

OCT 16 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE October 16, 2018

VENDOR/STAFF#  
 (as applicable)

NAME  
 (Claimant/Payee)

Rosemary Thompson

*DINERS SEPT 28/18*

DEPT VP Mkt/Coms/Board Rlns

Permanent Mailing Address

[Redacted]

Itinerary and business rationale for expense: *diners claim for local business and trips to Ottawa/Toronto to discuss donor/stakeholder relations*

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	8/30/2018	3101	2100	830900	690				TGE	baggage fee	\$ 25.00	\$ 1.25	\$ 26.25
2	9/2/2018	3101	2100	830900	690				TGE	baggage fee	\$ 25.00	\$ 1.25	\$ 26.25
3	9/3/2018	3101	2100	830900	690				TGE	Ottawa rental car	\$ 332.80	\$ 15.41	\$ 348.21
4	9/4/2018	3101	2100	830900	690				TGE	Toronto parking	\$ 12.00	\$ -	\$ 12.00
5	9/4/2018	3101	2100	830900	690				TGE	baggage fee	\$ 25.00	\$ 1.25	\$ 26.25
6	9/5/2018	3101	2100	830900	690				TGE	Toronto parking	\$ 12.00	\$ -	\$ 12.00
7	9/5/2018	3101	2100	830900	690				TGE	Etobicoke rental car	\$ 182.79	\$ 8.46	\$ 191.25
8	9/6/2018	3610	2100	830900	690				BM	business lunch with [Redacted]	\$ 40.02	\$ 2.00	\$ 42.02
9	9/9/2018	3040	2100	830900	690				TGE	Globe and Mail subscription	\$ 23.96	\$ 1.20	\$ 25.16
10	9/9/2018	3101	2100	830900	690				TGE	YYC parking	\$ 10.00	\$ 0.50	\$ 10.50
11	9/10/2018	3101	2100	830900	690				TGE	Airporter	\$ 66.99	\$ 3.35	\$ 70.34
12	9/25/2018	3101	2100	830900	690				TGE	Calgary parking	\$ 30.00	\$ 1.50	\$ 31.50
13	9/26/2018	3101	2100	830900	690				TGE	Airporter to and from YYC	\$ 111.33	\$ 5.57	\$ 116.90
14	9/27/2018	3101	2100	830900	690				TGE	Calgary parking	\$ 25.00	\$ 1.25	\$ 26.25
15			2100								\$ -	\$ -	\$ -
16			2100								\$ -	\$ -	\$ -
17			2100								\$ -	\$ -	\$ -
18			2100								\$ -	\$ -	\$ -
19			2100								\$ -	\$ -	\$ -
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
23			2100								\$ -	\$ -	\$ -
24			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>921.89</b>	<b>42.99</b>	<b>\$ 964.88</b>

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
	2100								
	2100								
3610	2100	830900	690				40.02	2.00	\$ 42.02
3101	2100	830900	690				857.91	39.79	\$ 897.70
3040	2100	830900	690				23.96	1.20	\$ 25.16
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 921.89</b>	<b>\$ 42.99</b>	<b>\$ 964.88</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 964.88

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)	

OCT - 5 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE October 3, 2018

VENDOR/STAFF# (as applicable)



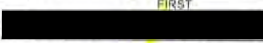
NAME (Claimant/Payee)

Rosemary Thompson

CASH

DEPT VP Mkt/Coms/Board Rins

Permanent Mailing Address:



Itinerary and business rationale for expense: cash claim for local business and trips to Ottawa/Toronto to discuss donor/stakeholder relations

