

EXPENSE CLAIM FORM - President, VP, Board

DATE January 23, 2017

VENDOR/STAFF# (as applicable) VE-0626

NAME
(Claimant/Payee) Russell Taylor
FIRST MIDDLE LAST

Position Interim VP Arts & Leadership

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Chicago 2016

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	30/11/16	Travel-General (Pres.VP)	3101	2100	159990	690		Banff Airporter	\$ 112.43	5.35	\$ 112.43
2	02/12/2016	Travel-Meals	3106	2100	159990	690		Lunch at Airport	\$ 30.71		\$ 30.71
3	02/12/2016	Travel-Meals	3106	2100	159990	690		Hotel Chicago - Breakfast	\$ 6.34		\$ 6.34
4	03/12/2016	Travel-Meals	3106	2100	159990	690		Snacks	\$ 6.86		\$ 6.86
5	03/12/2016	Hosting	3610	2100	159990	690		Dinner	\$ 87.28		\$ 87.28
6	04/12/2016	Travel-Meals	3106	2100	159990	690		Coffee	\$ 15.59		\$ 15.59
7	04/12/2016	Travel-Meals	3106	2100	159990	690		Lunch at Airport	\$ 12.19		\$ 12.19
8	04/12/2016	Travel-General (Pres.VP)	3101	2100	159990	690		Taxi	\$ 89.90		\$ 89.90
9	07/12/2016	Travel-Meals	3106	2100	159990	690		Hotel Chicago	\$ 7.56		\$ 7.56
10	09/12/2016	Hosting	3610	2100	159990	690		Vistas	\$ 10.51		\$ 10.51
11	14/12/16	Other1	3312	2100	159990	690		██████████	\$ 52.40		\$ 52.40
12	16/12/16	Travel-Meals	3106	2100	159990	690		Lunch	\$ 11.98		\$ 11.98
13	17/12/16	Travel-General (Pres.VP)	3101	2100	159990	690		Parking at Richmond Airport	\$ 176.85		\$ 176.85
14	17/12/16	Travel-Meals	3106	2100	159990	690		Lunch	\$ 10.77		\$ 10.77
15	18/12/16	Travel-Accomm.	3105	2100	159990	690		Hotel Des Plaines, IL	\$ 131.88		\$ 131.88
16	22/12/16	Other2	3471	2100	159990	690		██████████	\$ 100.00		\$ 100.00
17	24/12/16	Travel-General (Pres.VP)	3101	2100	159990	690		Seat upgrade re Flight	\$ (81.87)		\$ (81.87)
Total Expenses : A											781.38

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	291.96	297.31	5.35	297.31
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		131.88	-	131.88
3106	Travel-Meals	159990	2100	690		102.00	-	102.00
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		97.79	-	97.79

Travel Advance	B
Balance Due to Claimant	A-B
	\$ 781.38

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.

3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
3312	Other1	159990	2100	690		52.40	-	52.40
3471	Other2	159990	2100	690		100.00	-	100.00
	Other3	159990	2100	690		-	-	-
Total								781.38

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 February 13, 2017

VENDOR/STAFF# (as applicable)

VE-0626

NAME
(Claimant/Payee)

