



EXPENSE REPORT

DATE: February 1 - 28, 2019

Name: Al Martin

Title: HRA Board Member

1) Travel

Travel Type	Expense Description	Date	Amount	Notes
HRA Board meeting	mileage	February 20, 2019	50.00	St. Albert to Leduc and return
			<u>50.00</u>	

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


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 FEBRUARY 20, 2019

Reason for Travel: Board Meeting - LEDUC

						TOTAL	Office Use Only	
Month/Day	Feb. 20						GST	Net
Travel from:	St. Albert							
Travel to:	Leduc							
Mileage: # kms	100					100		
Amount @ .50	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00		
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	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00		

Details of guests hosted: _____

Signature: 

Date: Feb. 22, 2019 Approved: _____