

DINERS APR 28/16

EXPENSE CLAIM FORM - President, VP, Board

DATE May 27, 2016

VENDOR/STAFF# (as applicable) VE-0269

NAME (Claimant/Payee) NEIL JOHNSTON
 FIRST MIDDLE LAST

Position VP, DEVELOPMENT

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Diner Club Expense 05.04.2016 - 27.04.2016 Part 1

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	05.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Calgary Parking	\$ 10.00		\$ 10.00
2	05.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Petro Canada	\$ 25.01		\$ 25.01
3	05.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Budget	\$ 42.09		\$ 42.09
4	06.04.2016	Travel-General (Pres,VP)	3101 3467	2100	820250	800	805	Off site Meeting with Sybil (Brewpub)	\$ 39.85		\$ 39.85
5	19.04.2016	Travel-Meals	3106	2100	820250	800	805	Mercato Restaurant	\$ 20.34	\$ 3.05	\$ 23.39
6	19.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	UP Express Toronto Airport	\$ 12.00		\$ 12.00
7	20.04.2016	Travel-Meals	3106	2100	820250	800	805	L'Espresso Bar Mercuri	\$ 8.73	\$ 1.31	\$ 10.04
8	20.04.2016	Travel-Meals	3106	2100	820250	800	805	Starbucks	\$ 8.30	\$ 1.08	\$ 9.38
9	20.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Beck Taxi	\$ 10.75	\$ 1.08	\$ 11.83
10	20.04.2016	Travel-Meals	3106	2100	820250	800	805	Starbucks	\$ 2.65	\$ 0.13	\$ 2.78
11	20.04.2016	Travel-Meals	3106	2100	820250	800	805	La Prep	\$ 1.88		\$ 1.88
Total Expenses : A											188.25

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	DEV 805			181.90
3102	Travel-General (BOG)	820250	2100	800	DEV 805			-
3105	Travel-Accommodation	820250	2100	800	" 805	767.91	32.60	800.51
3106	Travel-Meals	820250	2100	800	" 805	0		136.63
3107	Travel-Incidentals	820250	2100	800	" 805			-
3610	Hosting	820250	2100	800	" 805			-
3611	Hosting (Alcohol)	820250	2100	800	" 805			-
6132	Travel Advance	820250	2100	800	" 805			-
3467	Other1	820250	2100	800	" 805			39.85
	Other2	820250	2100	800	" 805			-
	Other3	820250	2100	800	" 805			1,158.89
Total								188.25

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 188.25

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)	yes	Mail to Claimant	
Requestor Name (if RTR)	Neil Johnston		
Requestor Dept (if RTR)	Development		
Prepared by (if not claimant)			

note - see attached email

EXPENSE CLAIM FORM - President, VP, Board

DATE May 27, 2016

VENDOR/STAFF#
(as applicable) [REDACTED]

NAME
(Claimant/Payee)

NEIL JOHNSTON

Position **VP, DEVELOPMENT**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Diner Club Expense Claim 05.04.2016 - 27.04.2016 Part 2

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	20.04.2016	Travel-Meals	3106	2100	820250	800	805	Mercatto	\$ 37.29	\$ 5.59	\$ 42.88
2	21.04.2016	Travel-Meals	3106	2100	820250	800	805	Mercatto	\$ 29.38	\$ 4.41	\$ 33.79
3	21.04.2016	Travel-Meals	3106	2100	820250	800	805	Starbucks	\$ 11.05	\$ 1.44	\$ 12.49
4	22.04.2016	Travel-Accomm.	3105	2100	820250	800	805	Executive Hotel Cosmopolitan	\$ 800.51	32.60	\$ 800.51
5	27.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking Calgary	\$ 10.00		\$ 10.00
6	27.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Budget Car Rental	\$ 71.01	3.38	\$ 71.01
7			#N/A	2100							\$ -
8			#N/A	2100				From Pg 1			\$ 188.21
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											970.68

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	805	11	-	
3102	Travel-General (BOG)	820250	2100	800	805	-	-	
3105	Travel-Accommodation	820250	2100	800	805			
3106	Travel-Meals	820250	2100	800	805		1 1	
3107	Travel-Incidentals	820250	2100	800	805	-	-	
3610	Hosting	820250	2100	800	805	-	-	
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	
6132	Travel Advance	820250	2100	800	805	-	-	
	Other1	820250	2100	800	805	-	-	
	Other2	820250	2100	800	805	-	-	
	Other3	820250	2100	800	805	-	-	
Total								970.68

Travel Advance	B
Balance Due to Claimant	A-B \$ 1,158.87 970.68

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)	yes	Mail to Claimant	
Requestor Name (if RTR)	Neil Johnston		
Requestor Dept (if RTR)	Development		
Prepared by (if not claimant)	[REDACTED]		

note - see attached email

EXPENSE CLAIM FORM - President, VP, Board

DATE April 11, 2016

VENDOR/STAFF#
(as applicable)

VC0269

NAME
(Claimant/Payee)

NEIL JOHNSTON

Position VP, DEVELOPMENT

FIRST MIDDLE LAST

Permanent Mailing Address:

