

HQCA INTERNAL EXPENSE CLAIM

CLAIMANT: CHARLENE MCBRIEN-MORRISON SIGNATURE: _____ DATE: September 30, 2020

PREPARED BY: _____ VENDOR ID: _____ INVOICE: EXP

DATE	DESCRIPTION OF EXPENSE (include # of kilometers)	TRAVEL EXPENSES ONLY including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. and MILEAGE/KILOMETRES AT \$0.505/KM EXCEPT PROFESSIONAL DEVELOPMENT EXPENSES		PROFESSIONAL DEVELOPMENT including fees, tuition, airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. and mileage/kilometers	MISC. EXPENSES including office supplies, photocopies, in-house meeting supplies, out-of- pocket, etc. MUST SPECIFY NO TRAVEL	GST at 5% (x 5 / 105)	Total Amount Claimed
		70110	70111	70155			
SECTION A: GENERAL EXPENSES							
Executive Office		Travel	Out of Prov.				
<i>No expenses to report</i>							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
SECTION A: GENERAL EXPENSES TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECTION B: PROJECT EXPENSES							
SECTION B: PROJECT EXPENSES TOTAL		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

A: General Expenses Summary

70110	Travel - incl. all expenses	\$0.00
70111	Out of Province Travel - incl. all expenses	\$0.00
70155	Professional Development	\$0.00
	MISC. Expenses	\$0.00
SUB TOTAL		\$0.00
B: Project Expenses Summary:		
60110	Travel - incl. all expenses	\$0.00
60111	Out of Province Travel - incl. all expenses	\$0.00
	MISC. Expenses	\$0.00
SUB TOTAL		\$0.00
GST Allocation 01-0000-11400		\$0.00
AMOUNT CLAIMED		\$0.00

APPROVED BY SIGNATURE: Original approved by B. Windwick

DATE: _____