

EXPENSE CLAIM FORM - President, VP, Board

DATE November 7, 2014

VENDOR/STAFF#
(as applicable) 1E-0342

NAME
(Claimant/Payee) Carolyn Warren

Position VP Arts

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Business Travel: QC, OT, NY

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	10/1/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 16.15	\$ 0.85	\$ 17.00
2	10/1/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 42.75	\$ 2.25	\$ 45.00
3	10/2/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 13.30	\$ 0.70	\$ 14.00
4	10/2/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 14.25	\$ 0.75	\$ 15.00
5	10/2/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 11.40	\$ 0.60	\$ 12.00
6	10/2/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 9.50	\$ 0.50	\$ 10.00
7	10/2/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 17.10	\$ 0.90	\$ 18.00
8	10/3/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 14.25	\$ 0.75	\$ 15.00
9	10/3/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 5.70	\$ 0.30	\$ 6.00
10	10/4/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 38.16	\$ 1.74	\$ 39.90
11	10/5/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 42.75	\$ 2.25	\$ 45.00
12	10/5/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 17.60	\$ 0.80	\$ 18.40
13	10/5/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 17.10	\$ 0.90	\$ 18.00
14	10/5/2014	Travel-General (BOG)	3102	2100	270900	690				taxi	\$ 11.88	\$ 0.63	\$ 12.50
15	10/6/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 13.30	\$ 0.70	\$ 14.00
16	10/7/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 8.46	\$ 0.45	\$ 8.90
17	10/7/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 13.30	\$ 0.70	\$ 14.00
18	10/7/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 13.30	\$ 0.70	\$ 14.00
19	10/7/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 19.00	\$ 1.00	\$ 20.00
20	10/7/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 11.40	\$ 0.60	\$ 12.00
Total Expenses : A													368.70

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						301.50
3102	Travel-General (BOG)	270900	2100	690						
3105	Travel-Accommodation	270900	2100	690						
3106	Travel-Meals	270900	2100	690						67.20
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										368.70

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 368.70

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 NOV 12 2014

Nov 7, 2014
Date

Date

Date

Date

Date

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

725-9885 TAXI COOP MONTREAL

Bureau administratif
Plainte ou appréciation : 725-2128

Date: 8/14 Montant taxes incluses

De: CALB

A: 500 place d'Armes

Permis de travail numéro sur photo: 12417 Vignette # vitre à droite: 2121

Signature: [Redacted] Auto #: [Redacted]

725-9885 TAXI COOP MONTREAL

Bureau administratif
Plainte ou appréciation : 725-2128

Date: 7/10/14 Montant taxes incluses: 17.00

De: Gilbert

A: Cherbourg verselle

Permis de travail numéro sur photo: 28090 Vignette # vitre à droite: 4675

Signature: [Redacted] Auto #: [Redacted]

③

①

Reçu / Receipt COOP TAXI de l'OUEST

Date: 10/14 Heure:

Lanternon/dôme :

Vignette: Aéroport

Permis/pocket: 6

De/from :

Destination: [Redacted]

Montant/A (Taxes incluse): 15.00

SIGNATURE (Chauffeur/driver): [Redacted]

514 636.6666
cooptaxi.com

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④

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⑥

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REÇU DE TAXI RECEIPT

DATE: 2/10/14

MONTANT - AMOUNT: 15.00

COMMENTAIRES: 20682

(514) 280-6600

Signature: [Redacted]

REÇU - RECEIPT

DATE: 2/10/2014

VOYAGE/TRIP: Leurier

A/TO: Hotel on Sherbrooke

No. Vignette Sticker No.: 3872

No Auto Car No.: [Redacted]

No. TPS/G.S.T.: [Redacted]

TAXI ATLAS - TÉL.: (514) 485-8585, FAX: (514) 485-0946

REÇU - RECEIPT

DATE: 2/10/2014

VOYAGE/TRIP: Sherbrooke East

A/TO: [Redacted]

No. Vignette Sticker No.: 28583

TPS/GST: [Redacted]

TVO/GST: [Redacted]

REÇU DE TAXI RECEIPT

DATE: 2/10/14

MONTANT - AMOUNT: 18.99

COMMENTAIRES: 1932

(514) 280-6600

Signature: Germain Group

MONTANT - AMOUNT
Toutes les taxes incluses
All taxes included

No du permis de travail
Driver's work permit #

No de vignette

REÇU DE TAXI RECEIPT
(514) 280-6600

J/D	DATE	
	M/M	A/Y
03	10	14

Signature
Chauffeur / Driver

ORIGINE / DEPARTURE

DESTINATION

Jan'slowsky

8

8-10

lunch

PATISSERIE DE GASCOGNE
237, AVENUE LAURIER O.
MONTREAL, QC, H2T 2N0
TEL.: (514) 490-0235

SERV: SEBAST.