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	8/8/2018	3101	2100	830900	690				TGE	parking during Calgary meetings	\$ 26.67	\$ 1.33	\$ 28.00
2	8/8/2018	3610	2100	830900	690				EH	lunch at Blink with [redacted]	\$ 53.83	\$ -	\$ 53.83
3	8/15/2018	3191	2100	830900	690				BM	lunch with [redacted]	\$ 42.74	\$ -	\$ 42.74
4	8/16/2018	3610	2100	830900	690				EH	lunch with [redacted]	\$ 32.60	\$ -	\$ 32.60
5	8/17/2018	3610	2100	830900	690				EH	lunch with [redacted]	\$ 50.23	\$ -	\$ 50.23
6	8/20/2018	3610	2100	830900	690				EH	coffee with [redacted]	\$ 29.37	\$ -	\$ 29.37
7	8/31/2018	3101	2100	830900	690				TGE	ottawa taxi to PCH meeting with [redacted]	\$ 18.43	\$ -	\$ 18.43
8	8/31/2018	3101	2100	830900	690				TGE	ottawa taxi from PCH meeting with [redacted]	\$ 10.00	\$ -	\$ 10.00
9	9/4/2018	3101	2100	830900	690				TGE	parking during Toronto meetings	\$ 12.00	\$ -	\$ 12.00
10	9/4/2018	3101	2100	830900	690				TGE	parking during Toronto meetings	\$ 12.00	\$ -	\$ 12.00
11	9/7/2018	3610	2100	830900	690				EH	lunch with [redacted]	\$ 32.80	\$ -	\$ 32.80
12	9/19/2018	3610	2100	830900	690				EH	dinner with [redacted]	\$ 99.96	\$ 2.38	\$ 99.96
13	9/23/2018	3101	2100	830900	690				TGE	parking during Calgary meeting	\$ 4.76	\$ 0.24	\$ 5.00
14	9/24/2018	3101	2100	830900	690				TGE	gas for trips to Calgary	\$ 57.14	\$ 2.86	\$ 60.00
15	9/24/2018	3101	2100	830900	690				TGE	parking during Calgary meeting	\$ 8.57	\$ 0.43	\$ 9.00
16	9/27/2018	3610	2100	830900	690				EH	lunch at Blink with [redacted]	\$ 77.89	\$ -	\$ 77.89
17	9/28/2018	3191	2100	830900	690				BM	career talk lunch with [redacted]	\$ 32.84	\$ -	\$ 32.84
18	9/29/2018	3470	2100	830900	690				TGE	Bison book research for Bison Festival	\$ 52.45	\$ 2.50	\$ 52.45
19	9/30/2018	3610	2100	830900	690				EH	coffee with [redacted]	\$ 11.48	\$ -	\$ 11.48
20	10/1/2018	3106	2100	830900	690				TGE	per diem - lunch in Toronto	\$ 15.00	\$ -	\$ 15.00
21	10/2/2018	3108	2100	830900	690				TGE	per diem - breakfast, lunch, dinner in Toronto	\$ 51.00	\$ -	\$ 51.00
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
<b>Total Expenses : A</b>											<b>731.76</b>	<b>4.86</b>	<b>\$ 736.62</b>

GL Codes Summary (please summarize by unique GL string) - DO  
 NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3610	2100	830900	690				385.78	2.38	\$ 388.16
3470	2100	830900	690				49.95	2.50	\$ 52.45
3191	2100	830900	690						\$ 75.58
3106	2100	830900	690						\$ 86.00
3101	2100	830900	690						\$ 149.57
	2100								\$ -
	2100								\$ -
	2100								\$ -
	2100								\$ -
<b>Total</b>							<b>\$ 731.76</b>	<b>\$ 4.86</b>	<b>\$ 736.62</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 736.62

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) [redacted] Mail to Claimant [redacted]

Requestor Name (if RTR) [redacted]

Requestor Dept (if RTR) [redacted]

Prepared by (if not Claimant) [redacted]

NOV 14 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE November 14, 2018

VENDOR/STAFF# (as applicable) \_\_\_\_\_ NAME (Claimant/Payee) Rosemary Thompson DINERS Oct 28/18 DEPT VP Mkt/Coms/Board Rlns

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

Itinerary and business rationale for expense: diners claim for local business and trips to Toronto/Montreal/Edmonton to attend events and discuss stakeholder relations

