

# EXPENSE CLAIM FORM - President, VP, Board

DATE April 17, 2017

VENDOR/STAFF# (as applicable) DINERS MARZ 28/17

NAME  
Claimant/Payee Russell Willis Taylor

Russell Willis Taylor

Position Interim VP of Arts & Leadership

Permanent Mailing Address:

DINERS MARZ 28/17 - TRAVEL

Itinerary and Purpose of Travel/Expense:

Edmonton Trip & Banff

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	06/03/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Edmonton	\$ 65.00		\$ 65.00
2	06/03/2017	Travel-Meals	3106	2100	159990	690		Tea Snacks - Calgary Airport en route to Edmonton	\$ 5.08		\$ 5.08
3	07/03/2017	Travel-Meals	3106	2100	159990	690		Dinner Edmonton	\$ 30.62		\$ 30.62
4	07/03/2017	Travel-Meals	3106	2100	159990	690		Starbucks Edmonton	\$ 13.72		\$ 13.72
5	07/03/2017	Travel-Meals	3106	2100	159990	690		Snack Edmonton	\$ 6.58		\$ 6.58
6	07/03/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Banff Aiporter	\$ 70.55		\$ 70.55
7	07/03/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Edmonton	\$ 13.92		\$ 13.92
8	07/03/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Edmonton	\$ 62.54		\$ 62.54
9	07/03/2017	Travel-Meals	3106	2100	159990	690		Dinner Edmonton	\$ 92.62		\$ 92.62
10	08/07/2017	Travel-Accomm.	3105	2100	159990	690		Hotel Edmonton	\$ 399.63		\$ 399.63
11	09/03/2017	Travel-Meals	3106	2100	159990	690		Lunch at Airport - Burger King	\$ 7.48		\$ 7.48
15	27/03/17	Other1	3180	2100	159990	690		Taxi Banff re Interviewee Director Indigenous Arts	\$ 15.00		\$ 15.00
<b>Total Expenses : A</b>											<b>782.74</b>

268.33  
99.80  
31.50  
399.63

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		212.01	-	212.01
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		256.02 + 12.31 = 268.33	99.83	368.16
3106	Travel-Meals	159990	2100	690		254.00 + 1.90 = 255.90	156.10	412.00
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		-	-	-
3611	Hosting (Alcohol)	159990	2100	690		30.00	1.50	31.50
6132	Travel Advance	159990	2100	690		-	-	-
3180	Other1	159990	2100	690		15.00	-	15.00
<b>Total</b>						<b>782.74</b>		<b>782.74</b>

Travel Advance	B	A
Balance Due to Claimant	A-B	\$ 782.74

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.



117  
7/17

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

V-01172. DINERS

**EXPENSE CLAIM FORM - President, VP, Board**

DATE June 21, 2017

VENDOR/STAFF# (as applicable)

*VEADK21P*

NAME (Claimant/Payee)

Russell Willis Taylor

Position

Interim VP of Arts & Leadership

Permanent Mailing Address:

JUN 23 2017

Itinerary and Purpose of Travel/Expense:

