



BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Oct 20/21
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	Gratuitty	Misc.	Total Incl. Tax	GST/ HST	Total Less HST
Oct 19/21	Baddeck	Halfax	Board Meetings (Return Trip)	NS	708	0.43					303.52	39.59	263.93
				NS									
				NS									
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				NS									
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
Total				303.52

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

Signature: _____

Approved By: _____

Checked by Finance: _____

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Nov 29/21
Date:

Enter the total amount in each cell, including sales tax, if applicable		Reason for Travel		Tax Rate	Km.	Rate	Hotel	Meals	Gratuities	Misc.	Total Incl. Tax	GST/HST	Total Less HST
MM/DD/YY	Travel From	Travel To											
Nov 29/21	Baddeck	Halifax	Board Meetings (Return Trip)	NS	708	0.43					303.52	39.59	263.93
				NS									
				NS									
				NS									
				NS									
				NS									
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Totals					708						303.52	39.59	263.93

YTD message (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			Total	303.52

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

Signature: _____

Approved By: _____

Checked by Finance: _____



Oct 22/21 Date:

MH/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate	Hotel	Meals	Gratuifity	Misc.	Total Incl. Tax	GST/HST	Total Less HST
Oct 20/21	Sydney	Halifax	Audit/Board Meetings (Return Trip)	NS	900						385.83	50.33	335.50
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				NS									
				NS									
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				NS									
				NS									
Totals					900						385.83	50.33	335.50

YTD message (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/Store#	Amount
HST Input Tax Credit	202020			50.33
	640100		1020	
	640200		1020	335.50
Totals				385.83

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

Signature:

Approved By:

Checked by Finance: _____



BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Nov 29/21

Date: _____

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate \$/Km	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/HST	Total Less HST
Nov 29/21	Sydney	Hallfax	Audit/Board Meetings (Return Trip)	NS	900						385.83	50.33	335.50
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				NS									
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Totals											385.83	50.33	335.50

YTD message (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/Store#	Amount
HST Input Tax Credit	202020			50.33
	640100		1020	
	640200		1020	335.50
Totals			Total	385.83

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

Signature: _____

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