

DEC 18 2015

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE December 8, 2015

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto: Business for the Arts Gala, Giller Prize; Montreal: BtA young professional event, business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/27/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 61.00		\$ 61.00
2	10/28/2015	Travel-General (Pres,VP)	3101	2100	270900	690		train ticket	\$ 27.50		\$ 27.50
3	10/29/2015	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 287.70		\$ 287.70
4	10/29/2015	Travel-Incidentals	3107	2100	270900	690		internet access	\$ 27.06		\$ 27.06
5	10/29/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 31.12		\$ 31.12
6	10/30/2015	Travel-General (Pres,VP)	3101	2100	270900	690		meal	\$ 9.61		\$ 9.61
7	11/4/2015	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$ 53.99		\$ 53.99
8	11/7/2015	Travel-General (Pres,VP)	3101	2100	270900	690		airport transfer	\$ 53.99		\$ 53.99
9	11/8/2015	Travel-General (Pres,VP)	3101	2100	270900	690		baggage	\$ 26.25		\$ 26.25
10	11/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 17.25		\$ 17.25
11	11/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 62.00		\$ 62.00
12	11/10/2015	Travel-General (Pres,VP)	3101	2100	270900	690		baggage	\$ 26.25		\$ 26.25
13	11/10/2015	Hosting	3610	2100	270900	690		meal	\$ 44.03		\$ 44.03
14	11/10/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 15.25		\$ 15.25
15	11/10/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 14.00		\$ 14.00
16	11/11/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 64.00		\$ 64.00
17	11/11/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 45.00		\$ 45.00
18	11/11/2015	Hosting	3610	2100	270900	690		meal	\$ 108.10		\$ 108.10
19	11/12/2015	Hosting	3610	2100	270900	690		meal	\$ 116.18		\$ 116.18
20	11/12/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 34.44		\$ 34.44
21	11/15/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 45.00		\$ 45.00
22	11/15/2015	Travel-Meals	3106	2100	270900	690		meals	\$ 57.86		\$ 57.86

DEC 1 8 2015

23	11/15/2015	Travel-Accomm.	3105	2100	270900	690		accommodation	\$ 1,103.99		\$1,103.99
24	11/15/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 4.73		\$ 4.73

Total Expenses : A

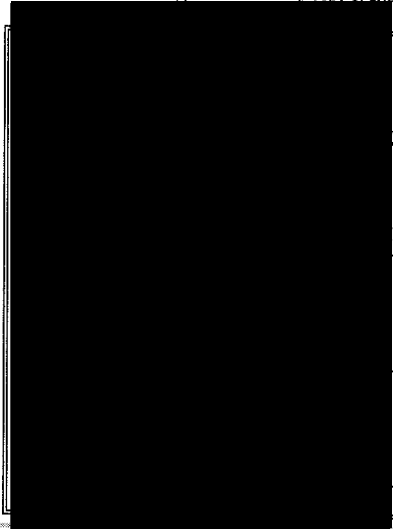
2,336.30

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	QST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		521.09	-	521.09
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		1,391.69	-	1,391.69
3106	Travel-Meals	270900	2100	690		128.15	-	128.15
3107	Travel-Incidentals	270900	2100	690		27.06	-	27.06
3610	Hosting	270900	2100	690		268.31	-	268.31
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								2,336.30

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,336.30

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



8/15
10/15

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

DEC 10 2015

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE December 8, 2015

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren

Position

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto: Giller Prize and business development; Montreal: BftA young professionals forum

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	11/9/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 11.81		\$ 11.81
2	11/10/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 25.00		\$ 25.00
3	11/11/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 11.65		\$ 11.65
4	11/11/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 14.00		\$ 14.00
5	11/11/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 20.00		\$ 20.00
6	11/13/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 10.00		\$ 10.00
7	11/15/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 8.61		\$ 8.61
8			#N/A	2100	270900	690					\$ -
9			#N/A	2100	270900	690					\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											101.07

