



Expense Claims Forms

Date: June 4, 2014

EMPLOYEE#

VE-0342

NAME

Carolyn Warren

Position

VP Arts

DEPT

Program Admin

Mailing Address :

Itinerary and Purpose of Travel : Diners Club correction and personal expenses for meetings in NY, Ottawa, Montreal and SK

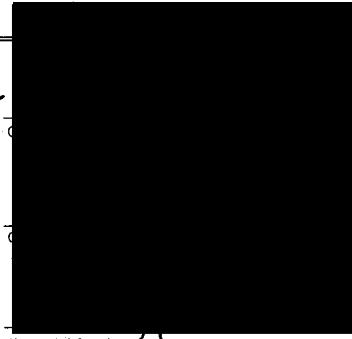
Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	5/11/2014	Meals	3106	2100	270900	690				Lunch in Ottawa	\$ (63.05)	\$ (9.15)	\$ (66.20)
2	5/12/2014	Meals	3106	2100	270900	690				Lunch in Montreal	\$ (30.09)	\$ (1.50)	\$ (31.59)
3	5/11/2014	Accommodation	3105	2100	270900	690				Hotel in Ottawa	\$ (557.34)	\$ (25.89)	\$ (583.23)
4	5/14/2014	Hosting	3610	2100	270900	690				Dinner Meeting in Ottawa	\$ (31.26)	\$ (1.56)	\$ (32.82)
5	5/14/2014	Hosting-Alcohol	3611	2100	270900	690				Dinner Meeting in Ottawa	\$ (29.64)	\$ (1.48)	\$ (31.12)
6	5/11/2014	Meals	3106	2100	270900	690				Breakfast in Ottawa	\$ (25.21)	\$ (1.26)	\$ (26.47)
7	4/15/2014	Meals	3106	2100	270900	690				Taxi Edmonton airport to downtown	\$ (50.48)	\$ (2.52)	\$ (53.00)
8	5/14/2014	Meals	3106	2100	270900	690				Breakfast (on flight)	\$ (7.00)	\$ (0.35)	\$ (7.35)
9	5/14/2014	Meals	3106	2100	270900	690				Lunch (Calgary airport)	\$ 22.86	\$ 1.14	\$ 24.00
10	5/8/2014	Meals	3106	2100	270900	690				Dinner (Calgary airport)	\$ (41.85)	\$ (2.09)	\$ (43.94)
11	5/9/2014	Meals	3106	2100	270900	690				Lunch meeting with President	\$ (54.02)	\$ (2.70)	\$ (56.72)
12	5/11/2014	Travel	3101	2100	270900	690				Gas for rental car	\$ (69.23)	\$ (3.46)	\$ (72.69)
13	5/14/2014	Meals	3106	2100	270900	690				Breakfast in Montreal	\$ (10.95)	\$ (0.55)	\$ (11.50)
14	4/23/2014	Hosting	3610	2100	270900	690				Food for Dinner	\$ 126.26	\$ -	\$ 126.26
15	4/23/2014	Hosting-Alcohol	3611	2100	270900	690				Wine for Dinner	\$ 105.16	\$ 5.26	\$ 110.42
16	4/8/2014	Hosting	3610	2100	270900	690				Food for Dinner	\$ 53.91	\$ -	\$ 53.91
17	4/29/2014	Travel	3101	2100	270900	690				Taxi in New York	\$ 13.72	\$ -	\$ 13.72
18	4/28/2014	Meals	3106	2100	270900	690				Lunch at Conference	\$ 33.60	\$ -	\$ 33.60
19	5/1/2014	Meals	3106	2100	270900	690				Dinner for flight	\$ 16.14	\$ -	\$ 16.14
20	5/1/2014	Meals	3106	2100	270900	690				Breakfast in New York	\$ 13.78	\$ -	\$ 13.78
21	5/9/2014	Travel	3101	2100	270900	690				Taxi	\$ (33.81)	\$ (1.69)	\$ (35.50)
22	5/14/2014	Travel	3101	2100	270900	690				Parking Calgary airport	\$ (79.99)	\$ (4.00)	\$ (83.99)
23	5/2/2014	Meals	3106	2100	270900	690				Lunch at airport	\$ 9.60	\$ 0.37	\$ 9.97
24	5/3/2014	Meals	3106	2100	270900	690				Breakfast in Saskatoon	\$ 15.38	\$ 0.77	\$ 16.15
25	5/3/2014	Travel	3101	2100	270900	690				Taxi to Saskatoon Airport	\$ 19.05	\$ 0.95	\$ 20.00
26				2100	270900	690							\$ -
27				2100	270900	690							\$ -
28				2100	270900	690							\$ -
29				2100	270900	690							\$ -
30				2100	270900	690							\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ (654.46)	\$ (43.71)	(698.16)

