



EXPENSE REPORT

DATE: September 1-30, 2017

Name: Norm Castiglione

Title: HRA Board Member

1) Travel

Travel Type	Expense Description	Date	Amount	Notes
Committee Meeting - BIP	mileage	September 14, 2017	199.00	Okotoks/Red Deer
	meals	September 14, 2017	56.00	
Board Meeting	mileage	September 22, 2017	72.00	Okotoks/Balzac
			<u>327.00</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 T6K 2L9

HORSE RACING ALBERTA
 DATE 9-25
 ACCOUNT NO. 1710-23
 UNIT 7.78
606000
-013 319.21
 ENTERED BY _____ CHECKED BY _____ APPROVED BY _____

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: Norman Cestyhorne Board H.R.
 Reason for Travel: Board & Committee Meeting

Month/Day	TOTAL		Office Use Only	
	GST	Net	GST	Net
Sept 14				
Travel from: <u>Old Town</u>				
Travel to: <u>Red Deer</u>				
	<u>199</u>	<u>199</u>		
Mileage: # kms		<u>72</u>		
Amount @ .50		<u>36</u>		
Airfare				
Taxi/Bus				
Auto Rental				
Parking				
Hotel				
Other Accom.				
Meals				
Meal Allowance		<u>56</u>		
Hosting				
Other (Specify)				
TOTAL	<u>155.50</u>	<u>99.50</u>	<u>36</u>	<u>36</u>

Details of guests hosted: _____

Signature: [Signature] Date: Sept 24, 2017 Approved: _____
 F:/Administrative Forms/Expense Report