

FEB 2 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE February 8, 2016

VENDOR/STAFF#
(as applicable)

VE-0269

NAME
(Claimant/Payee)

NEIL JOHNSTON *DINER FEB 24/16* Position VP, DEVELOPMENT

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	Description	NET Amount	GST Amount	Total Amount
1	17/01/2016	Travel-General (Pres,VP)	3101	2100	820250	800	DV805	UNION EXPRESS-AIRPORT TO HOTEL			\$ 27.50
2	17/01/2016	Travel-Meals	3106	2100	820250	800	DV806	WILDFIRE STEAKHOUSE-DINNER			\$ 35.09
3	17/01/2016	Travel-Meals	3106	2100	820250	800	DV807	HMSHOST-BREAKFAST AT AIRPORT			\$ 10.69
4	18/01/2016	Travel-Meals	3106	2100	820250	800	DV808	MERCATTO-DINNER			\$ 32.49
5	18/01/2015	Travel-Meals	3106	2100	820250	800	DV809	STARBUCKS-BREAKFAST			\$ 5.25
6	18/01/2016	Travel-Meals	3106	2100	820250	800	DV810	STARBUCKS-BREAKFAST FOR 19TH			\$ 7.51
7	18/01/2015	Travel-General (Pres,VP)	3101	2100	820250	800	DV811	MTG W JANICE			\$ 12.00
8	18/01/2016	Travel-Meals	3106	2100	820250	800	DV812	FRANS-MTG W JANICE			\$ 6.51
9	19/01/2016	Travel-Meals	3106	2100	820250	800	DV813	L'ESPRESSO-MTG W BARRY SHIFFMAN			\$ 30.55
10	19/01/2016	Travel-Incidentals	3107	2100	820250	800	DV814	ROYAL YORK-PHOTOCOPING			\$ 10.28
11	19/01/2016	Travel-Meals	3106	2100	820250	800	DV815	QUEEN AND BEAVER-DINNER			\$ 34.44
<i>DEV805</i> Total Expenses : A											212.31

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	DV805			
3102	Travel-General (BOG)	820250	2100	800	DV805			
3105	Travel-Accommodation	820250	2100	800	DV805			
3106	Travel-Meals	820250	2100	800	DV805			
3107	Travel-Incidentals	820250	2100	800	DV805			
3610	Hosting	820250	2100	800	DV805			
3611	Hosting (Alcohol)	820250	2100	800	DV805			
6132	Travel Advance	820250	2100	800	DV805			
	Other1	820250	2100	800	DV805			
	Other2	820250	2100	800	DV805			
	Other3	820250	2100	800	DV805			
Total								

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 212.31

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 March 7, 2016

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee) Neil Johnston *DINER MAR 26* Position VP Development

FIRST MIDDLE LAST

Permanent Mailing Address: 107 Tunnel Mountain Drive Banff AB T1L 1H5

Itinerary and Purpose of Travel/Expense: "Betroffenheit" donor event in Toronto (February 18, 2016), Meetings with Toronto donors

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	2/16/2016	Travel-General (Pres,VP)	3101	2100	820250	800		UP Express - Shuttle service	\$ 44.00	\$ -	\$ 44.00
2	2/17/2016	Travel-Meals	3106	2100	820250	800		Starbucks Coffee	\$ 5.65	\$ -	\$ 5.65
3	2/17/2016	Travel-Meals	3106	2100	820250	800		Starbucks Coffee	\$ 5.37	\$ -	\$ 5.37
4	2/17/2016	Travel-Meals	3106	2100	820250	800		Jump Restaurant - Dinner for two staff members	\$ 98.76	\$ -	\$ 98.76
5	2/18/2016	Travel-Meals	3106	2100	820250	800		Fairmont Royal York	\$ 15.00	\$ -	\$ 15.00
6	2/18/2016	Travel-General (Pres,VP)	3101	2100	820250	800		Transit service in Toronto	\$ 12.00	\$ -	\$ 12.00
7	2/18/2016	Travel-Meals	3106	2100	820250	800		Starbucks Coffee - breakfast	\$ 5.99	\$ -	\$ 5.99
8	2/18/2016	Travel-Meals	3106	2100	820250	800		Starbucks Coffee - lunch	\$ 13.28	\$ -	\$ 13.28
9	2/18/2016	Travel-Meals	3106	2100	820250	800		Starbucks Coffee	\$ 3.62	\$ -	\$ 3.62
10	2/18/2016	Travel-Meals	3106	2100	820250	800		Executive Hotel Cosmopolitan - food & beverage	\$ 15.42	\$ -	\$ 15.42
11	2/19/2016	Travel-General (Pres,VP)	3101	2100	820250	800		Executive Hotel Cosmopolitan - room nights	\$ 597.65	\$ 24.95	\$ 597.65
12	2/19/2016	Travel-Meals	3106	2100	820250	800		SSP America - Airport - meal	\$ 12.87	\$ -	\$ 12.87
13	2/19/2016	Travel-Meals	3106	2100	820250	800		Starbucks Coffee - breakfast	\$ 5.99	\$ -	\$ 5.99
Total Expenses : A											835.60

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800		653.65	-	653.65
3102	Travel-General (BOG)	820250	2100	800		-	-	-
3105	Travel-Accommodation	820250	2100	800		-	-	-
3106	Travel-Meals	820250	2100	800		181.95	-	181.95
3107	Travel-Incidentals	820250	2100	800		-	-	-
3610	Hosting	820250	2100	800		-	-	-
3611	Hosting (Alcohol)	820250	2100	800		-	-	-
6132	Travel Advance	820250	2100	800		-	-	-
	Other1	820250	2100	800		-	-	-
	Other2	820250	2100	800		-	-	-
	Other3	820250	2100	800		-	-	-
Total								835.60

Travel Advance	B / -	
Balance Due to Claimant	A-B	\$ 835.60

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

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