1,136.12 - 437.95 = 698.17
A

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel	33.72					151.90	6.56	(158.46)
3102	2100	Travel-BOG								-
3105	2100	Accommodation						(557.34)	(25.89)	(583.23)
3106	2100	Meals						(171.29)	(11.84)	(183.13)
3610	2100	Hosting						148.91	(1.56)	147.35
3611	2100	Hosting-Alcohol						75.52	3.78	79.30
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								(654.46)	(43.71)	(698.16)

Travel Advance (positive)	B 6132-2100	\$ -
	A-B	\$ (698.16)



June 5, 2014
Date

June 5, 2014
Date

JUN 17 2014
Date

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Financial Services



9

HMSHOST
MONTANA'S COOKHOUSE
CALGARY INT'L AIRPORT

297117



33/1

GST 1

6949

MAY14'14 11:32AM

DINE IN

**** SEAT 1 ****

1	WTR GLASS	0
1	SLD CAESAR	12.00
	CHICKEN	5.16
1	COFFEE BAR	2.86
	FIRST RND HOTBEV	
TAX	1.00	AMOUNT D 21.08
	*****	*****

SUBTOTAL	20.08
TAX	1.00
AMOUNT DUE	\$21.08

21.08

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW *lunch*
403-221-1779
JOHN.VANBESOUW@HMSSHOT.COM

GST # 137512901



MGR TERESA GALLAGHE 403-762-5378
GST/HST #817093735

WELCOME AIR MILES COLLECTOR

GROCERY

GREY POUPON 7.19
RegPrice 7.58
Savings .39-
TOSCA HORSERADISH 2.59
MEZZETTA OLIVES 8.31
RegPrice 9.23
Savings .92-

REFRIG/FROZEN

TROPICANA JUICE RU 3.33
DEPOSIT 0.25
CRF/RECYCLING FEE 0.06
RegPrice 5.39
Savings 2.06-
LUC WHIPPING CREAM 2.89
DEPOSIT 0.10
LAC MC BUTTER STICK 6.99

MEAT

LAMB LEGS 3NLS 28.18

SEAFOOD

SALMON FILLETS 9.10

PRODUCE

CANTALOUPE 2.99
CELLO CAULIFLOWER 2.99
RegPrice 3.99
Savings 1.00-
0.065 kg NET @ \$8.80 /kg
WT BULK GARLIC 0.57
0.065 kg NET @ \$8.80 /kg
WT BULK GARLIC 0.57
PARSLEY 0.99
FRESH CHIVES 2.00
RegPrice 2.49
Savings .49-
FRESH POULTRY 2.00
RegPrice 2.49
Savings .49-
RASPBERRIES 3.99
N SWEET SUNBURSTS 4.99
CHERUB TOMATOES 4.99
BLACKBERRIES 3.99

DELI

5 YEAR CHEDDAR 8.99
IBERICO ADARCA QRO 7.69
EMMENTAL CHEESE 10.52
**** TAX .00 BAL 126.26
VF Debit 126.26

Handwritten '15' in a circle.

Wanff Wine Store
403 2577, 307 Carillon Street
Wanff, AB T1L 1C1
(403) 762-3465
Business No.: 122012503

Invoice #332674
App 04/20/14 11:26:05
Cust# 1 *** Cash Sales ***

950A17 54.958
COITTINGHO CHANTT RESERVA
714417 29.958
LUCAS AL MARTINI
704173 29.958
ROCKFORD SERTILON
751210
CALIFORN GRAN RESERVA

116.85
- 11.69
105.16
GST 5.26
110.42
Sub Total: 176.85
10.000% Discount: 17.70

G.S.T. : 7.96

Total : 167.11
Debit Card: 167.11

Total No. of Items: 4

Prices include bottle deposit
Thank you for your patronage.

