

DINERS

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

DATE April 8, 2016

VENDOR/STAFF#  
(as applicable)

VC-0842

NAME  
(Claimant/Payee)

Carolyn Warren

DINERSMAD

Position

FIRST

MIDDLE

LAST

28/16

Permanent Mailing Address:

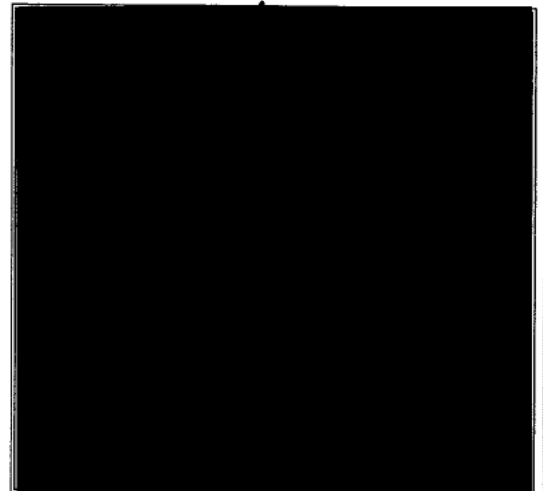
Itinerary and Purpose of Travel/Expense: Australia/Japan - conference and business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	2/25/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 18.80		\$ 18.80
2	2/26/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 48.02		\$ 48.02
3	2/26/2016	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 1,630.79		\$1,630.79
4	2/26/2016	Other1	3094	2100	270900	690		Skype for international calling	\$ 14.00		\$ 14.00
5	2/27/2016	Travel-Incidentals	3107	2100	270900	690		museum entry	\$ 19.80		\$ 19.80
6	2/29/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 44.28		\$ 44.28
7	2/29/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 325.28		\$ 325.28
8			#N/A	2100	270900	690					\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>2,100.97</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		369.56	-	369.56
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		1,630.79	-	1,630.79
3106	Travel-Meals	270900	2100	690		66.82	-	66.82
3107	Travel-Incidentals	270900	2100	690		19.80	-	19.80
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3094	Other1	270900	2100	690		14.00	-	14.00
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
<b>Total</b>								<b>2,100.97</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,100.97

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)	

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

DATE February 8, 2016

VENDOR/STAFF#  
(as applicable)

FEB 24/16  
VE - 0342

NAME  
(Claimant/Payee)

Carolyn Warren

Position

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: NYC: ISPA Conference (flight by way of overnight in Toronto). Note most charges in US, so no GST.

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	1/6/2016	Travel-Incidentals	3107	2100	270900	690		Performance tickets	\$ 42.66	\$ -	\$ 42.66
2	1/8/2016	Other1	3471	2100	270900	690		Calgary Herald	\$ 99.99		\$ 99.99
3	1/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage	\$ 52.50		\$ 52.50
4	1/11/2016	Travel-Meals	3106	2100	270900	690		Meal	\$ 23.00		\$ 23.00
5	1/12/2016	Travel-Accomm.	3105	2100	270900	690		Accommodation	\$ <del>154.00</del>	\$ 20.02	\$ 174.02
6	1/12/2016	Travel-Meals	3106	2100	270900	690		Meal	\$ 18.03		\$ 18.03
7	1/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 132.77		\$ 132.77
8	1/13/2016	Hosting	3610	2100	270900	690		Meal: hosting	\$ 137.41		\$ 137.41
9	1/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 21.78		\$ 21.78
10	1/13/2016	Other2	3520	2100	270900	690		Computer charger	\$ 30.53		\$ 30.53
11	1/15/2016	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 28.02		\$ 28.02
12	1/16/2016	Travel-Accomm.	3105	2100	270900	690		Accommodation	\$ 1,323.72		\$ 1,323.72
13	1/16/2016	Travel-Incidentals	3107	2100	270900	690		Australian Visa	\$ 20.45		\$ 20.45
<b>Total Expenses : A</b>											<b>2,104.88</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		235.07	-	235.07
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		1,477.72	20.02	1,497.74
3106	Travel-Meals	270900	2100	690		41.03	-	41.03
3107	Travel-Incidentals	270900	2100	690		63.11	-	63.11
3610	Hosting	270900	2100	690		137.41	-	137.41
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		99.99	-	99.99
	Other2	270900	2100	690		30.53	-	30.53
	Other3	270900	2100	690		-	-	-
<b>Total</b>								<b>2,104.88</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,104.88

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

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

FEB 12 2016

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

DATE February 8, 2016

VENDOR/STAFF#  
(as applicable)

VE-0342

NAME  
(Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Holiday staff party at Warren home; NY: ISPA. Note most charges USD so no GST.