QUICHE EPINARDS	\$6.15
SALADE DU JOUR	\$2.65
PATISSERIE TAX.	\$3.80
PANINI POUL.GRIL	\$8.25
PANINI POUL.GRIL	\$8.25
SALADE DU JOUR	\$2.65
LIMONADE	\$2.95
MOSE ST	\$34.70
T.V.Q.	\$3.46
T.P.S.	\$1.74
INTERAC	\$ 3 9 . 9 0

T-LOG FULL
Date : 2014/10/04
Heure : 13:32:12
Numero : 0234
TPS: 136729100
TVQ: 1016229331

TPS: 1.74 \$ TVQ: 3.46 \$
Total : 39.90 \$

PAYEMENT REÇU



2014-10-04 13:15:09 MEV:13086601-10412349
PATISSERIE DE GASCOGNE
237, AV. LAURIER O.
MONTREAL, QC
H2T 2N0

DATE
J/D M/M A/Y

3/10/14

REÇU DE TAXI RECEIPT

MONTANT - AMOUNT
Toutes les taxes incluses
All taxes included

600

COMMENTAIRES
COMMENTS

N° du permis de travail
Driver's work permit #

(514) 280-6600

N° de vignette

2018

Signature :

[Redacted Signature]

LA PATISSERIE DE
GASCOGNE
237 LAURIER OULST
MONTREAL QC

CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2014/10/04
TIME 6:45 13:33:22
RECEIPT NUMBER
C84064443-001-089-105-0

PURCHASE
TOTAL

\$39.90

Interac
A0000002771010
8029F3DF402E94F4
8000008000-6800
D4C7DD3676B17E1A

APPROVED

AUTH# 880324 00-001
THANK YOU

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Breakfast

Starbucks Coffee Canada #4495
438 Richmond Street West
Toronto, ON M5V 3S6

CHK 711098
10/07/2014 09:25 AM
1686011 Drawer: 2 Reg: 1

Parfait Honey 3.55
T1 Latte 3.45
Banana Whole Fruit 1.00
Cash 9.00

Subtotal \$8.00
HST 13% - Food & Beverage \$0.91
Rounding -\$0.01
Total \$8.90

Change Due \$0.10

Check Closed
10/07/2014 09:25 AM

GST: 86585 3535

Find your breakfast at
Starbucks! Enjoy NEW
Roasted Ham & Swiss
or NEW Vegetable & Fontiagio
with your morning coffee

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RECEIPT FOR CAB FARE

Date: 7/10/2014 Amount: 14.00
From: _____
To: TIFE Neuyani, LIT Arts Director
Cab No.: [Redacted] Driver: [Redacted]

Note: Amount shown may be claimed as "NOTIONAL" or applied to DRIVER'S Registration Number, not Maple Leaf Tax.
Driver G.S.T.# (if applicable)
Serving Toronto for over 25 years

16-20
17

RECEIPT

CALL NO. _____ DATE 7 - OCT - 14
CAB NO. 1401 AMOUNT \$ 14.13
DRIVER'S NAME Spadina (Anansi)
FROM Spadina (Anansi)
TO Ryerson / Meg Taylor

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit may be claimed as "NOTIONAL" or applied to driver's registration number, not Co-op Cabs.
DRIVER'S HST NO. (if applicable)

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RECEIPT

CALL NO. _____ DATE 7/10/14
CAB NO. 1977 AMOUNT \$ 20.00
DRIVER'S NAME [Redacted]
FROM [Redacted] Bloor Hotel
TO [Redacted] Spadina

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit may be claimed as "NOTIONAL" or applied to driver's registration number, not Co-op Cabs.
DRIVER'S HST NO. (if applicable)

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RECEIPT

CALL NO. Emily Mobar DATE 10/07/14
CAB NO. A1226 AMOUNT \$ 12.07
DRIVER'S NAME [Redacted]
FROM TIFE
TO Bloor Hotel

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit may be claimed as "NOTIONAL" or applied to driver's registration number, not Co-op Cabs.
DRIVER'S HST NO. (if applicable)

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