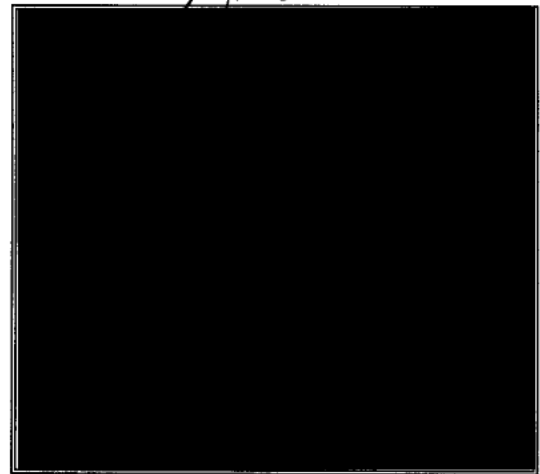
Itinerary and Purpose of Travel/Expense: DINERS CLUB ENDING MARCH 28, 2016

Receipt No.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	29/02/2016	Travel-Meals	3106	2100	820250	800	805	BANFF SPRINGS-JANICE PRICE			\$ 7.00
2	16/03/2016	Travel-Meals	3106	2100	820250	800	805	HARDWARE GRILL		2.98	\$ 141.19
3	16/03/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	TAXI-AIRPORT TO MLA EVENT			\$ 55.00
4	17/03/2016	Travel-Meals	3106	2100	820250	800	805	MATRIX-EDMONTON-LOST RECEIPT			\$ 4.20
5	17/03/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	TAXI-HOTEL TO UOFA			\$ 10.00
6	17/03/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	TAXI-TO AIRPORT			\$ 50.00
7	17/03/2016	Travel-Accomm.	3105	2100	820250	800	805	MATRIX-EDMONTON		8.24	\$ 179.63
8	18/03/2016	Travel-Meals	3106	2100	820250	800	805	FAIRMONT MACDONALD			\$ 30.00
9	22/03/2016	Travel-Meals	3106	2100	820250	800	805	CAFFE ARTIGIANO			\$ 3.85
10	22/03/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	AIRPORT PARKING		1.31	\$ 27.50
											\$ -
											\$ -
Total Expenses: A											508.37

GL Code Summary							
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	805		142.50
3102	Travel-General (BOG)	820250	2100	800	805		-
3105	Travel-Accommodation	820250	2100	800	805		179.63
3106	Travel-Meals	820250	2100	800	805		186.24
3107	Travel-Incidentals	820250	2100	800	805		-
3610	Hosting	820250	2100	800	805		-
3611	Hosting (Alcohol)	820250	2100	800	805		-
6132	Travel Advance	820250	2100	800	805		-
	Other1	820250	2100	800	805		-
	Other2	820250	2100	800	805		-
	Other3	820250	2100	800	805		-
Total							508.37

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 508.37

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)	DEVELOPMENT
Prepared by (if not claimant)	

EXPENSE CLAIM FORM - President, VP, Board

DATE June 10, 2016

VENDOR/STAFF#
(as applicable) [REDACTED]

NAME
(Claimant/Payee)

NEIL JOHNSTON

Position VP, DEVELOPMENT

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Travel Calgary and Edmonton

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	27.04.2016	Travel-Meals	3106	2100	820250	800	805	Starbucks	\$ 7.46		\$ 7.46
2	28.04.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi	\$ 55.00		\$ 55.00
3	28.04.2016	Travel-Accomm.	3105	2100	820250	800	805	Delta Hotel	\$ 268.42		\$ 268.42
4	28.04.2016	Travel-Meals	3106	2100	820250	800	805	Starbucks YYC Airport	\$ 12.98	\$ 0.65	\$ 13.63
5	29.04.2016	Travel-Meals	3106	2100	820250	800	805	Hudson News (Muffin)	\$ 2.99	\$ 0.15	\$ 3.14
6	29.04.2016	Travel-Accomm.	3105	2100	820250	800	805	Matrix Hotel	\$ 185.25		\$ 185.25
7	21.05.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	The Source	\$ 68.23		\$ 68.23
8	24.05.2016	Travel-Meals	3106	2100	820250	800	805	Café Artigiano Centrium	\$ 4.80		\$ 4.80
9	24.05.2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking Calgary	\$ 19.25		\$ 19.25
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											625.18

GL Code Summary									
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount	
3101	Travel-General (Pres,VP)	820250	2100	800	805	142.48	-	142.48	
3102	Travel-General (BOG)	820250	2100	800	805	-	-	-	
3105	Travel-Accommodation	820250	2100	800	805	453.67	-	453.67	
3106	Travel-Meals	820250	2100	800	805	28.23	0.80	29.03	
3107	Travel-Incidentals	820250	2100	800	805	-	-	-	
3610	Hosting	820250	2100	800	805	-	-	-	
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	-	
6132	Travel Advance	820250	2100	800	805	-	-	-	
	Other1	820250	2100	800	805	-	-	-	
	Other2	820250	2100	800	805	-	-	-	
	Other3	820250	2100	800	805	-	-	-	
Total									625.18

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 625.18

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)	Yes	Mail to Claimant
Requestor Name (if RTR)	Neil Johnston	
Requestor Dept (if RTR)	Development	
Prepared by (if not claimant)	[REDACTED]	