

EXPENSE CLAIM FORM - President, VP, Board

DATE December 13, 2016

VENDOR/STAFF#
(as applicable) VE-0342

NAME
(Claimant/Payee) Carolyn Warren

Carolyn Warren

Position _____

FIRST

MIDDLE

LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Toronto: Giller Awards, business development and fundraising

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	11/06/2016	Travel-Meals	3106	2100	270900	690		meal	21.61		\$ 21.61
2	11/06/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	61		\$ 61.00
3	11/07/2016	Travel-Meals	3106	2100	270900	690		meal	36.06		\$ 36.06
4	11/08/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	71		\$ 71.00
5	11/08/2016	Travel-Meals	3106	2100	270900	690		meal	27.29		\$ 27.29
6	11/09/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	522.02	22.50	\$ 522.02
	11/09/2016	Travel-Meals	3106	2100	270900	690		meal	28.23		\$ 28.23
7	11/11/2016	Travel-Meals	3106	2100	270900	690		meal	7.9		\$ 7.90
8	11/16/2016	Other1	3471	2100	270900	690		subscription	25.16	1.20	\$ 25.16
9	11/18/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	42.8		\$ 42.80
10	11/24/2016	Other2	3470	2100	270900	690		book	30.93		\$ 30.93
12		Hosting	3610	2100							\$ -
Total Expenses : A											874.00

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		174.80	-	174.80
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		499.52	22.50	522.02
3106	Travel-Meals	270900	2100	690		121.09	-	121.09
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3471	Other1	270900	2100	690		23.96	1.20	25.16
3470	Other2	270900	2100	690		30.93	-	30.93
	Other3	270900	2100	690		-	-	-
Total								874.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 874.00

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 November 17, 2016

VENDOR/STAFF#
(as applicable) VE - 0342

NAME
(Claimant/Payee)

Carolyn Warren

Position VP Arts

FIRST MIDDLE LAST

Permanent Mailing Address:

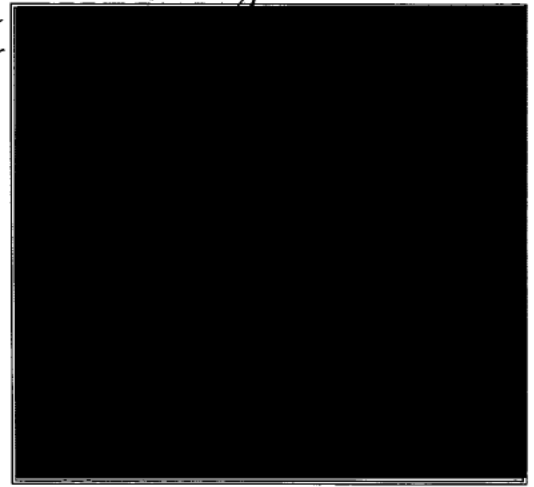
Itinerary and Purpose of Travel/Expense: Ottawa: Canadian Arts Summit Steering Cte Meeting & Arts Day on the Hill

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	09/28/2016		3740	2100	854020	800		club membership	\$99.00		\$ 99.00
2	09/30/2016	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$107.99	9.08	\$ 107.99
3	10/05/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$58.70	2.80	\$ 58.70
4	10/06/2016	Other1	3471	2100	270900	690		subscription	\$41.97		\$ 41.97
5	10/19/2016	Other1	3471	2100	270900	690		subscription	\$25.16	1.20	\$ 25.16
6	10/23/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$30.46		\$ 30.46
7	10/25/2016	Travel-Meals	3106	2100	270900	690		meal	\$28.36		\$ 28.36
8	10/25/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$27.60		\$ 27.60
9	10/25/2016	Travel-Incidentals	3107	2100	270900	690		entry fee	\$12.00		\$ 12.00
10	10/26/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$47.00		\$ 47.00
11	10/26/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$625.02	24.85	\$625.02
12	10/26/2016	Travel-Meals	3106	2100	270900	690		meal	\$58.72		\$ 58.72
13	10/26/2016	Travel-Meals	3106	2100	270900	690		meal	\$24.34		\$ 24.34
Total Expenses : A											1,186.32

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		259.87	11.85	271.75
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		598.17	24.55	625.02
3106	Travel-Meals	270900	2100	690		111.42	-	111.42
3107	Travel-Incidentals	270900	2100	690		12.00	-	12.00
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3471	Other1	270900	2100	690		65.93	1.20	67.13
3740	Other2	854020	2100	800		99.00	-	99.00
	Other3	854020	2100	800		-	-	-
Total								1,186.32

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,186.32

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.