Russell Taylor *DINEERS 4951*

Position

Interim Vice President
of Arts & Leadership

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: NYC ISPA JAN 2017

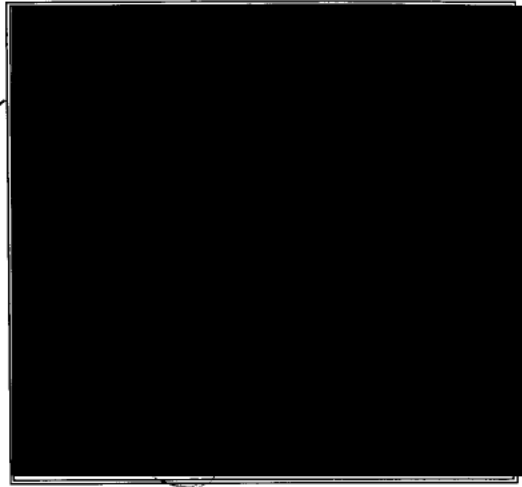
Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	09/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Delta - Baggage	\$ 33.97		\$ 33.97
2	09/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 66.52		\$ 66.52
3	09/01/2017	Travel-Meals	3106	2100	159990	690		Snack at Airport	\$ 18.30		\$ 18.30
4	09/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 17.37		\$ 17.37
5	10/01/2017	Hosting	3610 <i>3611</i>	2100	159990	690		Dinner in NYC	\$ 239.74		<i>177.66</i> \$ 239.74 <i>62.08</i>
6	10/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 65.93		\$ 65.93
7	10/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 35.35		\$ 35.35
8	10/01/2017	Hosting	3610	2100	159990	690		Dinner	\$ 55.43		\$ 55.43
9	12/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 17.36		\$ 17.36
10	12/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 16.50		\$ 16.50
11	12/01/2017	Travel-Meals	3106	2100	159990	690		Coffee	\$ 6.95		\$ 6.95
12	12/01/2017	Other1	3070	2100	159990	690		Zoom Subscription - 3070	\$ 20.19		\$ 20.19
13	12/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 21.56		\$ 21.56
14	12/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 19.00		\$ 19.00
15	12/01/2017	Hosting	3610	2100	159990	690		Dinner NYC	\$ 88.70		\$ 88.70
16	12/01/2017	Travel-Meals	3106	2100	159990	690		Dinner NYC	\$ 42.12		\$ 42.12
17	13/01/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 9.76		\$ 9.76
18	13/01/17	Hosting	3610	2100	159990	690		Dinner NYC	\$ 116.82		\$ 116.82
19	13/01/17	Travel-Meals	3106	2100	159990	690		Coffee	\$ 5.50		\$ 5.50
20	14/01/17	Other2	3070	2100	159990	690		Internet	\$ 52.40		\$ 52.40
21	14/01/17	Travel-General (Pres,VP)	3101	2100	159990	690		Parking Richmond Airport	\$ 84.92		\$ 84.92
22	14/01/17	Travel-General (Pres,VP)	3101	2100	159990	690		Delta - Baggage	\$ 33.70		\$ 33.70
23	14/01/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NYC	\$ 67.92		\$ 67.92

24	14/01/17	Travel-Accomm.	3105	2100	159990	690		Hotel in NYC	\$ 1,865.95	7.	\$ 1,865.95
25	15/01/17	Travel-Meals	3106	2100	159990	690		Coffee & Snacks at NYC Airport	\$ 28.64		\$ 28.64
26	20/01/17	Other3	3120	2100	159990	690		Indispire Conference Tickets	\$ 5,000.00		\$ 5,000.00
27	24/01/17	Other 4 Travel-General (Pres./VP)	3170	2100	159990	690		[REDACTED]	\$ 44.48		\$ 44.48
Total Expenses : A											8,075.08

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		534.34	419.66	534.34
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		1,865.95	1,548.00	1,865.95
3106	Travel-Meals	159990	2100	690		101.51	419.40	101.51
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		500.69	438.61	500.69
3611	Hosting (Alcohol)	159990	2100	690		-	62.08	-
6132	Travel Advance	159990	2100	690	3470	-	44.48	-
3090	Other1	159990	2100	690		20.19	12.59	20.19
3090	Other2	159990	2100	690		52.40	-	52.40
3120	Other3	159990	2100	690		5,000.00	5,000.00	5,000.00
Total						8,075.08		8,075.08

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 8,075.08

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)	[REDACTED]
Requestor Dept (if RTR)	[REDACTED]
Prepared by (if not claimant)	[REDACTED]

APR 05 2017

EXPENSE CLAIM FORM - President, VP, Board

DATE March 8, 2017

VENDOR/STAFF# (as applicable) VE0626

NAME (Claimant/Payee) Russell Willis Taylor
 FIRST MIDDLE LAST

Position Interim VP of Arts & Leadership

Permanent Mailing Address:
 Itinerary and Purpose of Travel/Expense:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	30/01/17	Travel-General (Pres,VP)	3101	2100	159990	690		International Society, Montreal (ISPA) [redacted] ✓	\$ 1,823.32		\$ 1,823.32
2	01/02/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Banff Airporter	\$ 60.63	2.88	\$ 60.63
3	05/02/2017	Travel-Meals	3106	2100	159990	690		Richmond Airport missing	\$ 14.43		\$ 14.43
4	08/02/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi	\$ 12.30		\$ 12.30
5	08/02/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi	\$ 14.40		\$ 14.40
6	16/02/17	Other1	3104	2100	159990	690		Taxi for [redacted] BC	\$ 138.36		\$ 138.36
7	16/02/17	Other1	3070	2100	159990	690		[redacted] ✓	\$ 52.40		\$ 52.40
8	16/02/17	Other3	3070	2100	159990	690		Zoom Account ✓	\$ 20.10		\$ 20.10
9	17/02/17	Other2	3185	2100	159990	690		Leaving Present for Staff Member [redacted] ✓	\$ 122.85	5.85	\$ 122.85
10	18/07/16	Other3	3182	2100	159990	690		Staff Dinner [redacted]	\$ 84.42		\$ 84.42
11	23/02/17	Travel-General (Pres,VP)	3101	2100	159990	690		Banff Airporter	\$ 70.55	3.35	\$ 70.55
12	24/02/17	Other1	3005	2100	159990	690		Nesters Groceries re [redacted] ✓	\$ 52.57		\$ 52.57
13	24/02/17	Other2	3104	2100	159990	690		Taxi for [redacted] BC	\$ 138.31		\$ 138.31
13	25/02/17	Other3	3185	2100	159990	690		[redacted] ✓	\$ 348.25	8.95	\$ 348.25
14	25/02/17	Travel-General (Pres,VP)	3101	2100	159990	690		Parking	\$ 10.00		\$ 10.00
15	26/02/17	Hosting	3610 3611	2100	159990	690		Hosting re [redacted]	\$ 113.55		101.55 \$ 113.55 12.00
16	26/02/17	Hosting	3610	2100	159990	690		Hosting re [redacted]	\$ 19.08		\$ 19.08
Total Expenses : A											3,095.52

