

EXPENSE CLAIM FORM - President, VP, Board

DATE June 10, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren *DINER MAY 28* Position

FIRST MIDDLE LAST

Permanent Mailing Address:

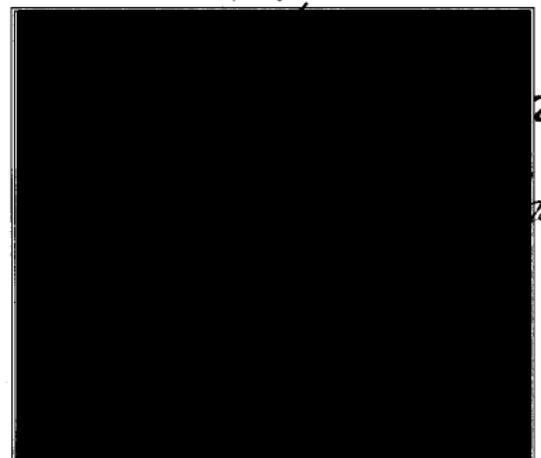
Itinerary and Purpose of Travel/Expense: Montreal development meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	5/10/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 505.16		\$ 505.16
2	5/10/2016	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$ 53.99	2.57	\$ 53.99
3	5/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$ 34.09	1.62	\$ 34.09
4	5/17/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 25.60		\$ 25.60
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
Total Expenses : A									<i>614.65</i>	<i>4.19</i>	618.84

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		<i>109.49</i>	<i>4.19</i>	113.68
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		505.16	-	505.16
3106	Travel-Meals	270900	2100	690		-	-	-
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total								618.84

Travel Advance	B	1
Balance Due to Claimant	A-B	\$ 618.84

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.



Return to Requestor (RTR)	Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE July 13, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position

VP, Arts

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: TO/CAS cte meeting; Ottawa/funder, business development meetings, events; TO/Luminato; Montreal; Berlin/Festival

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	5/31/2016	Travel-Incidentals	3107	2100	270900	690		event tickets	\$ 22.60		\$ 22.60
2	5/31/2016	Travel-Incidentals	3107	2100	270900	690		event tickets	\$ 120.91		\$ 120.91
3	6/2/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 29.50		\$ 29.50
4	6/2/2016	Travel-General (Pres,VP)	3101	2100	270900	690		travel agent fee	\$ 4.73		\$ 4.73
5	6/2/2016	Travel-General (Pres,VP)	3101	2100	270900	690		travel agent fee	\$ 36.75		\$ 36.75
6	6/3/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 7.34		\$ 7.34
7	6/3/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 138.05	5.95	\$ 138.05
8	6/5/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 9.59		\$ 9.59
9	6/8/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 30.16		\$ 30.16
10	6/8/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 505.15		\$ 505.15
11	6/8/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 47.00		\$ 47.00
12	6/8/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 8.66		\$ 8.66
13	6/9/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 322.93		\$ 322.93
14	6/9/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 29.29		\$ 29.29
15	6/10/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 14.00		\$ 14.00
16	6/10/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 15.50		\$ 15.50
17	6/10/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 20.00		\$ 20.00
18	6/10/2016	Hosting	3610	2100	270900	690		meal	\$ 83.28		\$ 83.28
19	6/10/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 17.02		\$ 17.02
20	6/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 39.20		\$ 39.20
21	6/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 45.00		\$ 45.00
22	6/11/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 4.73		\$ 4.73

23	6/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 29.11		\$ 29.11
24	6/12/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 185.06	7.95	\$ 185.06
25	6/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 31.83		\$ 31.83
26	6/16/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 9.61		\$ 9.61
27	6/17/2016	Travel-Accomm.	3105	2100	270900	690		accommodation: Berlin/NO GST	\$ 987.84		\$ 987.84
28	6/23/2016	Travel-General (Pres,VP)	3101	2100	270900	690		meal	\$ 22.00		\$ 22.00
29	6/23/2016	Travel-Incidentals	3107	2100	270900	690		event tickets: Berlin/NO GST	\$ 139.19		\$ 139.19
30	6/24/2016	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$ 53.99		\$ 53.99
31	6/26/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 78.00		\$ 78.00
32	6/26/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 31.97		\$ 31.97
33	6/27/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 441.78	19.90	\$ 461.68
34	6/27/16	HOSTING	3610	2100	270900	690					\$ 28.56
35			#N/A	2100							\$ -
37			#N/A	2100							\$ -
38			#N/A	2100							\$ -
39			#N/A	2100							\$ -

Total Expenses : A **3,610.53**

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		466.61	-	466.61
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		2,629.57	-	2,629.57
3106	Travel-Meals	270900	2100	690		148.37	-	148.37
3107	Travel-Incidentals	270900	2100	690		282.70	-	282.70
3610	Hosting	270900	2100	690		83.28	-	83.28
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total								3,610.53

Travel Advance	B		
Balance Due to Claimant	A-B	\$	3,610.53

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not claimant)			