

EXPENSE CLAIM FORM - President, VP, Board

DATE December 8, 2014

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:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	10/30/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 40.85	\$ 2.15	\$ 43.00
2	11/6/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 5.70	\$ 0.30	\$ 6.00
3	11/6/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 5.70	\$ 0.30	\$ 6.00
4	11/10/2014	Travel-Meals	3106	2100	270900	690				Meal	\$ 6.45	\$ 0.32	\$ 6.77
5	11/10/2014	Travel-Meals	3106	2100	270900	690				Meal	\$ 7.29	\$ 0.36	\$ 7.65
6	11/12/2014	Travel-Meals	3106	2100	270900	690				Meal (US)	\$ 3.48		\$ 3.48
7	11/13/2014	Travel-Meals	3106	2100	270900	690				Meal (US)	\$ 9.81		\$ 9.81
8	11/13/2014	Travel-Meals	3106	2100	270900	690				Meal (US)	\$ 4.89		\$ 4.89
9	11/13/2014	Travel-Meals	3106	2100	270900	690				Meal (US)	\$ 4.41		\$ 4.41
10	11/14/2014	Travel-Meals	3106	2100	270900	690				Meal	\$ 21.50	\$ 1.00	\$ 22.50
11	11/14/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 8.55	\$ 0.45	\$ 9.00
12	11/14/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 13.30	\$ 0.70	\$ 14.00
13	11/14/2014	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 13.30	\$ 0.70	\$ 14.00
14			#N/A	2100	270900	690							\$ -
15			#N/A	2100	270900	690							\$ -
16			#N/A	2100	270900	690							\$ -
17			#N/A	2100	270900	690							\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A													151.51

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690				0		92.00
3102	Travel-General (BOG)	270900	2100	690				-	-	-
3105	Travel-Accommodation	270900	2100	690				-	-	-
3106	Travel-Meals	270900	2100	690						59.51
3107	Travel-Incidentals	270900	2100	690				-	-	-
3610	Hosting	270900	2100	690				-	-	-
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										151.51

Travel Advance	B
Balance Due to Claimant	A-B
\$	151.51

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or claim.

ENTERED DEC 10 2014

Dec. 9, 2014

Date _____

Date _____

Date _____

10 2014

Date _____

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

Driver # Joe President Car # 1208
 To: Search
 From: _____
 Date: Oct 30 2014 Amount: 43.00
 GST# 86036025

Date Nov 06 14 Amount 6 G.S.T. Included
 From _____
 To _____
 To _____
 Driver _____
 Car# _____
 780-425-8310
 www.co-optaxi.com

YELLOW CAB 780.462.3456
 GST# _____
 Date: Nov 6, 2014 Amount: 6.00
 Driver: AF Car#: 3011
 From: 10205 100 Ave
 To: 10180 101 St
 10135-31 Avenue, Edmonton, AB T6N 1C2

lunch
 HMSHOST
 STARBUX C
 CALGARY INTERNATIONAL AIRPORT
 297269 [REDACTED]

 CHK 9756 NOV10'14 9:42AM GST 1

 TO GO

762357525895
 1 EVOHRV BR SOYALM 2.25
 Evolution Harvest Bar
 Soybean Pepita Almond
 1 LATTE T 4.20
 SUBTOTAL 6.45
 TAX 0.32
 AMOUNT PAID **6.77**
 CASH 7.00
 CHANGE 0.23
 ---297269 Closed NOV10 09:42AM---

lunch

HMSHOST
 BUBBLES
 CALGARY INTERNATIONAL AIRPORT

297359 [REDACTED]

3758

NOV10'14 9:46AM

TO GO

1 SUSHI CALI SALM 7.29
 CASH 20.00

SUBTOTAL 7.29
 TAX 0.36
 AMOUNT PAID **7.65**
 CHANGE 12.35

--297359 Closed NOV10 09:46AM---

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
 JOHN.VANBESOUW@HMSHOST.COM

GST # 137512901

BUSINESS!
 EXPERIENCE
 IW
 OST.COM

breakfast

The Food Emporium new york

810 EIGHT AVE 49TH ST NYC STORE #36732
212-977-1710

ITEM	PRICE
11/12/14 9:09 AM 0732 09 0099 101	
1 @ 1.39	
CROISSANTS	1.39 F
CHOBANI BLCK	1.69 F
TAX	.00
BALANCE	3.08
Cash	5.00
CHANGE	1.92

3.48

www.thefoodemporium.com
New York's Online Gourmet Grocer
featuring Always Free Delivery
and Same Day Service
with \$50 purchase.
Online Orders in Manhattan only.

