

EXPENSE CLAIM FORM

VICE PRESIDENT

(All expenses)

DATE May 7, 2018

DINERS CLUB CARD

VENDOR/STAFF# (as applicable) 101495

NAME (Claimant/Payee) Bruce Byford

DEPT VP, Admin & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: meeting (April 26, Calgary)

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/04/26	3101	2100	890050	800				TGE	Parking at Banker's Hall (to attend meeting in Calgary)	\$ 42.00	\$ 2.10	\$ 44.10
2	18/04/26	3106	2100	890050	800				TGE	Breakfast (Good Earth Coffee House)	\$ 6.70	\$ 0.34	\$ 7.04
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
Total Expenses : A											48.70	2.44	\$ 51.14

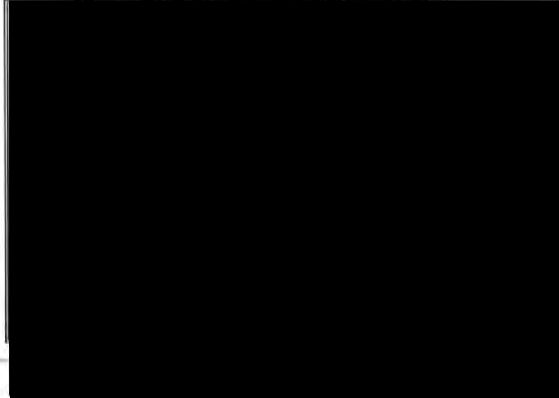
GL Codes Summary (please summarize by unique GL string) -
DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890050	800				6.70	0.34	\$ 7.04
3101	2100	890050	800				42.00	2.10	\$ 44.10
		2100							
		2100							
		2100							
		2100							
		2100							
		2100							
Total							\$ 48.70	\$ 2.44	\$ 51.14

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 51.14

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) [Redacted]
 Requestor Name (if RTR) [Redacted]
 Requestor Dept (if RTR) [Redacted]
 Prepared by (if not Claimant) [Redacted]



EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE June 4, 2018

VENDOR/STAFF#
 (as applicable)



NAME
 (Claimant/Payee)

Bruce Byford (DINERS CLUB)

DINERS May 28/18

DEPT VP, Admin & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Foundation meeting (May 4, Calgary), Change Management workshops (May 7 & 9, on campus), BIRD meeting (May 8 & 22, Calgary)

May BOG meeting (May 23 - 26, Winnipeg)

DINERS CLUB

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/04/30	3181	2100	850910	800				TGE	Workshop materials (Project HUGO, Ivey Publishing)	\$ 162.50		\$ 162.50
2	18/05/04	3101	2100	890050	800				TGE	Parking	\$ 20.00		\$ 20.00
3	18/05/04	3106	2100	890050	800				TGE	Meal (Humpty's Family Restaurant)	\$ 16.94	\$ 0.70	\$ 17.64
4	18/05/08	3106	2100	890050	800				TGE	Coffee (BIRD meeting: [redacted])	\$ 12.30	\$ 0.57	\$ 12.87
5	18/05/08	3101	2100	890050	800				TGE	Parking (at Bankers Hall, for BIRD meeting)	\$ 45.00	\$ 2.25	\$ 47.25
6	18/05/08	3106	2100	890050	800				TGE	Meal (Lunch: [redacted])	\$ 88.74	\$ 1.86	\$ 90.60
7	18/05/22	3106	2100	890050	800				TGE	Coffee (BIRD meeting: [redacted])	\$ 10.94	\$ 0.47	\$ 11.41
8	18/05/22	3106	2100	890050	800				TGE	Meal (Lunch: [redacted])	\$ 85.08	\$ 1.86	\$ 86.94
9	18/05/24	3101	2100	890030	800				TGE	Taxi (from Winnipeg Ballet to hotel. May BOG Meeting)	\$ 8.00		\$ 8.00
10	18/05/26	3101	2100	890030	800				TGE	Parking (at Calgary Airport, May BOG meeting)	\$ 64.95	\$ 3.25	\$ 68.20
11	18/05/26	3106	2100	890030	800				TGE	Meal (Lunch at Winnipeg Airport)	\$ 20.47	\$ 0.80	\$ 21.27
12	18/05/25	3101	2100	890030	800				TGE	Tax (to Winnipeg Airport)	\$ 30.00		\$ 30.00
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											<i>571.08</i>	<i>9.22</i>	\$ 580.40

92.50

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3181	2100	850910	800				162.50		\$ 162.50
3106	2100	890050	800				<i>219.46</i>	<i>-0.48</i>	<i>218.98</i>
3106	2100	890030	800				<i>20.47</i>	<i>0.80</i>	<i>21.27</i>
3101	2100	890050	800				65.00	2.25	\$ 67.25
3101	2100	890030	800				102.95	3.25	\$ 106.20
	2100						<i>571.08</i>		<i>571.08</i>
	2100						<i>571.08</i>	<i>9.22</i>	<i>580.30</i>
	2100								
Total							\$ 584.92	\$ 15.48	\$ 580.40

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 580.40

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)
 Requestor Name (if RTR)
 Requestor Dept (if RTR)
 Prepared by (if not Claimant)

EXPENSE CLAIM FORM - President, VP, Board

DATE April 23, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Bruce Byford

Position VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: BOG May 2018 meeting in Winnipeg

