



MAILING ADDRESS
12666-72 Ave
Surrey, BC, Canada V3W 2M8

OFFICE OF THE PRESIDENT

Disclosure of Expenses

Jon Harding, Vice President, Finance and Administration

Overview of expenses incurred for the billing period:

January 1 – February 28, 2019

Travel Expenses			
Item #	Date	Description	Amount
1.	January – February 2019	Mileage	\$94.50

Miscellaneous Expenses			
Item #	Date	Description	Amount
1.	January 17, 2019	Cell phone reimbursement	\$61.60
2.	February 17, 2019	Cell phone reimbursement	\$61.60

** Mileage reporting is by month, whereas all other expenses are reported based on Purchase Card dates*

Detail for Travel Expenses

Travel Expenses – Item 1 Detail						
For	Jon Harding, Vice President, Finance and Administration					
Description/Purpose	Reimbursement for mileage costs while using personal vehicle for KPU business					
Date	January – February 2019					
Destination	Travel within lower mainland					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$94.50				\$94.50

Miscellaneous Expenses – Item 1 Detail						
For	Jon Harding, Vice President, Finance and Administration					
Description/Purpose	Reimbursement for costs while using personal cell phone for KPU business					
Date	Jan 17, 2019 & Feb 17, 2019					
Destination	N/A					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$123.20	\$123.20