



**EXPENSE REPORT**

DATE: February 1-28, 2014

Name: Rick LeLacheur

Title: HRA Chairman

**1) Travel**

Travel Type	Expense Description	Date	Amount	Notes
OTB Simulcast meetings	mileage	February 10-12, 2014	188.40	Red Deer/Leduc

**2) Conferences**

Conference Name	Expense Description	Date	Amount	Notes
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**3) Professional membership dues**

Membership Type	Expense Description	Date	Amount	Notes
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720, 9707 - 110 Street  
Edmonton, AB T5K 2L9

2-21-14  
1369-15

606000-011 4.59  
188.40

**Expense Report**

1. Form to be fully completed, signed, and dated by individual requesting reimbursements
2. Expense reports to be submitted to immediate supervisor for approval prior to payment
3. Receipts, where applicable, are to be attached.
4. All travel must be authorized, in advance, by the Chief Executive Officer.

Name: Rick LeLacheur Board Chairman

Reason for Travel Feb 10 to Red Deer for Meeting and Feb 12 to Leduc for Meetings

Month/Day	10-Feb-14	10-Feb-14	12-Feb-14	12-Feb	TOTAL	Office Use Only	
						GST	Net
Travel from:	St. Albert	Red Deer	St. Albert	Leduc			
Travel to:	Red Deer	St. Albert	Leduc	St. Albert			
Mileage: # kms	152	152	41	41	386		
Amount @ .50	\$76.00	\$76.00	\$20.50	\$20.50	\$193.00		
Airfare							
Taxi/Bus							
Auto Rental							
Parking							
Hotel							
Other Accom.							
Meals							
Meal Allowance							
Hosting							
Other (Specify)							
<b>TOTAL</b>					<b>\$193.00</b>		

Details of guests hosted: \_\_\_\_\_

Signature:

Date: Feb 20, 2014

Approved: \_\_\_\_\_