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		69.00	-	69.00
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		32.07	-	32.07
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		-	-	-
Total								101.07

Travel Advance	B	
Balance Due to Claimant	A-B	101.07

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

ENTERED DEC 15 2015

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

Financial Services

Date

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE November 13, 2015

VENDOR/STAFF#
(as applicable)

1

NAME
(Claimant/Payee)

Carolyn Warren

Position

Permanent Mailing Address:

FIRST

MIDDLE

LAST

Itinerary and Purpose of Travel/Expense: Toronto faculty meeting; Vancouver Canadian Arts Summit; phone accessories

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	9/28/2015	Other1	3740	2100	854020	800		Club Rewards Fee	\$ 85.00		\$ 85.00
2	9/29/2015	Travel-Accomm.	3105	2100	270900	690		Accommodation (refund)	\$ (277.07)		\$ (277.07)
3	9/30/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 61.00		\$ 61.00
4	9/30/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 19.23		\$ 19.23
5	10/1/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 37.55		\$ 37.55
6	10/1/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 43.21		\$ 43.21
7	10/2/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 7.90		\$ 7.90
8	10/2/2015	Travel-Accomm.	3105	2100	270900	690		Accommodation	\$ 532.44		\$ 532.44
9	10/2/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 63.00		\$ 63.00
10	10/2/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 7.34		\$ 7.34
11	10/8/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 11.50		\$ 11.50
Total Expenses : A											591.10

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		51.40 + 135.50	=	186.90
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	270900	2100	690		589.57 + 255.37	-	844.94
3106	Travel-Meals	270900	2100	690		27.39 + 115.23	-	142.62
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		-	-	-
3611	Hosting (Alcohol)	854020	2100	800		-	-	-
6132	Travel Advance	854020	2100	800		-	-	-
3740	Other1	854020	2100	800		85.00	-	85.00
3070	Other2	854020	2100	800		119.99	6.00	125.99
	Other3	854020	2100	800		-	-	-
Total								1,385.45

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 591.10

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)	

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE November 13, 2015

VENDOR/STAFF# (as applicable)

2

NAME (Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Vancouver, Canadian Arts Summit; phone accessories; Toronto, Giller Prize and business development

Table with 12 columns: Rcpt no., Date, Expense Type, GL Acct, Fund, Cost Centre, Activity Type, Activity Code, Description, NET Amount, GST Amount, Total Amount. Rows 1-11 list expenses like taxi, meal, accommodation, and phone accessory. Total Expenses: A 794.35

GL Code Summary table with 9 columns: GL, Expense Type, Cost Centre, Fund, Activity Type, Activity Code, NET Amount, GST, Total Amount. Lists GL codes 3101, 3102, 3105, 3106, 3107, 3610, 3611, 6132, 3070 and their respective amounts.

Travel Advance table with 3 columns: Travel Advance, B, Balance Due to Claimant. Shows a balance due of 794.35.

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.

Form with fields: Return to Requestor (RTR), Requestor Name (if RTR), Requestor Dept (if RTR), Prepared by (if not claimant), Mail to Claimant.

OCT 20 2015

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE October 16, 2015

VENDOR/STAFF# (as applicable) VE-0342

NAME Carolyn Warren
FIRST MIDDLE LAST

Position _____

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Toronto - meeting with faculty

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	9/30/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 16.72		\$ 16.72
2	10/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 8.50		\$ 8.50
3	10/2/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 6.19		\$ 6.19
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											31.41

ENTERED OCT 21 2015

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		8.50	-	8.50
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		22.91	-	22.91
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								31.41

