



EXPENSE REPORT

DATE: September 1-30, 2019

Name: Alan Martin

Title: HRA Board Member

1) Travel

Travel Type	Expense Description	Date	Amount	Notes
HRA Board Meeting	mileage	September 20, 2019	300.00	St. Alberta/Balzac
			<u>300.00</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

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: ALAN MARTIN Board MEETING Sept 19, 2019

Reason for Travel: Board Meeting - Calgary

Month/Day	Sept. 20						TOTAL	Office Use Only	
								GST	Net
Travel from:	St. Albert								
Travel to:	Balzac								
Mileage: # kms	600					600			
Amount @ .50	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00			
Airfare						\$0.00			
Taxi/Bus						\$0.00			
Auto Rental						\$0.00			
Parking						\$0.00			
Hotel						\$0.00			
Other Accom.						\$0.00			
Meals						\$0.00			
Meal Allowance						\$0.00			
Hosting						\$0.00			
Other (Specify)						\$0.00			
TOTAL	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00			

Details of guests hosted: _____

Signature: _____

Date: Sept 26/19

Approved: _____