*Driver Meeting / hosting
Luminato's Jörn Weisbrodt
April 24/14*

SECOND TO NONE MEATS
16 - 1941 UXBRIDGE DR NW
CALGARY, AB T2N2V2
4032824433

Handwritten '16' in a circle.

DEBIT SALE

MID: 5713700
TID: 001 REF#: 0000025
Batch #: 065 RRN: 0000006
04/08/14 17:45:42
APPR CODE: 114218
Trace: 00688108

AMOUNT \$53.91

APPROVED

Interac
AID: A0000002771010
TVR: 80 00 00 80 00
TS: 68 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

Taxi NYC

MED# 1J44
DRIVER: 0465099
04/29/14 TR 592
START END MILES
12:28 12:44 2.3
Regular Fare
RATE 1:\$ 12.00
SURCH: \$ 0.00
StSrch:\$ 0.50
TOTAL: \$ 12.50

18

NYC

THANKS 13.72
TO CONTACT TLLC

MOMA Cafes
11 West 53rd Street
New York, NY 10018

Server: [redacted] 04/28/2014
1/4 12:21 PM
Items: 0 2060011

GL P.Grigio 8.00
PFIX Soup/Bruschetta (1 Person) 20.00
@ 20.00 per Person (MAN WT)
Complete Subtotal 28.00
Subtotal 28.00
Tax 2.49
Total 30.49

lunch / conference

Balance Due 30.49

Thank you for joining us
*** TIP GUIDE ***
18% = 5.04
33.61

NYC
HMSHOST
BALDUCCI'S
JFK INTERNATIONAL AIRPORT
owner of plane

213936 [redacted]
CHK 3968 GST 1
MAY01'14 4:10PM

TO GO

1 BAR MLK CHOC 2.79
1 WTR FIJI M 3.69
1 RTE SND TOM MOZZ 6.99

SUBTOTAL 13.47
TAX 1.20
AMOUNT PAID 14.67
CASH 50.00
CHANGE 35.33

--213936 Closed MAY01 04:10PM--

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE
16.14 CDN

JFKCL [redacted] OM

1 Cake 6.00
1 Latte 5.50
==== Food ====
Sub-total 11.50
Sales Tax 1.02
TOTAL 12.52
PAYMENTS
TOTAL PAYMENTS 0.00
TOTAL TIPS 0.00
Balance Due 12.52

Breakfast

13.78 CDN

==== Beverage ====

Rose Bakery at Dover Street Market
150 Lexington Avenue
NY, NY 10016
Check # 9321
Server: [redacted]
Table: 3-1/1
5/1/14
11:17 AM
Guests: 1

23
CALGARY INT'L AIRPORT
298440 [REDACTED]

CHK 7296 GST 1
23 MAY02'14 8:43AM
TO GO

1 LATTE 4.77
1 CROISSANT 2.24
1 GREEK YOGURT 2.59

Breakfast Lunch

SUBTOTAL 9.60
TAX 0.37
AMOUNT PAID **9.97**
CASH 10.00
CHANGE 0.03

--298440 Closed MAY02 08:43AM--

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
403-221-1779
JOHN.VANBESOUW@HMSSHOT.COM

GST # 137512901

Tax
TRANSACTION RECEIPT =
25
The United Group
652-2222 653-3333
657-7777
"Go The United Way"



VEH/DRV: 0107 / 7397
GST#: 838995835

FARE: \$ 19.05
FLAT: \$000.00
EXTRAS: \$000.00
GST: \$ 0.95

FA+FL+EX+TAX: \$ 20.00
TIP: \$000.00
DISCOUNT: \$000.00

\$ 20.00

24 Park Town Hotel *Saskatoon Breakfast*

Room: ZDIN ZZ Four Seasons
Server: [REDACTED]
Area: Four Season's Restaurant
Table#: 27 Covers: 6
Chit #: 02337029
Date: May 3/14 Time: 9:34am

Coffee 2.38
Two Eggs 8.25
Fruit Cup 4.75

Sub-Total: 15.38
GST 0.77

Chit Total: **\$16.15**

Gratuity: _____
Total: _____