Form A11 (Effective Sept 18, 2013)

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: January 25/19
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
Dec 20/18	Baddeck	Halifax	Signing expenses/mtg w/ corp. sec.	NS	708	###					303.52	39.59	263.93
Jan 10/19	Baddeck	Halifax	Executive Council mtg.	NS	708	0.43					303.52	39.59	263.93
Jan 25/19	Baddeck	Halifax	Selection Comm. Mtg. re Pres.role	NS	708	0.43					303.52	39.59	263.93
Dec 6/18	Baddeck	Halifax	Minister's Meeting	NS	708	0.43					303.52	39.59	263.93
				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					2,832		-	-	-	-	1,214.08	158.36	1,055.72

YTD mileage (incl. this claim) 2,832

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			158.36
	640100		1020	
	640200		1020	1055.72
			Total	1214.08

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: November 30/18

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
Nov 30/18	Baddeck	Halifax	Board Meeting	NS	708	###					303.52	39.59	263.93
Nov 2/18	Baddeck	Halifax	Hotel re Minister's Mtg.	NS	708	0.43	216.45				519.97	67.82	452.15
				NS							-	-	
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)												
	GST/HST override (see instructions)												
	GST/HST override (see instructions)												
Totals					**1,416**		**216.45**	**-**	**-**	**-**	**823.49**	**107.41**	**716.08**

YTD mileage (incl. this claim) 1,416

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			107.41
	640100		1020	
	640200		1020	716.08
			Total	823.49

Name (type): George McLellan

BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____

Form A11 (Effective Sept 1, 2013)

Date: November 30, 2018
Date: _____

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

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
Nov 30/18	Sydney	Halifax	Board meetings	NS	900	###					385.83	50.33	335.50
Nov 29/18			Dinner re Board mtg.	NS				66.13	10.00		76.13	4.31	71.82
				NS							-	-	
				NS							-	-	
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	GST/ HST override (see instructions)										-		
	GST/ HST override (see instructions)										-		
	GST/ HST override (see instructions)										-		
Totals					**900**		**-**	**66.13**	**10.00**	**-**	**461.96**	**54.64**	**407.32**

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			54.64
	640100		1020	
	640200		1020	407.32
			Total	461.96

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

Signature: _____

Approved By: _____

Checked by Finance: _____

Form A11 (Effectiv Sept 8, 2013)

NSLC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: Oct 4/18

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
Oct 4/18			FOW taxi fee	NS						30.42	30.42	3.97	26.45
				NS							-	-	
				NS							-	-	
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	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
	GST/HST override (see instructions)										-		
Totals					0		-	-	-	30.42	30.42	3.97	26.45

YTD mileage (incl. this claim) 0

Account Description	Account #	SAP Drop-down text (if needed)	BU/ Store#	Amount
HST Input Tax Credit	202020			3.97
	640100		1020	
	640200		1020	26.45
			Total	30.42

Name (type): Paul Kent

BU# / Store#: Board of Directors

Signature: _____

Approved By: _____

Checked by Finance: _____