RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

EXPENSE CLAIM FORM
Canadian Currency

V165363

GST - 5%

Top section must be completed

Effective: July 1, 2011

Stephanie Forsyth	~~213929~~ 220177 PP	10000		12/19/12
Claimant Name	Employee #	Department	Project	Date Prepared

Cheque Address: ______ Departure Date: ______ Return Date: ______

Reason for Claim: Staff Development/Travel [ ] Business/Travel [ ] Other [ ]

Complete if claiming mileage: Automobile [ ] Motorcycle/Scooter [ ] South of 53 [ ] North of 53 [ ]

I certify that the following is a true and correct statement of my expenses incurred on College business and complies with Travel and Entertainment Guidelines.

Signature

I certify that the employee's claim complies with Travel and Entertainment Guidelines.

Signature

Receipt #	Dates (m/d/y)	Attach & Number Receipts. Indicate destination & round trip information for Mileage	Transportation	Accommodation	Meals	Private Vehicle Mileage Km	Private Vehicle Mileage Claim	Exp. Other *Code in Exp. Code Column	Total	Exp Code
Canadian Currency Section							0			
1	11/14/12	Tickets for RRC Dinner and Dance ($160 attached)		80.00 cash 80.00 cheque			0.00	400.00 ✓	400.00	60103
							0.00	[redacted]		
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00		0.00	
							0.00		0.00	
11							0.00		0.00	
12							0.00		0.00	
13							0.00		0.00	
14							0.00		0.00	
15							0.00		0.00	
16							0.00		0.00	
17							0.00		0.00	
18							0.00		0.00	
19							0.00		0.00	
20							0.00		0.00	
21							0.00		0.00	
22							0.00		0.00	
23							0.00		0.00	
24							0.00		0.00	
25							0.00		0.00	
26							0.00		0.00	
27							0.00		0.00	
28							0.00		0.00	
29							0.00		0.00	
30							0.00		0.00	
1)	**Total Payable to Claimant**		29.50	268.50	0.00	0	0.00	400.00	*	
2)	**GST included in Total** - Note: Claimant must enter GST amount in EACH COLUMN						0.00		0.00	
3)	GST cost to budget centre (2*GST Factor)		0.00	0.00	0.00		0.00	0.00	0.00	
4)	Total Cost to Budget Centre (1-2+3)		*	*	0.00		0.00	400.00	*	
Coding			60304/60404	60300/60400	60303/60403		64602			
5)	GST Receivable (2-3) - Code 1024		0.00	0.00	0.00		0.00	0.00	0.00	
6)	Check Totals (4+5)		*	*	0.00		0.00	400.00	*	

RECEIPT/CHEQUE CANNOT BE LOCATED.
12(1)(c)i

17(3)i

RECEIVED
R.R.C.
JAN 10 2013
ACCOUNTS PAYABLE

10240=8.05

* = 17(3)i