Travel From	Travel To	Reason for Travel	BU	Store#	Rate	Km.	Rate	Rate	Hotel	Meals	Gratuity	Misc.	Total	Incl. Tax	GST/ HST	Less HST	Total												
Jan 17/18	Baddeck	Hallifax	3313086 NS Ltd. Board Mtg.			NS	708							303.52	303.52	39.59		263.93												
Feb 2/18	Baddeck	NSLC	3313086 NS Ltd. Board Mtg.			NS	708	0.43						-	-	-		263.93												
Totals																														
YTD mileage (incl. this claim) 1,416							1,416								607.04		79.18		527.86											

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: _____



BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: January 8/18

Date:

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	# of #	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/HST	Total Less HST
Dec 6/17	Baddeck	Halifax	Minister's Mtg.	NS	708							303.52	39.59	263.93
Jan 8/18	Baddeck	NSLSC	Dept. Fin./Premier's Office Mtg.	NS	708	0.43						303.52	39.59	263.93
Total												607.04	79.18	527.86

YTD message (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	527.86
	640200		1020	
Total				607.04

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

Signature:

Approved By:

Checked by Finance: _____