

## EXPENSE CLAIM FORM - President, VP, Board

DATE December 15, 2015

VENDOR/STAFF# (as applicable) 22246

NAME (Claimant/Payee) NEIL JOHNSTON  
FIRST MIDDLE LAST

Position VP, DEVELOPMENT

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	27/10/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	taxi			\$ 16.00
2	27/10/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	taxi			\$ 9.25
3	27/10/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	taxi			\$ 15.00
4	28/10/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	taxi			\$ 11.50
5	28/10/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	Toronto Union Express			\$ 55.00
6	28/10/2015	Travel-Meals	3106	2100	820250	800	805	Calgary airport			\$ 50.00
7	28/10/2015	Travel-Meals	3106	2100	820250	800	805	Toronto			\$ 12.43
8	28/10/2015	Travel-Accomm.	3105	2100	820250	800	805	Chelsea Hotel, Toronto		36.75	\$ 865.31
9	02/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 65.81
10	02/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	parking-Calgary			\$ 3.75
11	02/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 14.07
<b>Total Expenses : A</b>											<b>1,118.12</b>

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	805	-	-	110.50
3102	Travel-General (BOG)	820250	2100	800	805	-	-	-
3105	Travel-Accommodation	820250	2100	800	805	-	-	865.31
3106	Travel-Meals	820250	2100	800	805	-	-	142.31
3107	Travel-Incidentals	820250	2100	800	805	-	-	-
3610	Hosting	820250	2100	800	805	-	-	-
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	-
6132	Travel Advance	820250	2100	800	805	-	-	-
	Other1	820250	2100	800	805	-	-	-
	Other2	820250	2100	800	805	-	-	-
	Other3	820250	2100	800	805	-	-	-
<b>Total</b>								

Travel Advance	B
Balance Due to Claimant	A-B \$ 1,118.12

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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\_\_\_\_\_  
Claimant's Signature                      Date

\_\_\_\_\_  
Approver's Signature                      Date

\_\_\_\_\_  
Approver - Print Name                      Date

\_\_\_\_\_  
Financial Services                      Date

<b>Return to Requestor (RTR)</b>	<b>Mail to Claimant</b>
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

## EXPENSE CLAIM FORM - President, VP, Board

DATE December 15, 2015

VENDOR/STAFF#  
(as applicable)

**22246**

NAME  
(Claimant/Payee)

**NEIL JOHNSTON**

Position **VP, DEVELOPMENT**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1								carry over from page 1			\$1,118.12
2	03/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	Toronto airport lounge guest fee <i>no receipt</i>			\$ 37.78
3	12/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 33.42
4	03/11/2015	Travel-Accomm.	3105	2100	820250	800	805	Westin Calgary		5.43	\$ 206.71
5	13/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 11.76
6	13/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	parking-Calgary			\$ 15.00
7	13/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 6.83
8	14/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	parking-Calgary			\$ 29.40
9	20/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	parking-Calgary		1.20	\$ 25.20
10	20/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 7.04
11	24/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	parking-Calgary		2.10	\$ 44.10
<b>Total Expenses : A</b>											<b>1,535.36</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100			-	-	151.48
3102	Travel-General (BOG)		2100			-	-	-
3105	Travel-Accommodation		2100			-	-	206.71
3106	Travel-Meals		2100			-	-	59.05
3107	Travel-Incidentals		2100			-	-	-
3610	Hosting		2100			-	-	-
3611	Hosting (Alcohol)		2100			-	-	-
6132	Travel Advance		2100			-	-	-
	Other1		2100			-	-	-
	Other2		2100			-	-	-
	Other3		2100			-	-	-
<b>Total</b>								

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,535.36

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.

