

EXPENSE CLAIM FORM - President, VP, Board

DATE November 7, 2014

VENDOR/STAFF#
(as applicable) VE-0342

NAME
(Claimant/Payee) Carolyn Warren

Position VP Arts

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Business Travel: QC, OT, NY cont.

Receipt 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	10/10/2014	Hosting	3610	2100	270900	690				Business Meals (\$56 USD)	\$ 64.41		\$ 64.41
2	10/10/2014	Travel-Meals	3106	2100	270900	690				Travel Meal	\$ 54.71	\$ 2.88	\$ 57.59
3	10/25/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Airport Transportation	\$ 93.43	\$ 41.80	\$ 105.23
4			#N/A	2100									\$ -
5				2100						wrong invoice			\$ -
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									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A													227.23

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690				100.23	5.01	105.23
3102	Travel-General (BOG)	270900	2100	690				-	-	-
3105	Travel-Accommodation	270900	2100	690				-	-	-
3106	Travel-Meals	270900	2100	690				54.71	2.88	57.59
3107	Travel-Incidentals	270900	2100	690				-	-	-
3610	Hosting	270900	2100	690				64.41	-	64.41
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										227.23

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 227.23

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.

Nov 27. 14

Date _____

Date _____

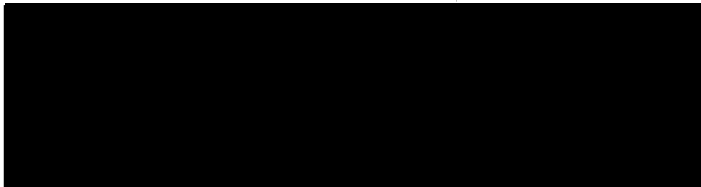
Date _____

Date _____

ENTERED NOV 12 2014

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

Date	Description	Amount	Card Number	Notes
10-Oct-2014	YYZ TO LGA CLASS: Y LE CHARLOT, NEW YORK, NY, USA USD 56.00 @ 1.122143 INCLUDE FOREIGN TRANSACTION FEE 1.57	\$ 64.41	286105000721	1
11-Oct-2014	INTERCONTINENTAL, TORONTO, ON, CAN	\$ 57.59	800103147257	2
	[REDACTED]		072006007316	X
25-Oct-2014	BANFF AIRPORTER INC, 403-762-3330, AB, CAN	\$ 105.23	000604303179	3
	[REDACTED]	\$ -2,256.99		
	[REDACTED]	\$ 2,315.64		





INTERCONTINENTAL
TORONTO YORKVILLE

10-10-14

Ms. Carolyn Warren [Redacted]	Folio No. :	443766	Room No. :	331
	A/R Number :		Arrival :	10-05-14
	Group Code :		Departure :	10-10-14
	Company :	Government	Conf. No. :	62760903
	Membership No.:	PC 552192061	Rate Code :	IMGOV
	Invoice No. :		Page No. :	1 of 1
	Cashier No. :	21	HST# :	855206975
	User ID :	[Redacted]		

Date	Description	Charges	Credits
10-06-14	Signatures Brkfst - Food Line# 331 : CHECK# 1358	33.69	
10-10-14	Room Service Brkfst - Food Line# 331 : CHECK# 7169	23.90	
10-10-14	[Redacted]		57.59
Total		57.59	57.59
Balance		0.00 CAD	

Thank you for using your Priority Club card. Your account will be credited with the appropriate points/miles for this stay. We look forward to welcoming you back.

Approval Code 045647
Approval Amount 57.59

US dollars
 LE CHARLOT
 19 EAST 69TH STREET
 NEW YORK, NY 10021
 10/10/2014 18:16:39
 MID: 00000008330565
 TID: 04800105
 498200260389

0.00 CAD
 0.00 CAD
 0.00 CAD
 0.00 CAD
 0.00 CAD
 0.00 CAD
 0.00 CAD

CREDIT CARD
NO SALE

If you have any questions, please

t (416) 324-5869 or fax (416) 324-5895

Guest Signature: _____

INVOICE 0008
 Batch #: 000900
 SERVER: 0001
 APP Code: 091575
 Entry Mode: SWIFed
 Mode: Online

PRE-TIP AMT \$49.00
 TIP ----- 7.00
 TOTAL ----- 56.00 ✓

I have received the goods and / or services in the e personally liable in the event that the indicated per: a credit card charge, I further agree to perform the

this bill is not waived and agree to be held part or the full amount of these charges. If lent with the issuer.

CUSTOMER COPY

Dinner / Dinner

2(a)

Subject: FW: The Banff Airporter Inc. - Confirmation # 73418

From: The Banff Airporter Inc. [mailto:reservations@banffairporter.com]
Sent: Monday, November 03, 2014 1:42 PM
To: [REDACTED]
Subject: The Banff Airporter Inc. - Confirmation # 73418

Your Itinerary
Date Booked: 2014-10-24 09:37:03
Reservationist: [REDACTED]
Last Updated: 2014-11-03 13:40:18
Group Name: CARWARER1403
Confirmation Number: 73418
Status: PAID



Itinerary Guest Summary
1 x 1530 YYC to Banff

Itinerary For Carolyn, Warren
Mobile Phone: 1 403 431 1323
Land Line Phone: [REDACTED]
Email: [REDACTED]
Country : [REDACTED]

Total

Activities
Activity: 1530 YYC to Banff - Thursday, November 06 2014 15:30
Guests: 1 (ad)
Hotel: Calgary Airport 15:30
Pick Up: Calgary Airport 15:30

Please be ready at 15:30. Our staff will arrive at 15:30 for your pickup.

\$58.95

Drop off:

Banff Centre 17:30

Inbound/Arrival Airline:

Outbound/Departing Airline:

Booked by:

Notes:

* Air Canada - Flight Number 8147

The Banff Airporter



Subtotal	\$58.95
Discount(s)	(\$41.27)
Net Sale	\$100.22
GST	\$5.01
Total	\$105.23

Outstanding balance \$0.00

Upon your arrival at Calgary Intl. Airport you'll find us located between exit doors 5 and 6 at area "B" of the main arrivals level. We're conveniently located between Tim Horton's and Starbucks! Pick your poison. Checking in is super simple. Just pull up to the desk and have your last name handy.

Banff Airporter Experience (FAOs)

Banff Airporter Policy

The drivers and staff of Banff Airporter are happy to serve you. If you feel our staff provided you with superb customer service please feel free to offer a gratuity.

Thank you for choosing Banff Airporter

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