Form A11 (Effective Sept 18, 2013)

NSLC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: October 23/20

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
Sept10/20	Baddeck	Halifax	Town Hall meeting - NSLC	NS	708	###					303.52	39.59	263.93
Oct 1/20	Baddeck	Halifax	AG Meeting/Mtg. w/ Pres.	NS	708	0.43					303.52	39.59	263.93
Oct 23/20	Baddeck	Halifax	Bd/CSR/Audit/GHR meetings	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					**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: _____

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Date: October 23/20

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
Oct 23/20	Sydney	Halifax	Audit/Board Meetings	NS	900	###					385.83	50.33	335.50
Oct 21/20			Dinner	NS				65.55	10.00		75.55	4.28	71.28
Oct 22/20			Dinner	NS				21.27	3		24.27	1.39	22.88
				NS							-	-	
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)												
	GST/HST override (see instructions)												
	GST/HST override (see instructions)												
Totals					**900**		**-**	**86.82**	**13.00**	**-**	**485.65**	**55.99**	**429.66**

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			55.99
	640100		1020	94.16
	640200		1020	335.50
			Total	485.65

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

Signature:

Approved By:

Checked by Finance: _____