Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

June 10/21
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
June 10/21	Sydney	Halifax	Audit/Board Meetings	NS	900	####	151.32	79.18	12.00		628.33	75.23	553.10
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
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				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					900		151.32	79.18	12.00	-	628.33	75.23	553.10

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			75.23
	640100		1020	
	640200		1020	553.10
			Total	628.33

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

Signature: _____

Approved By: _____

Checked by Finance: _____

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BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

June 10/21
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
April 22/21	Baddeck	Halifax	Audit Committee meeting	NS	708	####					303.52	39.59	263.93
June10/21	Baddeck	Halifax	Bd/CSR/Audit/GHR meetings	NS	708	0.43					303.52	39.59	263.93
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
				NS							-	-	
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				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: _____