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 31.41

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

19.15
 9 2015
 10 2015

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

OCT 20 2015

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE October 16, 2015

VENDOR/STAFF# (as applicable) VE-0342

NAME Carolyn Warren
(Claimant/Payee)
 FIRST MIDDLE LAST

Position _____

Permanent Mailing Address: _____

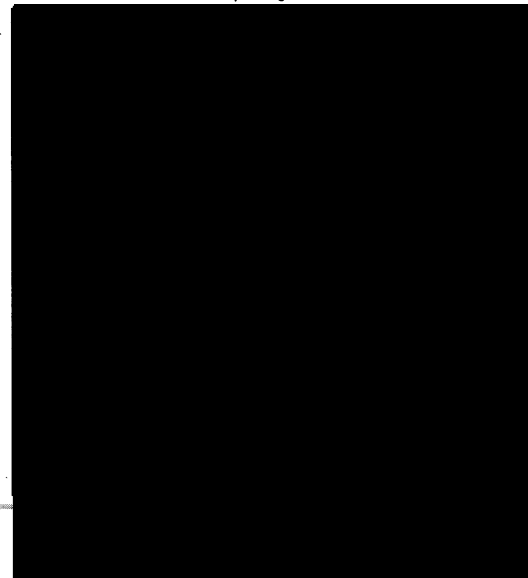
Itinerary and Purpose of Travel/Expense: New York - business development and AEA/Pentagram meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	9/20/2015	Travel-Meals	3106	2100	270900	690		Meal (USD - no gst) <u>14.91 US</u>	\$ 19.68		\$ 19.68
2	9/21/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>10.80 US</u>	\$ 14.26		\$ 14.26
3	9/21/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>14.80 US</u>	\$ 19.54		\$ 19.54
4	9/22/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>16.80 US</u>	\$ 22.34		\$ 22.34
5	9/22/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>30.30 US</u>	\$ 40.30		\$ 40.30
6	9/22/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>21.30 US</u>	\$ 28.33		\$ 28.33
7	9/23/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>16.80 US</u>	\$ 22.34		\$ 22.34
8	9/23/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>9.80 US</u>	\$ 13.03		\$ 13.03
9	9/24/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <u>10.30 US</u>	\$ 13.70		\$ 13.70
10	9/24/2015	Travel-Meals	3106	2100	270900	690		Meal (USD - no gst) <u>11.02 US</u>	\$ 14.66		\$ 14.66
11			#N/A	2100	270900	690		<u>156.83 USD @ 7493 = 209.30</u>			\$ -
Total Expenses : A											208.18

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		173.84	-	173.84	
3102	Travel-General (BOG)	270900	2100	690		-	-	-	
3105	Travel-Accommodation	270900	2100	690		-	-	-	
3106	Travel-Meals	270900	2100	690		34.34	-	34.34	
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									208.18

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 208.18

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 OCT 21 2015

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

OCT 20 2015

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE October 16, 2015

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Stanford Executive Education; Vancouver conference and business development; New York business devo & AEA/Pentagran

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	8/1/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 4.99		\$ 4.99
2	8/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <i>120 US</i>	\$ 157.20		\$ 157.20
3	8/15/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <i>46 US</i>	\$ 60.26		\$ 60.26
4	8/17/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <i>125 US</i>	\$ 163.75		\$ 163.75
5	8/31/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 6.50		\$ 6.50
6	9/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 15.00		\$ 15.00
7	9/2/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 6.00		\$ 6.00
8	9/2/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 7.30		\$ 7.30
9	9/20/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <i>18.80 US</i>	\$ 24.82		\$ 24.82
10	9/20/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <i>14.80 US</i>	\$ 19.54		\$ 19.54
11	9/20/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst) <i>14.80 US</i>	\$ 19.54		\$ 19.54
Total Expenses : A											484.90

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		472.61	-	472.61
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		12.29	-	12.29
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								484.90

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 484.90

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

ENTERED OCT 21 2015

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

Oct. 19, 15

date

OCT 19 2015

date

date

date

date

OCT 20 2015

date

OCT 26 2015

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE October 16, 2015

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren
 FIRST MIDDLE LAST

Position _____

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Vancouver Canadian Arts Summit; New York AEA/Pentagram meetings and business development