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	9/26/2018	3101	2100	830900	690				TGE	baggage fee	\$ 105.00	\$ 5.00	\$ 105.00
2	9/26/2018	3101	2100	830900	690				TGE	flight change fee	\$ 116.55	\$ 5.55	\$ 116.55
3	9/26/2018	3101	2100	830900	690				TGE	flight seat selection	\$ 26.25	\$ 1.25	\$ 26.25
4	10/1/2018	3101	2100	830900	690				TGE	airporter	\$ 136.98	\$ 6.70	\$ 143.68
5	10/1/2018	3610	2100	830900	690				EH	coffee with [REDACTED]	\$ 27.61	\$ -	\$ 27.61
6	10/1/2018	3101	2100	830900	690				TGE	Toronto taxi from hotel to coffee meeting	\$ 10.35	\$ -	\$ 10.35
7	10/1/2018	3101	2100	830900	690				TGE	flight to Montreal	\$ 817.32	\$ -	\$ 817.32
8	10/1/2018	3101	2100	830900	690				TGE	airporter	\$ 136.98	\$ 6.70	\$ 143.68
9	10/1/2018	3101	2100	830900	690				TGE	Toronto taxi from coffee meeting to hotel	\$ 9.20	\$ -	\$ 9.20
10	10/1/2018	3101	2100	830900	690				TGE	flight to Toronto	\$ 760.36	\$ -	\$ 760.36
11	10/1/2018	3101	2100	830900	690				TGE	roundtrip train from hotel to AGO	\$ 24.70	\$ -	\$ 24.70
12	10/1/2018	3610	2100	830900	690				EH	breakfast with [REDACTED]	\$ 54.61	\$ -	\$ 54.61
13	10/1/2018	3101	2100	830900	690				TGE	Toronto taxi from hotel to breakfast meeting	\$ 14.75	\$ -	\$ 14.75
14	10/2/2018	3019	2100	830900	690				TGE	flowers for [REDACTED]	\$ 60.00	\$ 3.00	\$ 63.00
15	10/2/2018	3610	2100	830900	690				EH	dinner with [REDACTED]	\$ 131.78	\$ 5.18	\$ 136.96
16	10/2/2018	3105	2100	830900	690				TGE	1 night Toronto hotel stay	\$ 212.28	\$ 9.83	\$ 222.11
17	10/5/2018	3101	2100	830900	690				TGE	roundtrip flight to Edmonton - fee adjustment	\$ 21.00	\$ 1.00	\$ 21.00
18	10/5/2018	3101	2100	830900	690				TGE	airporter	\$ 133.98	\$ 6.70	\$ 140.68
19	10/5/2018	3101	2100	830900	690				TGE	roundrip flight to Edmonton	\$ 571.46	\$ -	\$ 571.46
20	10/7/2018	3040	2100	830900	690				TGE	Globe and Mail subscription	\$ 23.96	\$ 1.20	\$ 25.16
21	10/12/2018	3019	2100	830900	690				TGE	tickets to attend the Rolston String Quartet (USD \$135)	\$ 180.44	\$ -	\$ 180.44
22	10/12/2018	3105	2100	830900	690				TGE	1 night Montreal hotel stay	\$ 269.48	\$ 14.28	\$ 283.76
			2100										\$ -
			2100										\$ -
<b>Total Expenses : A</b>											<b>3,845.04</b>	<b>53.59</b>	<b>\$ 3,898.63</b>

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
#REF1	2100	830900	690				23.96	1.20	\$ 25.16
	3610	2100	830900	690			214.00	5.18	\$ 219.18
	3105	2100	830900	690			212.28	9.83	\$ 222.11
	3101	2100	830900	690			2884.88	20.10	\$ 2,904.98
	3040	2100	830900	690			269.48	14.28	\$ 283.76
	3019	2100	830900	690			240.44	3.00	\$ 243.44
	2100								
	2100								
<b>Total</b>							<b>\$ 3,845.04</b>	<b>\$ 53.59</b>	<b>\$ 3,898.63</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 3,898.63

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**  
**VICE PRESIDENT**  
 (All expenses)

DATE November 13, 2018

VENDOR/STAFF# (as applicable)

NAME  
(Claimant/Payee)

Rosemary Thompson

*DINERS OCT 28/18*

DEPT VP MkU/Coms/Board Rlns

Permanent Mailing Address:

Itinerary and business rationale for expense: diners claim for local business and trips to Toronto/Montreal/Edmonton to attend events and discuss stakeholder relations

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
			2100							balance from Part 1 of expense claim	\$ 3,898.63	\$ -	\$ 3,898.63
23	10/16/2018	3101	2100	830900	690				TGE	flight change fee	\$ 52.50	\$ 2.50	\$ 52.50
24	10/16/2018	3101	2100	830900	690				TGE	flight seat selection	\$ 26.25	\$ 1.25	\$ 26.25
25	10/16/2018	3101	2100	830900	690				TGE	flight change fee	\$ 55.57	\$ -	\$ 55.57
26	10/16/2018	3105	2100	830900	690				TGE	1 night Montreal hotel stay - refund	\$ (45.13)	\$ (2.37)	\$ (47.50)
			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
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			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>3,987.82</b>	<b>(2.37)</b>	<b>\$ 3,985.45</b>

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
	2100								
	2100						3898.63		\$ 3,898.63
3105	2100	830900	690				-45.13	-2.37	\$ (47.50)
3101	2100	830900	690				134.32		\$ 134.32
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 3,987.82</b>	<b>\$ (2.37)</b>	<b>\$ 3,985.45</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 3,985.45

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)	

NOV 5 - 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE November 2, 2018

VENDOR/STAFF#  
 (as applicable)



