

EXPENSE CLAIM FORM - VP - DINERS 5641

DATE October 11, 2017

VENDOR/STAFF# (as applicable) 101495

NAME Bruce Byford
(Claimant/Payee)

Position VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Funding Review follow up conversation (Sept 26, Edmonton)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	09/26/2017	Travel-Meals	3106	2100	890050	800		Breakfast [REDACTED] at YYC	\$ 16.61	\$ 0.83	\$ 17.44
2	09/26/2017	Travel-Meals	3106	2100	890050	800		Dinner [REDACTED] at YYC	\$ 9.84	\$ 0.49	\$ 10.33
3	09/26/2017	Travel-Meals	3106	2100	890050	800		Lunch [REDACTED] at The Sherlock Holmes Pub	\$ 64.50	\$ 2.71	\$ 67.21
4			#N/A	2100							\$ -
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							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											94.98

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890050	2100	800		-	-	-
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3106	Travel-Meals	890050	2100	800		66.95	4.03	94.98
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						90.95	4.03	94.98

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 94.98

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)	

EXPENSE CLAIM FORM - President, VP, Board

DATE October 12, 2017

VENDOR/STAFF# (as applicable) 101495

NAME (Claimant/Payee) Bruce Byford

Position VP, ADM & CFO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Funding Allocation Model Review Stakeholder Dialogue Day (July 26, Edmonton), UAPP meeting (Sept 20, Calgary), CommunityShift program registration (Nov 19-24, London, ON)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	07/25/2017	Travel-Meals	3106	2100	890050	800		Dinner (Brewsters brewing co. and restaurant)	\$ 16.19	\$ 0.57	\$ 16.76
2	07/25/2017	Travel-Meals	3106	2100	890050	800		Coffee (Starbucks #16944)	\$ 2.45	\$ 0.12	\$ 2.57
3	07/26/2017	Travel-Meals	3106	2100	890050	800		Coffee (Starbucks #4404)	\$ 3.00	\$ 0.15	\$ 3.15
4	07/26/2017	Travel-Meals	3106	2100	890050	800		Coffee (Starbucks, #16944)	\$ 2.45	\$ 0.12	\$ 2.57
5	09/20/2017	Travel-Meals	3106	2100	890050	800		Coffee (Starbucks)	\$ 2.45	\$ 0.12	\$ 2.57
6	10/05/2017	Other1	3181	2100	853950	800		CommunityShift program registration (Ivey Business School, Nov 19-24, 2017)	\$ 2,750.00		\$ 2,750.00
7			#N/A	2100	890050	800					\$ -
8			#N/A	2100	890050	800					\$ -
9			#N/A	2100	890050	800					\$ -
10			#N/A	2100	890050	800					\$ -
11			#N/A	2100	890050	800					\$ -
12			#N/A	2100	890050	800					\$ -
13			#N/A	2100	890050	800					\$ -
14			#N/A	2100	890050	800					\$ -
15			#N/A	2100	890050	800					\$ -
Total Expenses : A											2,777.62

ENTERED OCT 18 2017

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890050	2100	800		-	-	-
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3108	Travel-Meals	890050	2100	800		26.54	1.08	27.62
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
3181	Other1	853950	2100	800		2,750.00	-	2,750.00
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						2,776.54	1.08	2,777.62

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,777.62

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)			

