

EXPENSE CLAIM FORM - President, VP, Board

DATE December 2, 2016

VENDOR/STAFF#
(as applicable) [REDACTED]

NAME
(Claimant/Payee)

NEIL JOHNSTON

Position VP, DEVELOPMENT

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Donor meetings in Calgary, Toronto for 2 gala events (Banff Centre participation) and donor meetings

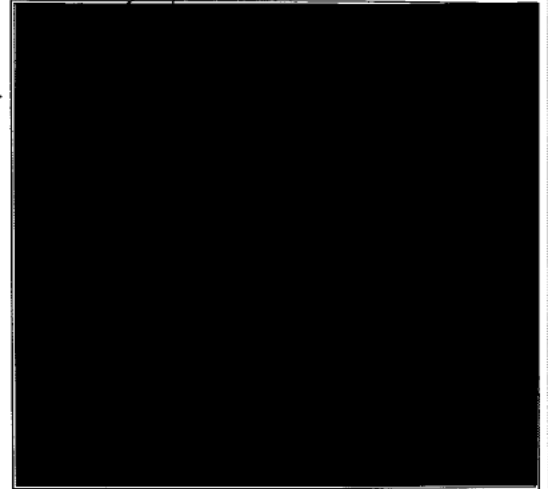
Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	11/02/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Taxi to a donor meeting in Calgary			\$ 7.00
2	11/02/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Parking in Calgary - donor meetings			\$ 14.00
3	11/02/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Parking in Calgary - donor meetings			\$ 21.00
4	11/02/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Taxi to a donor meeting in Calgary	\$ 6.48	\$ 0.32	\$ 6.80
5	11/02/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Taxi to a donor meeting in Calgary	\$ 3.81	\$ 0.19	\$ 4.00
6	11/14/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Taxi to a donor meeting in Calgary	\$ 6.86	\$ 0.34	\$ 7.20
7	11/14/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Parking in Calgary - donor meetings			\$ 18.00
8	11/14/2016	Hosting	3610	2100	820250	800	DEV805	Coffee meeting with a donor			\$ 4.80
9	11/16/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	UP Union Pearson Express - travel from Pearson Airport to downtown Toronto			\$ 12.00
10	11/16/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Taxi from Union Station to Toronto hotel			\$ 16.50
11	11/17/2016	Travel-Meals	3106	2100	820250	800	DEV805	Dinner in Toronto	\$ 33.00		\$ 42.88
12	11/17/2016	Travel-Meals	3106	2100	820250	800	DEV805	Grocery purchase (breakfast for Nov. 18+19)	\$ 19.07		\$ 19.61
13	11/17/2016	Travel-General (Pres,VP)	3106	2100	820250	800	DEV805	Taxi from BFA gala to hotel			\$ 10.00
14	11/18/2016	Travel-Meals	3106 3105	2100	820250	800	DEV805	Working lunch in Toronto - Neil and [REDACTED]			\$ 55.88
15	11/19/2016	Travel-Meals	3106	2100	820250	800	DEV805	Lunch in Toronto	\$ 14.70		\$ 16.61
16	11/20/2016	Travel-Meals	3106	2100	820250	800	DEV805	Dinner in Toronto	\$ 27.96		\$ 35.40
17	11/21/2016	Hosting	3610	2100	820250	800	DEV805	Lunch meeting in Toronto	\$ 37.12		\$ 42.69
18	11/21/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Transit day pass in Toronto			\$ 12.00
19	11/21/2016	Hosting	3610	2100	820250	800	DEV805	Coffee meeting with a donor			\$ 5.09
20	11/21/2016	Hosting	3610 3101	2100	820250	800	DEV805	Breakfast meeting with a donor	\$ 32.48		\$ 40.37
21	11/21/2016	Travel-General (Pres,VP)	3106	2100	820250	800	DEV805	Lunch in Toronto on Nov. 20	\$ 18.75		\$ 24.37
22	11/22/2016	Travel-Meals	3106	2100	820250	800	DEV805	Dinner in Toronto	\$ 13.08		\$ 14.78

23	11/23/2016	Travel-Meals	3106	2100	820250	800	DEV805	Lunch in Toronto	\$ 12.95		\$ 14.63
24	11/24/2016	Travel-General (Pres,VP)	3106	2100	820250	800	DEV805	UP Union Pearson Express - travel to Pearson Airport			\$ 12.00
25	11/24/2016	Travel-Accomm. <i>TRAVEL MEAL 3106</i>	3106	2100	820250	800	DEV805	Hotel in Toronto Nov. 16-24		71.60	7.29 1,758.32
Total Expenses : A											2,223.22

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	DEV805	140.50		164.87
3102	Travel-General (BOG)	820250	2100	800	DEV805			-
3105	Travel-Accommodation	820250	2100	800	DEV805	1,758.32		1,765.61
3106	Travel-Meals	820250	2100	800	DEV805	231.45		199.79
3107	Travel-Incidentals	820250	2100	800	DEV805	-	-	-
3610	Hosting	820250	2100	800	DEV805	92.45	-	92.95
3611	Hosting (Alcohol)	820250	2100	800	DEV805	-	-	-
6132	Travel Advance	820250	2100	800	DEV805	-	-	-
	Other1	820250	2100	800	DEV805	-	-	-
	Other2	820250	2100	800	DEV805	-	-	-
	Other3	820250	2100	800	DEV805	-	-	-
Total								2,223.22

Travel Advance	B	\$	11 -
Balance Due to Claimant	A-B	\$	2,223.22

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)			

DINERS

NOV 14 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE November 10, 2016

VENDOR/STAFF# (as applicable) [REDACTED]