NAME  
 (Claimant/Payee)

Rosemary Thompson

DEPT VP Mkt/Coms/Board Rlns

Permanent Mailing Address



Itinerary and business rationale for expense: cash claim for local business and trips to Ottawa/Toronto/Edmonton to discuss donor/stakeholder relations

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	8/30/2018	3106	2100	830900	690				TGE	4 days per diem during business trip to Ottawa	\$ 204.00	\$ -	\$ 204.00
2	9/30/2018	3106	2100	830900	690				TGE	3 days per diem during business trip to Toronto	\$ 153.00	\$ -	\$ 153.00
3	10/1/2018	3106	2100	830900	690				TGE	1 lunch + 1 day per diem during business trip to Toronto	\$ 66.00	\$ -	\$ 66.00
4	10/5/2018	3106	2100	830900	690				TGE	1 day per diem during business trip to Edmonton	\$ 51.00	\$ -	\$ 51.00
5			2100								\$ -	\$ -	\$ -
6			2100								\$ -	\$ -	\$ -
7			2100								\$ -	\$ -	\$ -
8			2100								\$ -	\$ -	\$ -
9			2100								\$ -	\$ -	\$ -
10			2100								\$ -	\$ -	\$ -
11			2100								\$ -	\$ -	\$ -
12			2100								\$ -	\$ -	\$ -
13			2100								\$ -	\$ -	\$ -
14			2100								\$ -	\$ -	\$ -
15			2100								\$ -	\$ -	\$ -
16			2100								\$ -	\$ -	\$ -
17			2100								\$ -	\$ -	\$ -
18			2100								\$ -	\$ -	\$ -
19			2100								\$ -	\$ -	\$ -
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
23			2100								\$ -	\$ -	\$ -
24			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>474.00</b>	<b>-</b>	<b>\$ 474.00</b>

ENTERED NOV - 7 - 2018

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
#REF!	2100								
	2100	830900	690				66.00		\$ 66.00
3106	2100								474.00
	3106	2100	830900	690			408.00		\$ 408.00
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 474.00</b>	<b>\$ -</b>	<b>\$ 474.00</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 474.00

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)	

DEC 18 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE December 18, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson

*DINERS 11/28/18*

DEPT VP Mkt/Coms/Board Rlns

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: diners claim for local business and trips to Toronto to attend events and discuss stakeholder relations

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	10/28/2018	3101	2100	830900	690				TGE	AC excess baggage fee	\$ 30.00	\$ 1.50	\$ 31.50
2	11/4/2018	3040	2100	830900	690				TGE	Globe and Mail subscription	\$ 23.96	\$ 1.20	\$ 25.16
3	11/6/2018	3101	2100	830900	690				TGE	gas for car	\$ 50.48	\$ 2.52	\$ 53.00
4	11/8/2018	3101	2100	830900	690				TGE	Banff Airporter	\$ 136.84	\$ 7.64	\$ 143.68
5	11/21/2018	3101	2100	830900	690				EH	parking to attend Calgary Opera	\$ 6.67	\$ 0.33	\$ 7.00
6	11/23/2018	3101	2100	830900	690				TGE	AC excess baggage fee	\$ 52.50	\$ -	\$ 52.50
7	11/23/2018	3101	2100	830900	690				TGE	AC flight change fee	\$ 205.80	\$ -	\$ 205.80
8	11/23/2018	3105	2100	830900	690				TGE	1 night Calgary hotel stay	\$ 288.16	\$ 13.93	\$ 302.09
9	11/23/2018	3106	2100	830900	690				TGE	personal meal	\$ 64.00	\$ -	\$ 64.00
10			2100	830900	690				TGE		\$ -	\$ -	\$ -
11			2100	830900	690				TGE		\$ -	\$ -	\$ -
12			2100	830900	690				EH		\$ -	\$ -	\$ -
13			2100	830900	690				TGE		\$ -	\$ -	\$ -
14			2100	830900	690				TGE		\$ -	\$ -	\$ -
15			2100	830900	690				EH		\$ -	\$ -	\$ -
16			2100	830900	690				TGE		\$ -	\$ -	\$ -
17			2100	830900	690				TGE		\$ -	\$ -	\$ -
18			2100	830900	690				TGE		\$ -	\$ -	\$ -
19			2100	830900	690				TGE		\$ -	\$ -	\$ -
20			2100	830900	690				TGE		\$ -	\$ -	\$ -
21			2100	830900	690				TGE		\$ -	\$ -	\$ -
22			2100	830900	690				TGE		\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<i>858.55</i>	<i>26.18</i>	\$ 884.73