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		1,991.20	-	1,991.20
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		14.43	-	14.43
3107	Travel-Incidentals	159990	2100	690		-	-	120.63
3610	Hosting	159990	2100	690		132.63	-	132.63
3611	Hosting (Alcohol)	159990	2100	690		-	-	12.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 3,095.52

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.



6132	Travel Advance	159990	2100	690		-	-	-	
	Other1	159990	2100	690		243.33	-	243.33	
	Other2	159990	2100	690		261.16	-	261.16	
	Other3	159990	2100	690		452.77	-	452.77	
Total									3,095.52



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

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FEB 24 2017

EXPENSE CLAIM FORM - President, VP, Board

DATE February 24, 2017

VENDOR/STAFF# (as applicable)

VE-0624

NAME (Claimant/Payee)

Russell Taylor

Position Intermin VP for Arts & Leadership

FIRST MIDDLE LAST

Permanent Mailing Address:

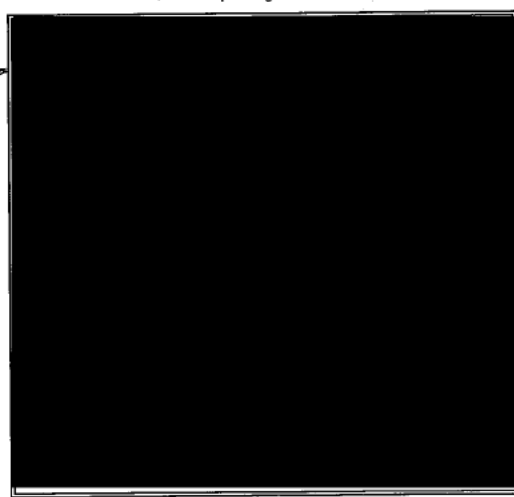
Itinerary and Purpose of Travel/Expense: CASH Expenses - ISPA New York & On Campus in Banff

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	11/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi in NY - 9.30 @ 1.3012	\$ 9.30		\$ 12.10 9.30
2	09/01/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi in NY - 13.30 @ 1.3012	\$ 13.30		\$ 17.30 13.30
3	16/12/16	Travel-Meals	3106	2100	159990	690		Snacks at airport en route back to Richmond	\$ 6.29		\$ 6.29
4	12/01/2017	Travel-Meals	3106	2100	159990	690		Lunch in NY re ISPA 52.55 @ 1.3012	\$ 52.55		\$ 68.37 52.55
5	14/02/17	Hosting	3610	2100	159990	690		Food Drinks with [REDACTED]	\$ 80.64	51.66	\$ 80.64
6	08/02/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi into Banff re Meeting with the Mayor	\$ 12.30	Diners	\$ 12.30
7	08/02/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi back to the Centre re meeting with the Mayor	\$ 14.40	Diners	\$ 14.40
8		HOSTING ALCOHOL	3611	2100				[REDACTED] - DRINKS			\$ 28.98
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ 184.70
Total Expenses : A											188.78

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		49.30	-	49.30
3102	Travel-General (BOG)	159990	2100	690		-	-	29.40
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		USD 58.84	-	58.84
3107	Travel-Incidentals	159990	2100	690		-	-	74.66
3610	Hosting	159990	2100	690		80.64	51.66	80.64
3611	Hosting (Alcohol)	159990	2100	690		-	-	28.98
6132	Travel Advance	159990	2100	690		-	-	-
	Other1	159990	2100	690		-	-	-
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	CDN 184.70
Total								188.78

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 188.78

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)	