



**EXPENSE REPORT**

DATE: June 1-30, 2013

Name: Robert Giffin

Title: HRA Board Member

**1) Travel**

Travel Type	Expense Description	Date	Amount	Notes
HRA Board Meeting - Lethbridge	meals	June 22, 2013	20.13	June 23 Industry Dialogue
	mileage	June 24, 2013	486.50	June 24 Board Meeting
			506.63	

**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 President & Chief Operating Officer

Name: Robert Giffin Board \_\_\_\_\_  
Reason for Travel: Board Meeting - Lethbridge June 24

						TOTAL
Month/Day						
Travel from:	22-Jun	24-Jun				
Travel to:						
Mileage: # kms	973					973
Amount @ .50	\$486.50	\$0.00	\$0.00	\$0.00	\$0.00	\$486.50
Airfare						\$0.00
Taxi/Bus						\$0.00
Auto Rental						\$0.00
Parking						\$0.00
Hotel						\$0.00
Other Accom.						\$0.00
Meals	\$20.13					\$20.13
Meal Allowance						\$0.00
Hosting						\$0.00
Other (Specify)						\$0.00
<b>TOTAL</b>	<b>\$506.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$506.63</b>

7-3-13  
1300-2  
12.06  
606.00-013 494.56

THE DONUT MILL  
123 LEVA AVE  
RED DEER COUN, AB

Term ID: 28628560

**Purchase**

xxxxxxxxxxxx7771  
ASTERCARD Entry Method: C  
Total: \$ 20.13  
2013/06/22 13:27:20  
Seq #: 0010490210  
Appr Code: 01684B  
Resp Code: 01/027  
MasterCard  
AUM0000041010  
64 40 2E 02 E8 5C BE AA  
00 00 00 00 00  
E8 00  
F4 54 D3 A8 F8 52 05 4E

**APPROVED**  
**Thank You**  
**Verified By Pin**

Merchant Copy  
- IMPORTANT -  
retain this copy for your records

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

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