



**EXPENSE REPORT**

DATE: September 1-30, 2013

Name: Robert Giffin

Title: HRA Board Member

**1) Travel**

Travel Type	Expense Description	Date	Amount	Notes
BIP Committee Meeting - Red Deer	mileage	September 6, 2013	150.00	
	parking	September 6, 2013	12.00	
HRA Board Retreat - Red Deer	mileage	September 16-17, 2013	150.00	
			<u>312.00</u>	

**2) Conferences**

Conference Name	Expense Description	Date	Amount	Notes
-----------------	---------------------	------	--------	-------

**3) Professional membership dues**

Membership Type	Expense Description	Date	Amount	Notes
-----------------	---------------------	------	--------	-------



720, 9707 - 110 Street  
Edmonton, AB T5K 2L9

DATE 9-23-13  
1324-3  
743  
60600-03 304.57

**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 President & Chief Operating Officer

Name: Bob Giffin Board \_\_\_\_\_  
Reason for Travel: BIP & OTB Mtg/Board Retreat

Month/Day	6-Sep-13	6-Sep-13	16-Sep-13	17-Sep	TOTAL	Office Use Only	
						GST	Net
Travel from:	Edm	Red Deer	Edm	Red Deer			
Travel to:	Red Deer	Edm	Red Deer	Edm			
Mileage: # kms	150	150	150	150	600		
Amount @ .50	\$75.00	\$75.00	\$75.00	\$75.00	\$0.00	\$300.00	
Airfare					\$0.00		
Taxi/Bus					\$0.00		
Auto Rental					\$0.00		
Parking	\$12.00				\$12.00		
Hotel					\$0.00		
Other Accom.					\$0.00		
Meals					\$0.00		
Meal Allowance					\$0.00		
Hosting					\$0.00		
Other (Specify)					\$0.00		
<b>TOTAL</b>	<b>\$87.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$0.00</b>	<b>\$312.00</b>	

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

Signature: [Signature] Date: \_\_\_\_\_ Approved: \_\_\_\_\_