
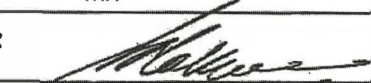



# Board Member Expense Form

Name: Dr.  Ann Colbourne	
Signature: 	Date: Aug 22/18.

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
July 30, 2018	Hosting	6003	Board Chair/President Lunch Meeting			60.38
				<b>Total Cost:</b>		<b>60.38</b>

FOR OFFICE USE ONLY

Budget Details			
PO#	Fund	Dept ID	Location
14981	10	10000	999
Signing Authority Name & Title: <b>Carla Madra, Finance &amp; Audit Committee Chair</b>		Signature: 	Date: August 23, 2018

**Additional Information:**

1. As per the Travel and Business Policy, hosting expenses require identification of the date, purpose of the event, and the name of all people in attendance (use notes section below).
2. Detailed itemized receipts are required. Non-detailed credit card transaction receipts are not accepted as they do not provide details of the purchase.
3. Personal vehicle use is reimbursed at \$0.48/KM driven.
4. If project and analysis codes are required, please add them to the description line.

Notes	

Attendees				
Dr. <sup>Re</sup> Ann Colbounre				
Dr. Jodi Abbott				

1000-2000-2018

Ann

CHARACTERS REST  
10257 - 105 Street  
EDMONTON, AB.  
T5J 1E3  
(780) 421-4100  
GST# 89206-4429

Rem MUSGRAVE

Tbl 3/1      Chk 1304      Gst 2  
                    SAM 3  
                    Ju130'18 12:08PM

1 FRIES	0.00
1 SPINACH	14.00
1 SPINACH PRAWNS	20.00
2 HERBAL TEA @ 4.00	8.00
2 POP @ 4.00	8.00
Food	34.00
Beverage	16.00
GST	2.50
01:17PM Amount Due	<b>52.50</b>

WELCOME TO CHARACTERS!  
& HAVE A GREAT DAY!!

Ann

CHARACTERS FINE DINING  
10257 105th Street  
Edmonton AB T5J 1E3  
780-421-4100

\*\* TRANSACTION RECORD \*\*

Tran. #: 26035  
RUC: RESTAURANT  
Table #: 3  
Check #: 1304  
Group #: 1  
Employee #: Re  
Employee Name: MUSGRAVE

Visa Credit Purchase  
xxxxxxxxxxxxx Remo C  
AID: A0000000031010

Amount      \$52.50  
Tip            \$7.88  
=====

TOTAL CAD\$60.38

APPROVED 01960I  
00-001 01960I  
CHARAMS1/CHARAUC1  
212001001004  
2018/07/30 13:37:34

TUR: 0080008000  
TSI: F800

No signature required

Customer Copy