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	04/10/2018	Other1	3104	2100	890030	800		Air tickets (round trip - Calgary to Winnipeg)	\$ 467.51	16.50	\$ 467.51
2		Travel-General (BOG)	3102	2100	890050	800					\$ -
3		Travel-Accomm.	3105	2100	890050	800					\$ -
4			#N/A	2100	890050	800					\$ -
5			#N/A	2100	890050	800					\$ -
6			#N/A	2100	890050	800					\$ -
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											467.51

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890030	2100	800		-	-	-
3102	Travel-General (BOG)	890030	2100	800		-	-	-
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		-	-	-
3107	Travel-Incidentals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		-	-	-
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		451.01	-	-
3014	Other1	890030	2100	800		467.51	16.50	467.51
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total						467.51	16.50	467.51

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 467.51

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.

ENTERED APR 25 2018

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

MAY - 2 2018

EXPENSE CLAIM FORM - President, VP, Board

DATE April 26, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Bruce Byford

Position

VP, ADM & CFO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Government Pre-Budget Consultation (Dec 14), UAPP meeting (Jan12), Foundation meeting (Feb 13)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	12/14/2017	Travel-Meals	3106	2100	890050	800		Coffee	\$ 3.00	\$ 0.15	\$ 3.15
2	12/22/2017	Other1	3451	2100	890050	800		Rogers (Class screeh protector for iPhone)	\$ 30.00	\$ 1.50	\$ 31.50
3	01/12/2018	Travel-Meals	3106	2100	890050	800		Coffee (Renaissance Edmonton Airport)	\$ 2.45	\$ 0.12	\$ 2.57
4	02/13/2018	Travel-Meals	3106	2100	890050	800		Lunch (Foundation Meeting, lunch for self)	\$ 10.15	\$ 0.51	\$ 10.66
5	04/04/2018	Other2	3040	2100	890050	800		CPA Ontario Annual Membership Dues (April 1/18 - March 31/19)	\$ 291.03	\$ 13.47	\$ 304.50
6			#N/A	2100	890050	800					\$ -
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					\$ -
ENTERED MAY - 8 2018											
Total Expenses : A									337.41	14.97	352.38

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		15.60	0.78	16.38
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		30.00	1.50	31.50
3040	Other2	890050	2100	800		291.03	13.47	304.50
	Other3	890050	2100	800		-	-	-
Total						338.63	15.75	352.38

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 352.38

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)
 Requestor Name (if RTR)
 Requestor Dept (if RTR)
 Prepared by (if not claimant)



EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE May 7, 2018

VENDOR/STAFF#
 (as applicable)



NAME
 (Claimant/Payee)

Bruce Byford

DEPT VP, Admin & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: UAPP Board of Trustees meeting (April 9, Delta Calgary Airport, Calgary), TBC Foundation meeting (May 4, RBC Office, Banker's Hall, Calgary)

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/04/09	3101	2100	890050	800				TGE	Parking at Calgary Airport (to attend UAPP mtg)	\$ 27.95	\$ 1.40	\$ 29.35
2	18/05/08	3106	2100	890050	800				TGE	Starbucks Coffee Canada #4412 (Coffee)	\$ 2.65	\$ 0.13	\$ 2.78
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
Total Expenses : A											30.60	1.53	\$ 32.13

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890050	800				2.65	0.13	\$ 2.78
3101	2100	890050	800				27.95	1.40	\$ 29.35
Total							\$ 30.60	\$ 1.53	\$ 32.13

Subtract Advance (if applicable)

B

Balance Due to Claimant

A-B

\$ 32.13

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)
 Requestor Name (if RTR)
 Requestor Dept (if RTR)
 Prepared by (if not Claimant)



EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE June 22, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Bruce Byford

CASH MAY 18

DEPT VP, Admin & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: May BOG meeting (May 23 - 26, Winnipeg)

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/05/22	3101	2100	890030	800				TGE	Mileage (Bankers Hall to Calgary to Airport, 18 km)	\$ 8.37		\$ 8.37
2	18/05/22	3101	2100	890030	800				TGE	Taxi (from Winnipeg Airport to hotel)	\$ 25.00		\$ 25.00
3	18/05/23	3106	2100	890030	800				TGE	Coffee (Starbucks - missing receipt)	\$ 2.65	\$ 0.12	\$ 2.77
4	18/05/24	3106	2100	890030	800				TGE	Coffee (Starbucks)	\$ 2.65	\$ 0.12	\$ 2.77
5	18/05/25	3106	2100	890030	800				TGE	Coffee (Starbucks)	\$ 2.65	\$ 0.12	\$ 2.77
6	18/05/26	3106	2100	890030	800				TGE	Breakfast (Starbucks)	\$ 7.78	\$ 0.36	\$ 8.14
7	18/05/26	3101	2100	890030	800				TGE	Mileage (Calgary Airport to Banff, 146 km)	\$ 67.89		\$ 67.89
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											116.99	0.72	\$ 117.71

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890030	800				15.73	0.72	\$ 16.45
3101	2100	890030	800				101.26		\$ 101.26
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 116.99	\$ 0.72	\$ 117.71

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 117.71

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) [Redacted]
 Requestor Name (if RTR) [Redacted]
 Requestor Dept (if RTR) [Redacted]
 Prepared by (if not Claimant) [Redacted]