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	8/28/2015	Travel-Accomm.	3105	2100	270900	690		Accommodation	\$ 244.64	21.28	\$ 244.64
2	8/29/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Airfare	\$ 318.80	11.45	\$ 318.80
3	8/31/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 27.27		\$ 27.27
4	8/31/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 40.00		\$ 40.00
5	9/1/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 47.90		\$ 47.90
6	9/1/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 39.17		\$ 39.17
7	9/1/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 31.25		\$ 31.25
8	9/2/2015	Travel-Accomm.	3105	2100	270900	690		Accommodation	\$ 246.77	21.28	\$ 246.77
9	9/2/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 46.85		\$ 46.85
10	9/2/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 40.00		\$ 40.00
11	9/16/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Shuttle	\$ 52.62	2.51	\$ 52.62
Total Expenses : A											1,135.27

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		437.46	13.96	451.42
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		448.85	491.47	491.41
3106	Travel-Meals	270900	2100	690		192.44	-	192.44
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								1,135.27

Travel Advance	B		A
Balance Due to Claimant	A-B	\$	1,135.27

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.

19.15

2015

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

OCT 20 2015

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE October 16, 2015

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Vancouver, New York

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	9/16/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Shuttle	\$ 52.62	2.51	\$ 52.62
2	9/17/2015	Other1	3040	2100	270900	690		ISPA Membership (USD - no gst)	\$ 916.62		\$ 916.62
3	9/17/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Shuttle	\$ 29.93	1.43	\$ 29.93
4	9/18/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage	\$ 26.25	1.25	\$ 26.25
5	9/19/2015	Travel-Accomm.	3105	2100	270900	690		Accommodation (USD - no gst)	\$ 2,513.95		\$2,513.95
6	9/19/2015	Travel-Meals	3106	2100	270900	690		Meal (USD - no gst)	\$ 55.05		\$ 55.05
7	9/19/2015	Travel-Accomm.	3105	2100	270900	690		Accommodation (USD - no gst)	\$ 554.14		\$ 554.14
8	9/20/2015	Hosting	3610	2100	270900	690		Meal (USD - no gst)	\$ 251.45		\$ 251.45
9	9/21/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst)	\$ 45.38		\$ 45.38
10	9/22/2015	Travel-Meals	3106	2100	270900	690		Meal (USD - no gst)	\$ 55.60		\$ 55.60
11	9/22/2015	Hosting	3610	2100	270900	690		Meal (USD - no gst)	\$ 79.37		\$ 79.37
Total Expenses : A									4,575.17	5.19	4,580.36

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		148.99	5.19	154.18
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		3,068.09	-	3,068.09
3106	Travel-Meals	270900	2100	690		110.65	-	110.65
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		330.82	-	330.82
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3040	Other1	270900	2100	690		916.62	-	916.62
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total						4,575.17	5.19	4,580.36

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 4,580.36

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.

19.15

OCT 19 2015

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

OCT 20 2015

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE October 16, 2015

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren
 FIRST MIDDLE LAST

Position _____

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Vancouver, New York

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	9/22/2015	Travel-Meals	3106	2100	270900	690		Meal	\$ 10.50		\$ 10.50
2	9/22/2015	Hosting	3610	2100	270900	690		Meal (USD - no gst)	\$ 54.18		\$ 54.18
3	9/23/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage (USD - no gst)	\$ 34.37		\$ 34.37
4	9/24/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi (USD - no gst)	\$ 115.57		\$ 115.57
5	9/25/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage	\$ 28.25	1.25	\$ 28.25
6	9/26/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Parking	\$ 58.70	2.79	\$ 58.70
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											301.57

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	232.85	236.89	4.04	236.89
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		10.50	-	10.50
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		54.18	-	54.18
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								301.57

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 301.57

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.

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T 19 2015

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