New York & CAS - Charlottetown, PEI

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	28/04/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 100.69		\$ 100.69
2	29/04/17	Travel-Accomm	3105	2100	159990	690		Hotel in NYC	\$ 779.58		\$ 779.58
3	30/04/17	Travel-Meals	3106	2100	159990	690		Snack - La Guardia Airport	\$ 25.48		\$ 25.48
4	04/05/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Train ticket for Edinburgh (re May 30th)	\$ 393.74		\$ 393.74
5	11/05/2017	Travel-Meals	3106	2100	159990	690		Breakfast - Richmond Airport	\$ 20.14		\$ 20.14
6	11/05/2017	Travel-Meals	3106	2100	159990	690		Snack - Richmond Airport	\$ 14.52		\$ 14.52
7	11/05/2017	Travel-Meals	3106	2100	270900	690		Dinner- CAS	\$ 28.32		\$ 28.32
7	11/05/2017	Hosting (Alcohol)	3611	2100	270900	690		Alcohol - CAS	\$ 7.50		\$ 7.50
8	11/05/2017	Travel-Meals	3106	2100	270900	690		Tim Hortons CAS	\$ 8.27		\$ 8.27
9	12/05/2017	Travel-Meals	3106	2100	270900	690		Russell Lunch - CAS	\$ 22.01		\$ 22.01
10	12/05/2017	Travel-Meals	3106	2100	270900	690		Russell Dinner - CAS	\$ 56.96	48.96	56.96
11	13/05/17	Travel-Meals	3106	2100	270900	690		Russell Taylor & [redacted] Lunch - CAS	\$ 46.08		\$ 46.08
12	13/05/17	Travel-Meals	3106	2100	270900	690		Russell Dinner - CAS	\$ 44.44		\$ 44.44
13	13/05/17	Travel-Accomm	3105	2100	270900	690		The Great George Hotel	180.52 \$ 188.34	8.19	\$ 188.34
14	14/05/17	Travel-Meals	3106	2100	270900	690		Russell Dinner - CAS	\$ 20.64		\$ 20.64
15	14/05/17	Hosting	3610	2100	270900	690		Dinner- CAS	\$ 106.80		\$ 106.80
16	15/05/17	Hosting (Alcohol)	3611	2100	270900	690		The Great George Hotel	47.55 \$ 32.00		\$ 32.00
16	15/05/17	Travel-Accomm	3105	2100	270900	690		The Great George Hotel	\$ 758.91	24.57	\$ 758.91
17	15/05/17	Travel-Meals	3106	2100	270900	690		Bottle of Water - Great George Hotel	\$ 4.60		\$ 4.60
18	15/05/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi CAS	\$ 18.00		\$ 18.00
19	15/05/17	Travel-Meals	3106	2100	270900	690		Lunch Boston Airport en route home from CAS	\$ 16.95		\$ 16.95
20	15/05/17	Travel-General (Pres,VP)	3101	2100	270900	690		Parking at Richmond Airport re CAS	\$ 83.97		\$ 83.97
21	22/05/17	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage Cost - DELTA Airlines	\$ 34.69		\$ 34.69
22	22/05/17	Travel-Meals	3106	2100	270900	690		Breakfast Richmond Airport	\$ 15.00		\$ 15.00
23	22/05/17	Travel-Meals	3106	2100	270900	690		Food at Airport enroute to Calgary	\$ 15.65		\$ 15.65
24	22/05/17	Travel-Meals	3106	2100	270900	690		Snack Tim Hortons - Calgary Airport	\$ 8.97		\$ 8.97
25	22/05/17	Travel-Accomm	3105	2100	270900	690		Hotel room night before flight to Calgary	\$ 249.43		\$ 249.43
26	24/05/17	Travel-General (Pres,VP)	3101	2100	270900	690		Banff Airporter	68.47 \$ 71.67	3.20	\$ 71.67
27	25/05/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Banff	\$ 17.40		\$ 17.40
<b>Total Expenses : A</b>											<b>3,195.75</b>

35.00

3611  
8.00

42.55

753.36

795.91

716.96

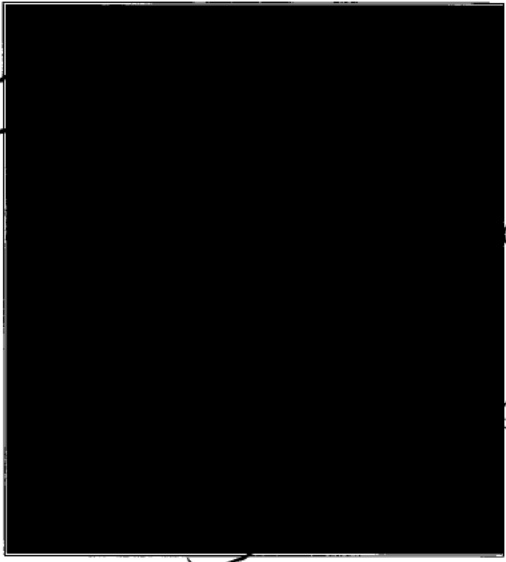
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GL Code Summary						
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		720.16

