



**EXPENSE REPORT**

DATE: September 1-30, 2017

Name: Gill Hermanns

Title: HRA Board Member

**1) Travel**

Travel Type	Expense Description	Date	Amount	Notes
Audit & Finance Committee	mileage	September 7, 2017	19.00	
Board Meeting	mileage	September 23-24, 2017	327.00	
	accommodation	September 22-23, 2017	129.71	
	meals	September 22-23, 2017	56.00	
			<u>531.71</u>	

**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

**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: Gill Hermanns Board \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Month/Day	SEPT 7	SEPT 13/14	SEPT 22	SEPT 23	TOTAL	Offices Use Only
						GST Net
Travel from:	HOME	HOMERUN				
Travel to:	PROFOT	LESTER				
Mileage: # kms	38	654				
Amount @ .50	19.00	327.00			346.00	
Airfare						
Taxi/Bus						
Auto Rental						
Parking						
Hotel		129.71			129.71	
Other Accom.						
Meals						
Meal Allowance			D. LEB			
Hosting			24.00	32.00	56.00	
Other (Specify)						
<b>TOTAL</b>					<b>531.71</b>	

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

Signature: Glover

Date: Sept 25/17

F:/Administrative Forms/Expense Report

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

HORSE RACING ALBERTA

DATE 9-26

PATCH No. 1710-33

AMOUNT

12.66

60,600

-017

519.05

ENTERED BY

CHECKED BY

APPROVED BY



Days Inn & Suites Airdrie  
 911 Highland Park Cove NE  
 Airdrie, AB T4A 0R2  
 Phone:(403) 945-7000 Fax: (587) 254-2119

<b>Gillis Hermanns</b> 8 Kings Crt St Albert AB T8N 5L9 CA	Folio No. : 2945 A/R Number : Group Code : Company : Wyndham Rewards : 146093654J Invoice No. :	Room No. : 221 Arrival : 09-22-17 Departure : 09-23-17 Conf. No. : 87761223 Rate Code : SDC Page No. : 1 of 1	09-23-17
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Date	Description	Charges	Credits
09-22-17	Room Charge	119.00	
09-22-17	5% GST Tax	5.95	
09-22-17	4% Occupancy Tax	4.76	
09-23-17	MasterCard		
			129.71

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<b>Total</b>	<b>129.71</b>	<b>129.71</b>
<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

Please contact the Manager about any issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-212-2733 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

**Thank you for staying with us.  
 It was our pleasure to serve you.**