66

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

DINERS

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE October 17, 2016

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Carolyn Warren

Position

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: Toronto: partnership event; partnership meetings; business development

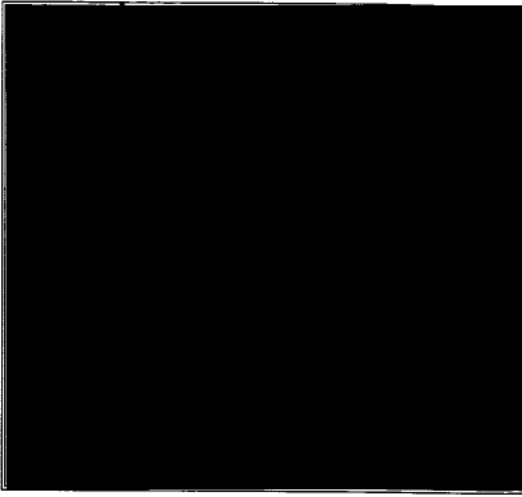
Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	09/09/2016	Other1	3120	2100	270900	690		Intl Society Performing Arts conference			\$ 909.44
2	09/09/2016	Other1	3120	2100	159990	690		Intl Society Performing Arts conference	909.44		\$ 909.45
3	09/09/2016	Other2	3040	2100	270900	690		Intl Society Performing Arts membership	909.44		\$1,538.03
4	09/14/2016	Hosting	3610	2100	270900	690		meal - hosting workshop	1538.03		\$ 66.04
5	09/17/2016	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	66.04		\$ 53.99
6	09/19/2016	Travel-Meals	3106	2100	270900	690		meal	53.99		\$ 73.88
7	09/19/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	73.88		\$ 60.00
8	09/20/2016	Travel-Meals	3106	2100	270900	690		meal	60		\$ 29.89
9	09/20/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	29.89		\$ 608.84
10	09/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	583.42 608.04	25.42	\$ 76.19
11	09/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	76.19		\$ 12.00
12	09/21/2016	Hosting	3610	2100	270900	690		meal - hosting	12		\$ 55.23
13	09/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	55.23		\$ 16.10
14	09/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	16.1		\$ 17.82
15	09/22/2016	Other3	3471	2100	270900	690		subscription	17.82		\$ 25.16
15			#N/A	2100	270900	690			25.16		\$ -
16			#N/A	2100							\$ -
Total Expenses : A											4,452.06

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		236.10	-	236.10
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		583.42	25.42	608.84
3106	Travel-Meals	270900	2100	690		103.77	-	103.77
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		121.27	-	121.27
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
3120	other 1	159990	2100	690		909.44	-	909.45
3120	Other1	270900	2100	690		909.44	-	909.44
3040	Other2	270900	2100	690		1,538.03	-	1,538.03
3471	Other3	270900	2100	690		25.16	-	25.16
Total								4,452.05

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 4,452.06

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)			



CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE October 24, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto - business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	09/19/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 21.26		\$ 21.26
2	09/20/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 9.00		\$ 9.00
3	09/20/2016	Hosting	3610	2100	270900	690		meal	\$ 11.07		\$ 11.07
4	09/20/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 10.00		\$ 10.00
5	09/20/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 7.00		\$ 7.00
6	09/20/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 7.00		\$ 7.00
7	09/21/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 21.30		\$ 21.30
8	09/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 6.50		\$ 6.50
9	09/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 15.00		\$ 15.00
10		Hosting	3610	2100							\$ -
11		Hosting	3610	2100							\$ -
12		Hosting	3610	2100							\$ -
Total Expenses : A											108.13

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		54.50	-	54.50
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		42.56	-	42.56
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		11.07	-	11.07
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								108.13

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 108.13

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.

ENTERED OCT 25 2016

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