Food Emporium #36732
Store Manager: [REDACTED]
MY PLEASURE TO SERVE YOU CORNELIA
11/12/14 09:09 0732 09 0099 101

4.89

breakfast

STARBUCKS Store #7670
825 Eighth Avenue W-9
New York, NY (212) 307-7173

CHK 720562
11/13/2014 09:11 AM
1730568 Drawer: 1 Reg: 1

Gr Latte	3.95
Cash	10.00
Subtotal	\$3.95
Tax 8.875%	\$0.35
Total	\$4.30
Change Due	\$5.70

Check Closed
11/13/2014 09:11 AM

SHARE THE MERRY
Nov. 12-16 from 2-5pm.
Buy a holiday beverage
get one Free.

Breakfast

The Food Emporium new york

810 EIGHT AVE 49TH ST NYC STORE #36732
212-977-1710

USD x
1.13

ITEM	PRICE
11/13/14 9:21 AM 0732 09 0115 101	
RAW CASHEWS	6.99 F
CHOBANI BLCK	1.69 F
TAX	.00
BALANCE	8.68
Cash	20.00
CHANGE	11.32

— 9.81

www.thefoodemporium.com
New York's
featuring
and
with
Online Order

Food Emporium
Store Manager:
MY PLEASURE TO
11/13/14 09:21

breakfast

Au Bon Pain
STORE #000723
Laguardia Airport
Flushing, NY 11371
Office Catering Specialists 800-765-4227

QUESTIONS - CONCERNS?
Call us at 1 800 TALK ABP
Visit us at our website:
<http://WWW.AUBONPAIN.COM>

Ticket #121028

2014-11-13 10:34 AM
000723 2 102 121028

20oz Bottled Water	2.39
Green Apple	1.19
FOR HERE	3.58
Tax	.32
Amount Due	\$3.90
\$5 CASH	\$5.00
Change	\$1.10

4.4

lunch for plane

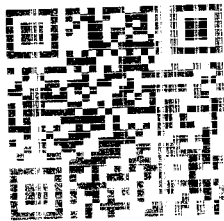
SSP America
Boocone Pronto T1
Lester B. Pearson Intl Airport
GST # 82587554QRT001
416-776-2477

75# [redacted]

Chk 8600 Nov11/14 12:37P Gst 0

****TO GO****

1 GG Fagioli Tonno Salad	14.00
1 Banana	1.93
1 Evian 500ml	3.99
Cash	40.00
Food	15.93
NA Bev	3.99
HST Tax	2.59
Payment	22.50 ✓
Change Due	17.50



With an iPad Mini
Scan the QR code or go to the
about your visit and enter
our prize draw
See website for T&C
www.eatonthemove.com/CA

LOCATION: 7102125

Or please call us 1 877 325 8777



to walrus mtg
www.diamondtaxi.ca

416-366-6868

DATE 14/11/2014 AMT. \$ 9
 FROM Bay
 TO Duncan
 DRIVER'S NAME _____ HST# [redacted]
 CAB# _____ FARE INCLUDES HST

The Driver is an Independent Contractor, any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Diamond Taxi Ltd.

RECEIPT

Walrus

Cab No. 1586 H.S.T. *Making (return to hotel)*
 From Duncan St.
 To Bloor Hotel
 Date 14-11-14 Amount 14.00
 Signature [redacted]

RECEIPT

Michael

Cab No. 1774 H.S.T. *Koerner mtg*
 From Bloor (Hotel)
 To Bay
 Date 14/11/2014 Amount 11.00
 Signature [redacted]