

NSIC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

Date: March 20/19

Date: _____

Enter the total amount in each cell including sales tax / applicable		Tax		Kilometers		Mileage		Mileage		Mileage		Mileage		Mileage		Mileage		Mileage		Mileage	
HT/PO/YY	Travel From	Travel To	Reason for Travel	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
March 4/19	Baddeck	Baddeck	NSIC business as A/P/ret.	NS	708	888	708	0.43													
March 11/19	Baddeck	Baddeck	NSIC business as A/P/ret.	NS	708	0.43															
March 18/19	Baddeck	Baddeck	NSIC business as A/P/ret.	NS	708	0.43															
Total																					
YTD mileage (incl. this claim) 2,124																					

Account Description	Account #	SAP Drop-down text (if needed)	BU/Store#	Amount
HST Input Tax Credit	202020			118.77
	640100		1020	
	640200		1020	791.79
Total				910.56

Name (Type): George McLellan
 Title / Store#: Board of Directors

Signature: 

Approved By: _____

Checked by Finance: _____

NSLTC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

March 19/19
Date: _____

MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax	Mile	Rate	Hotel	Meals	Gas	Misc.	Total	EST	Total
											Incl. Tax	EST	Less EST
March 19/19	Swirey	Heller	Selection Committee Meeting	NS	900	6.66		21.48	2.00		410.31	51.73	358.58
March 19/19	Swirey	Heller	Selection Committee Mtg. (no parking receipt)	NS	900	0.43	174.76	29.30	4.00	13.00	606.69	76.73	529.96
March 19/19	Swirey	Heller	Selection Committee Meeting	NS	900	0.43		52.33	7.00	13.00	458.16	55.43	402.73
Total							174.76	103.11	14.00	26.00	1478.36	183.89	1294.47

Account Description	Account #	SAP Drop-down text (if needed)	BU/Store#	Amount
HST (park) Tax Credit	202020			183.69
	640100		1020	
	640200		1020	1291.47
Total				1478.36

Name (Type): John Mackinnon
BU# / Store#: Board of Directors

Signature: 

Approved By: 

Checked by Finance: _____