\_\_\_\_\_  
Claimant's Signature                      Date

\_\_\_\_\_  
Approver's Signature                      Date

\_\_\_\_\_  
Approver - Print Name                      Date

\_\_\_\_\_  
Financial Services                      Date

<b>Return to Requestor (RTR)</b>	<b>Mail to Claimant</b>
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

## EXPENSE CLAIM FORM - President, VP, Board

DATE December 15, 2015

VENDOR/STAFF# (as applicable) 22246

NAME  
(Claimant/Payee) NEIL JOHNSTON  
FIRST MIDDLE LAST

Position VP, DEVELOPMENT

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

Itinerary and Purpose of Travel/Expense: \_\_\_\_\_

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1								carry over from page 2			\$1,535.36
2	24/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 9.35
3	24/11/2015	Travel-Meals	3106	2100	820250	800	805	Calgary			\$ 14.96
4	24/11/2015	Travel-General (Pres,VP)	3101	2100	820250	800	805	parking-Calgary			\$ 4.50
5	24/11/2015	Travel-Meals	3106	2100	820250	800	805	Banff			\$ 10.50
6											
7											
8											
9											
10											
11											
<b>Total Expenses : A</b>											<b>1,574.67</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100			-	-	4.50
3102	Travel-General (BOG)		2100			-	-	-
3105	Accommodation		2100			-	-	-
3106	Travel-Meals		2100			-	-	34.81
3107	Travel-Incidentals		2100			-	-	-
3610	Hosting		2100			-	-	-
3611	Hosting (Alcohol)		2100			-	-	-
6132	Travel Advance		2100			-	-	-
	Other1		2100			-	-	-
	Other2		2100			-	-	-
	Other3		2100			-	-	-
<b>Total</b>								-

Travel Advance	B	1
Balance Due to Claimant	A-B	\$ 1,574.67

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

<b>Return to Requestor (RTR)</b>	<b>Mail to Claimant</b>
<b>Requestor Name (if RTR)</b>	
<b>Requestor Dept (if RTR)</b>	
<b>Prepared by (if not claimant)</b>	

DEC 1 2015

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

DATE November 17, 2015

VENDOR/STAFF#  
(as applicable)

VE-0269  
22246

NAME  
(Claimant/Payee)

Neil Johnston

Position VP Development

FIRST MIDDLE LAST

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

Itinerary and Purpose of Travel/Expense: Donor meetings Edmonton/ Toronto

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/08/2015	Other1	3740	2100	854020	800		Annual Club Rewards Fee	\$ 85.00		\$ 85.00
2	10/20/2015	Travel-Meals	3106	2100	820250	800		Chili's dinner	\$ 29.18		\$ 29.18
3	10/20/15	Travel-General (Pres,VP)	3101	2100	820250	800		Yello Cab	\$ 55.00		\$ 55.00
4	10/21/2015	Travel-Meals	3106	2100	820250	800		HMSHOST Edmonton - Tim Hortons	\$ 3.11		\$ 3.11
5	10/25/2015	Travel-Meals	3106	2100	820250	800		The Queen & Beaver Public House-dinner	\$ 96.49		\$ 96.49
6	10/26/2015	Travel-General (Pres,VP)	3101	2100	820250	800		UP Express Pearson - metro tickets	\$ 55.00		\$ 55.00
7	10/26/2015	Travel-Meals	3106	2100	820250	800		Starbucks breakfast	\$ 14.13		\$ 14.13
8	10/26/2015	Travel-Meals	3106	2100	820250	800		Starbucks - Coffee	\$ 7.80		\$ 7.80
9	10/27/2015	Travel-Meals	3106	2100	820250	800		Nespresso Toronto Coffee	\$ 23.39		\$ 23.39
10	10/27/2015	Travel-Meals	3106	2100	820250	800		R-Squared Espresso Bar	\$ 9.19		\$ 9.19
11	10/27/2015	Travel-Meals	3106	2100	820250	800		Dark Horse Espresso Nar	\$ 12.01		\$ 12.01
12	10/27/2015	Travel-Meals	3106	2100	820250	800		Terroni Restaurant Dinner	\$ 71.00		\$ 71.00
<b>Total Expenses : A</b>											<b>461.30</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	854020	2100	800		110.00	-	110.00
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	854020	2100	800		-	-	-
3106	Travel-Meals	854020	2100	800		195.30	-	195.30
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		-	-	-
3611	Hosting (Alcohol)	854020	2100	800		-	-	-
6132	Travel Advance	854020	2100	800		-	-	-
	Other1	854020	2100	800		85.00	-	85.00
	Other2	854020	2100	800		-	-	-
	Other3	854020	2100	800		-	-	-
<b>Total</b>								<b>461.30</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 461.30

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