Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: Aug 24/18
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
July 25/18	Baddeck	Halifax	Minister's Meeting	NS	708	###					303.52	39.59	263.93
Aug 23/18	Baddeck	Halifax	Audit and Board meetings	NS	708	0.43					303.52	39.59	263.93
Aug 16/18	Baddeck	Halifax	Meeting w/ Bret Mitchell re Board agenda/PA	NS	708	0.43					303.52	39.59	263.93
				NS							-	-	
				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: _____

Form A11 (Effective Sept 18, 2013)

NSLC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: Sept 21, 2018

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
Sept 21/8	Sydney	Halifax	Adhoc Committee Board meeting	NS	900	###	292.08	43.70	7.87		729.48	91.27	638.21
			Hotel/meal	NS							-	-	
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					900		292.08	43.70	7.87	-	729.48	91.27	638.21

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			91.27
	640100		1020	
	640200		1020	638.21
			Total	729.48

Name (type): John MacKinnon

BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____

Form A11 (Effective Sept 18, 2013)

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NSLC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: August 24, 2018
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
Aug 23/18	Sydney	Halifax	Audit/Board meetings	NS	900	###					385.83	50.33	335.50
Aug 23/18			Lunch - John/Caroline D. re Prep. For AC	NS				19.40			19.40	1.27	18.13
Aug 23/18			Dinner re Audit/bd. Mtgs.	NS				50.60	10.12		60.72	3.30	57.42
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					900		-	70.00	10.12	-	465.95	54.89	411.06

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			54.89
	640100		1020	75.55
	640200		1020	335.50
			Total	465.94

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

Signature: _____

Approved By: _____

Checked by Finance: _____