Travel Advance	B
Balance Due to Claimant	A-B \$ 3,195.75

3102	Travel-General (BOG)	159990	2100	690	1937.95	32761970.71		
3105	Travel-Accommodation	159990	2100	690		1976.26	-	1976.26
3106	Travel-Meals	159990	2100	690		348.03	-	348.03
3107	Travel-Incidentals	159990	2100	690		-	-	340.03
3610	Hosting	159990	2100	690		106.80	-	106.80
3611	Hosting (Alcohol)	159990	2100	690		44.50	-	44.50
6132	Travel Advance	159990	2100	690		-	-	58.05
	Other1	159990	2100	690		-	-	-
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
<b>Total</b>						<b>3,195.75</b>	<b>-</b>	<b>3,195.75</b>

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.



6/17

6/17

<b>Return to Requestor (RTR)</b>		<b>Mail to Claimant</b>	
<b>Requestor Name (if RTR)</b>			
<b>Requestor Dept (if RTR)</b>			
<b>Prepared by (if not claimant)</b>			

- 3101
- 3105
- 3106
- 3610
- 3611

RECEIVED

EXPENSE CLAIM FORM - President, VP, Board

DATE May 25, 2017

JUN - 1 2017

Interim VP of Arts & Leadership

VENDOR/STAFF# (as applicable) VC-0626

NAME (Claimant/Payee) Russell Willis Taylor

FIRST MIDDLE

FINANCIAL SERVICES

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Own cash expenses

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	03/04/2017	Travel-General (Pres.VP)	3101	2100	159990	690		Taxi Banff - [redacted] & Russell Willis Taylor	\$ 10.00		\$ 10.00
2	03/04/2017	Travel-General (Pres.VP)	3101	2100	159990	690		Taxi home from town	\$ 12.00		\$ 12.00
3	09/03/2017	Travel-Meals	3101	2100	159990	690		Water at Calgary Airport en route home	\$ 3.27		\$ 3.27
4	11/03/2017	Other1	3050	2100	159990	690		[redacted]	\$ 6.65	4.86	\$ US 6.65
5	02/04/2017	Travel-General (Pres.VP)	3101	2100	159990	690		Food at Calgary Airport	\$ 5.59		\$ 5.59
6	20/03/2017	Other1	3050	2100	159990	690		[redacted]	\$ 40.95	24.97	\$ US 40.95
7	15/05/17	Travel-General (Pres.VP)	3101	2100	159990	690		Coffee & Water at Charlottetown Airport re CAS	\$ 4.72	3.45	\$ US 4.72
8	10/04/2017	Hosting (Alcohol)	3611	2100	159990	690		Hosting - [redacted]	\$ 40.58	1.90	\$ 40.58
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											123.76

ENTERED JUN - 7 2017

CDN  
8.98  
55.28  
6.37  
US 52.31  
70.63  
101.35  
71.07  
USD

GL Code Summary									
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount	
3101	Travel-General (Pres.VP)	159990	2100	690	37.23	62.91	34.31	97.22	
3102	Travel-General (BOG)	159990	2100	690		-	-	-	
3105	Travel-Accommodation	159990	2100	690		-	-	-	
3106	Travel-Meals	159990	2100	690		3.27	-	3.27	
3107	Travel-Incidentals	159990	2100	690		-	-	-	
3610	Hosting	159990	2100	690		-	-	-	
3611	Hosting (Alcohol)	159990	2100	690		40.58	1.90	40.58	
6132	Travel Advance	159990	2100	690		-	-	-	
3050	Other1	159990	2100	690		47.60	24.97	72.57	
	Other2	159990	2100	690		-	34.93	34.93	
	Other3	159990	2100	690		-	-	-	
Total						123.76	-	123.76	

Travel Advance	B	
Balance Due to Claimant	A-B	142.07

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.



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017

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