DEC 5 - 2017

EXPENSE CLAIM FORM - President, VP, Board

DATE December 4, 2017

VENDOR/STAFF# (as applicable) 101495

VE-0584

NAME (Claimant/Payee) Bruce Byford

Bruce Byford

Position VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

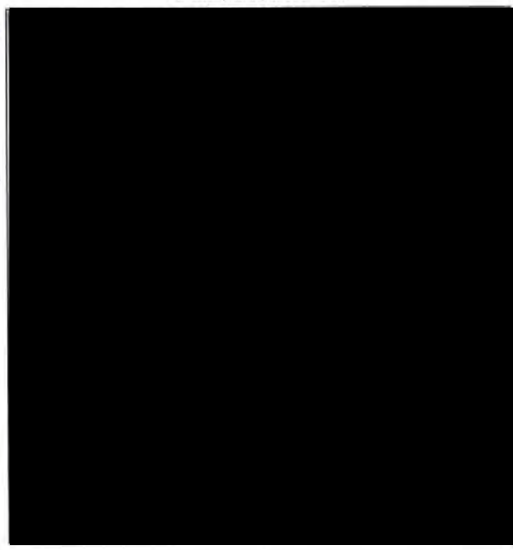
Itinerary and Purpose of Travel/Expense: Cellular phone Case, CommunityShift (Nov 19-24, London ON), CAUBO Cyber awareness conference (Nov 29 - Dec 1, Montreal, QC)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	11/17/2017	Other1	3451	2100	890050	800		Cellular phone case (Fido, Burlington, ON)	\$ 59.40	\$ 2.75	\$ 62.15
2	11/19/2017	Travel-Meals	3106	2100	890050	800		Starbucks, Calgary airport	\$ 6.36	\$ 0.32	\$ 6.68
3	11/19/2017	Travel-Meals	3106	2100	890050	800		Starbucks #4709, Burlington ON	\$ 4.00	\$ 0.20	\$ 4.20
4	11/24/2017	Travel-Meals	3106	2100	890050	800		Starbucks #4822, London ON	\$ 2.45	\$ 0.12	\$ 2.57
5	11/25/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Gas - Husky (Cedarwood Husky)	\$ 30.09	\$ 1.39	\$ 31.48
6	11/29/2017	Travel-Meals	3106	2100	890050	800		Starbucks, Toront airport	\$ 5.70	\$ 0.26	\$ 5.96
7	12/01/2017	Travel-Meals	3106	2100	890050	800		Lunch with [REDACTED]	\$ 35.13	\$ 1.37	\$ 36.50
8	12/01/2017	Travel-Meals	3106	2100	890050	800		Dinner	\$ 16.21	\$ 0.70	\$ 16.91
9	11/26/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Car rental - Enterprise rental (agreement 9NJ872)	\$ 288.92	\$ 13.38	\$ 302.30
10			#N/A	2100	890050	800					\$ -
11			#N/A	2100	890050	800					\$ -
12			#N/A	2100	890050	800					\$ -
13			#N/A	2100	890050	800					\$ -
14			#N/A	2100	890050	800					\$ -
15			#N/A	2100	890050	800					\$ -
Total Expenses : A										<i>15.20</i>	468.75

GL Code Summary							NET Amount	GST	Total Amount
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code				
3101	Travel-General (Pres,VP)	890050	2100	800		319.01	14.77	333.78	
3102	Travel-General (BOG)	890050	2100	800		<i>321.28</i>	<i>12.50</i>	-	
3105	Travel-Accommodation	890050	2100	800		-	-	-	
3106	Travel-Meals	890050	2100	800		69.85	2.97	72.82	
3107	Travel-incidentals	890050	2100	800		-	-	-	
3610	Hosting	890050	2100	800		-	-	-	
3611	Hosting (Alcohol)	890050	2100	800		-	-	-	
6132	Travel Advance	890050	2100	800		-	-	-	
3451	Other1	890050	2100	800		59.40	2.75	62.15	
	Other2	890050	2100	800		-	-	-	
	Other3	890050	2100	800		-	-	-	
ENTERED DEC - 6 2017									
Total						448.26	20.49	468.75	

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 468.75

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

EXPENSE CLAIM FORM - VP - DINERS

DATE December 4, 2017

VENDOR/STAFF# (as applicable) **101495**

NAME **Bruce Byford**
(Claimant/Payee)

Position **VP, ADM & CFO**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: **CommunityShift (Nov 19 - 24, 2017, London ON)**

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	11/17/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Baggage fee	\$ 25.00	\$ 1.25	\$ 26.25
2	11/17/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Seat change charge	\$ 51.00	\$ 2.55	\$ 53.55
3			#N/A	2100							\$ -
4			#N/A	2100							\$ -
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							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											79.80

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		76.00	3.80	79.80
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3106	Travel-Meals	890050	2100	800		-	-	-
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						76.00	3.80	79.80

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 79.80

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)	