NAME NEIL JOHNSTON
FIRST MIDDLE LAST

Position VP, DEVELOPMENT

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Calgary and Banff donor meetings, 2016 LOOK Gala

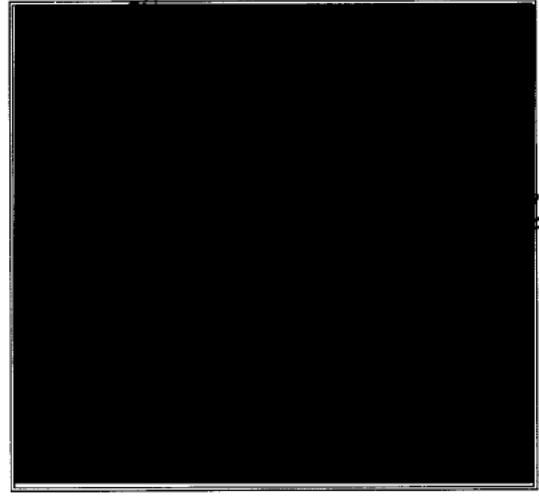
Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/05/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking in Calgary - meetings at Suncor			\$ 17.00
2	10/08/2016	Other1	3740	2100	820250 854020	800	805	Club rewards fee - GL Account: 3740-2100-854020-800			\$ 99.00
3	10/14/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking fee - donor meetings in Calgary			\$ 29.00
4	10/17/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking fee - donor meetings and MLA event in Calgary			\$ 27.55
5	10/19/2016	Hosting	3610	2100	820250	800	805	Meeting in Banff			\$ 18.77
6	10/20/2016	Travel-General (Pres,VP)	3105	2100	820250	800	805	Hotel in Calgary for 2016 LOOK Gala		5.98	\$ 119.59
7	10/23/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi to hotel from LOOK gala			\$ 9.40
8	10/23/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking at the hotel - LOOK Gala			\$ 29.00
9			#N/A	2100	820250	800	805				
10			#N/A	2100	820250	800	805				
11			#N/A	2100	820250	800	805				
Total Expenses : A											349.31

GL Code Summary									
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount	
3101	Travel-General (Pres,VP)	820250	2100	800	DEV 805	-	-	111.95	
3102	Travel-General (BOG)	820250	2100	800	805	-	-	-	
3105	Travel-Accommodation	820250	2100	800	805	113.61	5.98	119.59	
3106	Travel-Meals	820250	2100	800	805	-	-	-	
3107	Travel-Incidentals	820250	2100	800	805	-	-	-	
3610	Hosting	820250	2100	800	805	-	-	18.77	
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	-	
6132	Travel Advance	820250	2100	800	805	-	-	-	
	Other1	820250 854020	2100	800	805	-	-	99.00	
	Other2	820250	2100	800	805	-	-	-	
	Other3	820250	2100	800	805	-	-	-	
Total									349.31

Travel Advance	B	[REDACTED]
Balance Due to Claimant	A-B	\$ [REDACTED] 349.31

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)			



DINERS

001 18 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE October 17, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

NEIL JOHNSTON

Position VP, DEVELOPMENT

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Business trips to Calgary and Toronto for donor meetings and Banff Centre / AGO Cretive Minds event

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	08/24/2016	Travel-Meals	3106	2100	820250	800	805	Working from a coffee shop in Calgary in between meetings	\$	\$	\$ 4.15
2	08/24/2016	Hosting	3610	2100	820250	800	805	Coffee meeting with a donor in Calgary			\$ 4.94
3	09/19/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Train from Pearson airport to downtown Toronto hotel			\$ 12.00
4	09/19/2016	Travel-Meals	3106	2100	820250	800	805	Dinner in Toronto			\$ 29.89
5	09/20/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Toronto			\$ 10.34
6	09/20/2016	Travel-Meals	3106	2100	820250	800	805	Working dinner in Toronto - Marketing/Development (bill split with Lisa Cooke; Neil, Lisa, Matt, Sybil and Daiva attended) 3107 = 39.50			\$ 142.20
7	09/21/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Toronto			\$ 10.34
8	09/21/2014	Hosting	3610	2100	820250	800	805	Coffee meeting with a donor in Toronto			\$ 9.77
9	09/21/2014	Hosting	3610	2100	820250	800	805	Coffee meeting with a donor in Toronto			\$ 9.38
10	09/21/2016	Travel-Meals	3106	2100	820250	800	805	Dinner in Toronto			\$ 32.49
11	09/22/2014	Travel-Accomm.	3105	2100	820250	800	805	Toronto accommodation (prices higher than normal due to TIFF rate hikes)	56.87		\$1,396.43
12	09/22/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Train from downtown Toronto to Pearson Airport			\$ 12.00
13	09/22/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast at the train terminal in Toronto			\$ 5.37
Total Expenses : A											1,679.30

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	805	-	-	24.00
3102	Travel-General (BOG)	820250	2100	800	805	-	-	-
3105	Travel-Accommodation	820250	2100	800	805	3,018.86	56.87	1,396.43
3106	Travel-Meals	820250	2100	800	805	-	-	234.78
3107	Travel-Incidentals	820250	2100	800	805	-	-	-
3610	Hosting	820250	2100	800	805	-	-	24.09
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	-
6132	Travel Advance	820250	2100	800	805	-	-	-
1609	Other1	820250 810210	2100	800 800	805	-	-	1106.30
	Other2	820250	2100	800	805	-	-	-
	Other3	820250	2100	800	805	-	-	-
Total								1,679.30

Travel Advance	B	A
Balance Due to Claimant	A-B	\$ 1,679.30

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.

to pay. \$11573.30