

Expense Claims Forms

Date: July 6, 2014

EMPLOYEE#

VE-0342

NAME

Carolyn Warren

Position

VP, Arts

DEPT

Arts Programming

Mailing Address :

Itinerary and Purpose of Travel : Banff World Media Festival meetings, Banff Springs Hotel and Canadian Arts Summit meetings in Toronto

Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loon	Description	NET Amount	GST Amount	Total Amount
1	6/8/2014	Incidentals	3107	2100	270900	690				Taxi home from BSH for BWMF	\$ 9.52	\$ 0.48	\$ 10.00
2	6/10/2014	Incidentals	3107	2100	270900	690				Taxi home from BSH for BWMF	\$ 9.52	\$ 0.48	\$ 10.00
3	6/20/2014	Incidentals	3107	2100	270900	690				Taxi to CAS meeting in Toronto	\$ 12.38	\$ 0.62	\$ 13.00
4	6/20/2014	Travel	3101	2100	270900	690				Taxi to Toronto Island airport	\$ 15.24	\$ 0.76	\$ 16.00
5	6/20/2014	Travel	3101	2100	270900	690				Taxi from Montreal airport	\$ 42.86	\$ 2.14	\$ 45.00
6	6/19/2014	Travel	3101	2100	270900	690				Taxi from Toronto airport to hotel	\$ 71.43	\$ 3.57	\$ 75.00
7	6/19/2014	Meals	3106	2100	270900	690				Breakfast in Toronto	\$ 10.86	\$ 0.54	\$ 11.40
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
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30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 179.44	\$ 9.60	\$ 180.40

ENTERED JUL - 9 2014

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						129.62	6.48	136.00
3102	2100	Travel-BOG						-	9.60	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						10.86	0.54	11.40
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						31.42	1.58	33.00
6132	2100	Travel Advance						-	-	-
Total								171.81	8.60	180.40

Travel Advance (positive)	B 6132-2100	\$	[Redacted]
	A-B	\$	180.40

[Redacted Signature]

Date: July 7, 2014

[Redacted Signature]

Date: [Redacted]

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

① RECEIPT

RECEIVED FROM: _____
DATE: Jun 6 2014
THE SUM OF: 10.00
TAXI FARE FROM: GS H
TO: 115 St John
DRIVER: _____ CAR NO. _____

G.S.T NO. R886796911

② RECEIPT

RECEIVED FROM: _____
DATE: Jun 10 2014
THE SUM OF: 10.00
TAXI FARE FROM: GS H
TO: 115 St John
DRIVER: _____ CAR NO. _____

G.S.T NO. R886796911

③



RECEIPT
Cab No. _____ G.S.T. _____
From _____
To _____
Date 20.6.14 Amount 13.00
Signature _____

④ RECEIPT

CALL NO. _____ DATE Jun 20, 14
CAB NO. 2471 AMOUNT \$ 16-
DRIVER'S NAME _____
FROM Bay / Queen
TO Island Airport

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit may be claimed as "NOTIONAL" or applied to driver's registration number, not Co-op Cabs.
DRIVER'S HST NO. (if applicable) _____

DATE J/D M/M A/Y 20 6 14
REÇU DE TAXI RECEIPT
MONTANT - AMOUNT 45.00
Toutes les taxes incluses
All taxes included
COMMENTAIRES / COMMENTS
No. du permis de travail / Driver's work permit # _____
No de vignette _____
Signature _____ Chauffeur / Driver

⑤

⑥ RECEIPT

Car No: _____ Date: June 19/14
From: Airport
To: DT Toronto
Amount Paid \$ 75 Signature _____

Thank you for using Airlift Service.

[Handwritten scribble]

[Handwritten scribble]

Breakfast

⑦

HMSHOST
STARBUCKS COFFEE A
CALGARY INT'L AIRPORT

297269



CHK 5756 GST 1
JUN19'14 9:02AM

TO GO

1 LATTE T 3.97
1 RTE SLD CHIX CAE 6.89

SUBTOTAL 10.86
TAX 0.54
AMOUNT PAID **11.40** ✓
CASH 21.40
CHANGE 10.00

--297269 Closed JUN19 09:02AM---

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
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JOHN.VANBESOUW@HMSSHOT.COM

GST # 137512901