

ALBERTA DISTANCE LEARNING CENTRE

TYPE in information. No handwritten claims will be processed

EXPENSE CLAIM YEAR 2016/2017 revised September 2016

Breakfast (before 7:30 a.m.): \$10.00 Lunch (between 11:30 a.m. & 1:30 p.m.): \$15.00 Supper (after 6:30 p.m.): \$25.00

Date d mth year	Depart- Arrive Time	Purpose of Trip and Description of Other Expenses	Location	# km	ADLC van avail. Yes-Y No-N	Yes-\$.25	Travel Claims\$	Meal Claim \$	Designated B, L, S	Other Details	Other Claim \$	TOTAL
						No-\$.50						CLAIM
5/Apr/2017		Can E Learn Symposium	Vancouver			0.50	0.00		S		25.00	25.00
7/Apr/2017		Can E Learn Symposium	Vancouver			0.50	0.00		S		25.00	25.00
9-Apr-17		Ulead Banff	Banff			0.50	0.00		S		25.00	25.00
10-Apr-17		Ulead Banff	Banff			0.50	0.00		S		25.00	25.00
27-Apr-17	6:30am	Drive to Edmonton	Edmonton			0.50	0.00		B,L		25.00	25.00
4-May-17	6:30am	Edmonton VV/ADLC MOU	Edmonton			0.50	0.00		B,L		25.00	25.00
8-May-17	12:00pm	UofA FEPAC meeting	Edmonton			0.50	0.00		L		15.00	15.00
9-May-17	6:30am	ADLC/VV admin meeting	Edmonton			0.50	0.00		B		10.00	10.00
12-May-17	7:00am	Nisku - Planning	Nisku			0.50	0.00		B		10.00	10.00
15-May-17	6:30am	Edmonton	Edmonton			0.50	0.00		B,L		25.00	25.00
17-May-17		Secure Safe US funds				0.50	0.00				25.00	25.00
						0.50	0.00					0.00
						0.50	0.00					0.00
						0.50	0.00					0.00
						0.50	0.00					0.00
						0.50	0.00					0.00
IMPORTANT NOTICE: Expense claims are to be submitted once per month												

201.38

*201.38 144.00

Claimant's Name: Brett Cooper

Claimant's Signature: [Signature]

Date: 21-May-17

Total Claim: 354.00 **\$411.38**

Senior Administrator Signature: _____

Date: _____

Less Advance: _____

Amt Payable: 334.00 **\$411.38**

Budget Codes:

Code	Amount
5.10.037.03.40/460	210.00
5.10.037.03.40/380	50.00
5.10.037.03.40/551	201.38
TOTAL	461.38

334.00

Travel Rates:
 Employees who choose to use their own vehicle will be reimbursed \$.50 per kilometre if no company vehicle is available and \$.25 per kilometre if a company vehicle is available (Distance calculation is based on the distance from the employee's assigned ADLC office to destination).

When using ADLC Vehicles please remit all gas receipts paid for out of your pocket.

A \$30.00 stipend will be provided if you are staying with a friend or relative instead of in a hotel.

