



EXPENSE REPORT

DATE: September 1-30, 2018

Name: Erica Bottcher

Title: HRA Board Member

1) Travel

Travel Type	Expense Description	Date	Amount	Notes
HRA Meetings	mileage	June 17, Aug 16, Sep 26, 2018	1,260.00	Calgary, Lethbridge, Grande Prairie
	accommodation	June 17, 2018	295.00	Lethbridge
	accommodation	September 26, 2018	144.00	Calgary

1,699.00

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

ALBERTA
S-9
1822-11
606000
- 003 1658.54

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.

BY BY APPROVED BY

Name: Erika Botcher Board Public Board Member

Reason for Travel: Lethbridge (Attend report requested CEDI CHAIR)
GRAND PRAIRIE, CALGARY BOARD MEETINGS

Month/Day	JUNE 17/18	AUG 16/18	Sept 25/18	26/18	TOTAL	Office Use Only	
						GST	Net
Travel from:	Edm.	Edm	Edm				
Travel to:	Lethbridge	Grande Prairie	Calgary				
Mileage: # kms	1006	918	596		2520		
Amount @ .50	503	459	288		1260.		
Airfare							
Taxi/Bus							
Auto Rental							
Parking							
Hotel	2 nights 295.00		Ramanda 144.		439.00		
Other Accom.							
Meals	1 lunch 1 dinner	1 dinner	Ø				
Meal Allowance							
Hosting							
Other (Specify)			Re: Sept Board Meeting in Balzac				
TOTAL							

Details of guests hosted:

Signature:

Date: May 1, 2019

Approved:

F:/Administrative Forms/Expense Report

Note: Can do Statutory Declaration
re Calgary if such is required.
Attended Alberta Breeder's Day at my
own expense including it with other



Declaration Form Lost Receipts – Expense Claim/VISA

The employee should submit the signed Declaration with his/her Expense Claim or VISA Statement. One Declaration Form should be used for each lost receipt.

I certify that:

- a) the original receipt has been lost or misplaced, and that I have attempted to obtain a duplicate receipt from the vendor but have not been successful;
- b) I have not and will not claim or receive reimbursement for this expense from any other source; and
- c) this expense was incurred by me on Horse Racing Alberta business, meets Horse Racing Alberta policies and is billable to the Horse Racing Alberta.

Details of the expense:

Describe Item:

HOTEL / ACCOMMODATION
LETHBRIDGE

Vendor Name:

Vendor Location:

LETHBRIDGE

Transaction Date:

JUNE

Transaction Amount:

\$ 295.00

Employee Name:

ERIKA BOTTCHER

Employee Signature

Date

July 19, 2019

Supervisor Signature

Date

July 19, 2019



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Details of the expense:

Describe Item:

HOTEL ACCOMMODATIONS

Vendor Name:

RAMADA

Vendor Location:

CALGARY (BALSAC)

Transaction Date:

SEPTEMBER

Transaction Amount:

\$ 144.00

Employee Name:

ERIKA BOTCHER

Employee Signature

Date

July 19, 2019

Supervisor Signature

Date

July 19/2019