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
#REF!	2100	830900	690						
	2100	830900	690						
3106	2100	830900	690				64.00		\$ 64.00
3105	2100	830900	690				288.16	13.93	\$ 302.09
3101	2100	830900	690				<i>482.26</i>	<i>11.10</i>	\$ <i>493.48</i>
3040	2100	830900	690				23.96	1.20	\$ 25.16

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 884.73

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

DEC - 5 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE December 4, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Rosemary Thompson

OTTAWA/MTL  
10/19

DEPT VP Mkt/Coms/Board Rlns

Permanent Mailing Address



MIDDLE LAST

Itinerary and business rationale for expense: cash claim for local business and trips to Toronto to attend events and discuss stakeholder relations

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	10/19/2018	3610	2100	830900	690				EH	breakfast meeting with [redacted]	\$ 33.81	\$ -	\$ 33.81
2	10/23/2018	3106	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
3	10/24/2018	3105	2100	830900	690				TGE	1 night Montreal hotel stay	\$ 351.72	\$ 15.99	\$ 367.71
4	10/24/2018	3106	2100	830900	690				TGE	personal meal per diem - dinner only	\$ 24.00	\$ -	\$ 24.00
5	10/25/2018	3106	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
6	10/25/2018	3101	2100	830900	690				TGE	Montreal taxi	\$ 79.93	\$ -	\$ 79.93
7	10/25/2018	3101	2100	830900	690				TGE	Montreal taxi	\$ 16.44	\$ -	\$ 16.44
8	10/25/2018	3101	2100	830900	690				TGE	Montreal taxi	\$ 16.50	\$ -	\$ 16.50
9	10/25/2018	3101	2100	830900	690				TGE	Montreal taxi	\$ 13.39	\$ -	\$ 13.39
10	10/26/2018	3106	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
11	10/26/2018	3105	2100	830900	690				TGE	3 night Ottawa hotel stay	\$ 552.79	\$ 25.59	\$ 578.38
12	10/26/2018	3101	2100	830900	690				EH	Greyhound bus from Montreal to Ottawa	\$ 34.67	\$ 1.83	\$ 36.50
13	10/26/2018	3101	2100	830900	690				TGE	Ottawa taxi	\$ 11.37	\$ -	\$ 11.37
14	10/27/2018	3106	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
15	10/28/2018	3106	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
16	10/29/2018	3106	2100	830900	690				TGE	personal meal per diem - breakfast and lunch only	\$ 27.00	\$ -	\$ 27.00
17	10/29/2018	3101	2100	830900	690				TGE	Ottawa taxi	\$ 36.35	\$ -	\$ 36.35
18	10/29/2018	3101	2100	830900	690				TGE	AC flight change fee	\$ 129.47	\$ 4.85	\$ 134.32
19	10/30/2018	3610	2100	830900	690				BM	lunch meeting with [redacted]	\$ 24.36	\$ -	\$ 24.36
20	11/1/2018	3101	2100	830900	690				TGE	parking for Carleton U Speech	\$ 3.50	\$ -	\$ 3.50
21	11/1/2018	3101	2100	830900	690				TGE	parking for meeting with [redacted]	\$ 3.00	\$ -	\$ 3.00
22	11/2/2018	3101	2100	830900	690				TGE	parking for Carleton University Event in Calgary	\$ 5.00	\$ -	\$ 5.00
			2100										\$
			2100										\$
<b>Total Expenses : A</b>											<b>1,618.30</b>	<b>48.26</b>	<b>\$ 1,666.56</b>

0.0  
58.17 +  
306.00 +  
946.09 +  
356.30 +  
1,666.56 \*

ENTERED DEC 11 2018

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
#REF!	2100	830900	690				11.50		\$ 11.50
	2100								
	3610	2100	830900	690			70.16		\$ 70.16
	3106	2100	830900	690			306.00		\$ 306.00
	3105	2100	830900	690			904.51	41.58	\$ 946.09
	3101	2100	830900	690			326.13	6.68	\$ 332.81
		2100							
		2100							
<b>Total</b>							<b>\$ 1,618.30</b>	<b>\$ 48.26</b>	<b>\$ 1,666.56</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,666.56

Return to Requestor (RTR) [redacted] Mail to Claimant [redacted]

Requestor Name (if RTR) [redacted]

Requestor Dept (if RTR) [redacted]

Prepared by (if not Claimant) [redacted]

①st chq \$1666.56