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	12/13/2016	Hosting (Alcohol)	3611	2100	270900	690		Holiday staff party	\$ 223.57	\$ 11.18	\$ 234.75
2	1/11/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 12.61	\$ 0.69	\$ 13.24
3	1/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 23.00		\$ 23.00
4	1/12/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 3.49	\$ 0.17	\$ 3.66
5	1/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 16.05		\$ 16.05
6	1/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 78.10		\$ 78.10
7	1/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 14.73		\$ 14.73
8	1/14/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 16.87		\$ 16.87
9	1/15/2016	Hosting	3610	2100	270900	690		meal: hosting	\$ 236.92		\$ 236.92
10	1/15/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 19.99		\$ 19.99
11	1/15/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 18.43		\$ 18.43
12	1/15/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 23.47		\$ 23.47
13	1/16/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 41.53		\$ 41.53

Total Expenses : A

740.74

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		190.65	-	190.65
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		77.62	0.00	78.42
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		236.92	-	236.92
3611	Hosting (Alcohol)	270900	2100	690		223.57	11.18	234.75
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
<b>Total</b>								<b>740.74</b>

Travel Advance

B

Balance Due to Claimant

A-B

\$ 740.74

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.

ENTERED FEB 17 2016

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

MAR 11 2016

# DINERS

## EXPENSE CLAIM FORM - President, VP, Board

DATE March 10, 2016

VENDOR/STAFF#  
(as applicable)

NAME  
(Claimant/Payee)

Carolyn Warren

Position

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Edmonton AFA Meetings; Australia APAM conference

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	2/4/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 58.00		\$ 58.00
2	2/4/2016	Travel-Meals	3106	2100	270900	690		meal gratuity	\$ 5.00		\$ 5.00
3	2/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$ 53.99	2.57	\$ 53.99
4	2/23/2016	Travel-Meals	3106	2100	270900	690		meal: AUS no gst	\$ 19.39		\$ 19.39
5	2/24/2016	Travel-Meals	3106	2100	270900	690		meal : AUS no gst	\$ 36.03		\$ 36.03
6	2/24/2016	Travel-Meals	3106	2100	270900	690		meal: AUS no gst	\$ 29.24		\$ 29.24
7	2/25/2016	Travel-Meals	3106	2100	270900	690		meal: AUS no gst	\$ 50.41		\$ 50.41
16			#N/A	2100							\$ -

Total Expenses : A

252.06

### GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		111.99	-	111.99
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		140.07	-	140.07
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		-	-	-
<b>Total</b>								<b>252.06</b>

Travel Advance	B	A
Balance Due to Claimant	A-B	\$ 252.06

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)	

CASH

EXPENSE CLAIM FORM - President, VP, Board

MAR 31 2016

DATE March 25, 2016

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: Brisbane, AUS - APAM conference. Historical exchange rate at .99

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	2/19/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 9.43	\$ 0.48	\$ 9.91
2	2/21/2016	Travel-Meals	3106	2100	270900	690		meal - AUS/no gst 28.	\$ 27.93		\$ 27.93
3	2/21/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi - AUS/no gst 18	\$ 17.95		\$ 17.95
4	2/22/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi - AUS/no gst 16.20	\$ 16.16		\$ 16.16
5	2/23/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi - AUS/no gst 10.00	\$ 9.98		\$ 9.98
6	2/25/2016	Hosting (Alcohol)	3611	2100	270900	690		Australia Council for the Arts - AUS/no gst 22.00	\$ 21.95		\$ 21.95
7	2/26/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi - AUS/no gst 13.00	\$ 12.97		\$ 12.97
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
17			#N/A	2100							\$ -

Total Expenses : A

116.85

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		57.06	-	57.06
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		37.84	0.48	37.84
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		21.95	-	21.95
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total								116.85

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 116.85

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

ENTERED MAR 31 2016

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

MAR 30 2016

# CASH

## EXPENSE CLAIM FORM - President, VP, Board

DATE March 23, 2016

VENDOR/STAFF# (as applicable) VE-6342

NAME (Claimant/Payee) Carolyn Warren  
FIRST MIDDLE LAST

Position \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Itinerary and Purpose of Travel/Expense: Tokyo: business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	2/17/2016	Travel-Accomm.	3105	2100	270900	690		accommodation: no GST	\$ 1,182.85		\$1,182.85
2		Travel-General (BOG)	3102	2100							\$ -
3			#N/A	2100							\$ -
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -

**Total Expenses : A** 1,182.85

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		-	-	-
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		1,182.85	-	1,182.85
3106	Travel-Meals	270900	2100	690		-	-	-
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		-	-	-
<b>Total</b>								<b>1,182.85</b>

ENTERED MAR 31 2016

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,182.85

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

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