



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:

Dec 1 – 20, 2019

Travel Expenses			
Item #	Date	Description	Amount
1.	Dec 1, 2019 – Dec 20, 2019	Mileage	\$80.56

Miscellaneous Expenses			
Item #	Date	Description	Amount
1.	Dec 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	December 1 – 20, 2019					
Destination	Travel within lower mainland					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$80.56				\$80.56

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	December 17, 2019					
Destination	N/A					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$61.60	\$61.60