

FEB 17 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE February 11, 2015

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: NY ISPA Conference

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	1/11/2015	Travel-Meals	3106	2100	270900	690				Meal			\$ 60.64
2	1/12/2015	Travel-Meals	3106	2100	270900	690				Meal			\$ 44.23
3	1/12/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 17.57
4	1/12/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 15.11
5	1/13/2015	Travel-Meals	3106	2100	270900	690				Meal			\$ 33.97
6	1/13/2015	Hosting	3610	2100	270900	690				Meal			\$ 116.47
7	1/13/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 15.73
8	1/13/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 16.96
9	1/14/2015	Hosting	3610	2100	270900	690				Meal			\$ 109.34
10	1/15/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Baggage			\$ 31.74
11	1/15/2015	Travel-Meals	3106	2100	270900	690				Meal			\$ 67.56
12	1/16/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 48.92
13	1/16/2015	Travel-Meals	3106	2100	270900	690				Meal			\$ 45.15
14	1/16/2015	Travel-Accomm.	3105	2100	270900	690				Accommodation			\$1,612.51
15	1/17/2015	Other1	3120	2100	270900	690				Canadian Arts Summit			\$ 709.95
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A												2,945.85	

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100					146.03	-	146.03
3102	Travel-General (BOG)		2100					-	-	-
3105	Travel-Accommodation		2100					#####	-	1,612.51
3106	Travel-Meals		2100					251.55	-	251.55
3107	Travel-Incidentals		2100					-	-	-
3610	Hosting		2100					225.81	-	225.81
3611	Hosting (Alcohol)		2100					-	-	-
6132	Travel Advance		2100					-	-	-
	Other1		2100					709.95	-	709.95
	Other2		2100					-	-	-
	Other3		2100					-	-	-
Total										2,945.85

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,945.85

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.

Date: 2/11/15

Date: _____

Date: _____

Date: _____

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



Diners Club : Statement

[Close Window](#)

Account Name :	CAROLYN WARREN THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 2,152.42
Statement Date :	28-Jan-2015	Payments :	\$-2,152.42
Payment Due Date :	24-Feb-2015	New Transactions :	\$ 4,237.93
		Balance Due :	\$ 4,237.93
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN [REDACTED]		
11-Jan-2015	SAJU,NEW YORK,NY,USA USD 49.55 @ 1.194148 INCLUDE FOREIGN TRANSACTION FEE 1.47	\$ 60.64	109195710312 1
12-Jan-2015	MERCER KITCHEN,NEW YORK,NY,USA USD 35.99 @ 1.199223 INCLUDE FOREIGN TRANSACTION FEE 1.07	\$ 44.23	987126144027 2
12-Jan-2015	NYC-TAXI,LONG IS CITY,NY,USA USD 14.30 @ 1.199301 INCLUDE FOREIGN TRANSACTION FEE 0.42	\$ 17.57	464169184193 3
12-Jan-2015	NYC TAXI 5P28,LONG ISLAND,NY,USA USD 12.30 @ 1.199187 INCLUDE FOREIGN TRANSACTION FEE 0.36 DESC: MERCHANDISE	\$ 15.11	090681364821 4
13-Jan-2015	MET MUS PETRIE13239447,NEW YORK,NY,USA USD 27.64 @ 1.199350 INCLUDE FOREIGN TRANSACTION FEE 0.82	\$ 33.97	937310805286 5
13-Jan-2015	LINCOLN RISTORANTE,NEW YORK,NY,USA USD 94.75 @ 1.199262 INCLUDE FOREIGN TRANSACTION FEE 2.84	\$ 116.47	000926250335 6
13-Jan-2015	NYC TAXI 9G67,FLUSHING,NY,USA USD 12.80 @ 1.199219 INCLUDE FOREIGN TRANSACTION FEE 0.38 DESC: MERCHANDISE	\$ 15.73	090763753718 7
13-Jan-2015	NYC TAXI CCRMT,LONG IS CITY,NY,USA USD 13.80 @ 1.199277 INCLUDE FOREIGN TRANSACTION FEE 0.41	\$ 16.96	462406908002 8
14-Jan-2015	LATTANZI,NEW YORK,NY,USA USD 88.94 @ 1.199461 INCLUDE FOREIGN TRANSACTION FEE 2.66	\$ 109.34	001087006774 9
15-Jan-2015	AIR CAN,NEW YORK,NY,USA USD 25.00 @ 1.238801 INCLUDE FOREIGN TRANSACTION FEE 0.77 PASSENGER: WARREN/CAROLYN MS TICKET: 0142142581914 DEPART: 01/16/15 LGA TO YUL CLASS: Y YUL TO YYC CLASS: Y	\$ 31.74	618000265735 10
15-Jan-2015	TODD ENGLISH FOOD HALL,NEW YORK,NY,USA USD 54.73 @ 1.204459 INCLUDE FOREIGN TRANSACTION FEE 1.64	\$ 67.56	072002543367 11

no receipt

16-Jan-2015	NYC-TAXI,BROOKLYN,NY,USA USD 39.63 @ 1.204391 INCLUDE FOREIGN TRANSACTION FEE 1.19	\$ 48.92	452301304502	12
16-Jan-2015	MILLENNIUM BROADWAY F/,NEW YORK,NY,USA USD 36.57 @ 1.204541 INCLUDE FOREIGN TRANSACTION FEE 1.10 CUST SVC PH: 2127684400 ARRIVE: 01/16/15 DEPART: 01/16/15 FOLIO NBR: 000005528 LOCATION PH: 2127684400	\$ 45.15	072008310968	13
16-Jan-2015	MILLENNIUM BROADWAY,NEW YORK,NY,USA USD 1,306.09 @ 1.204504 INCLUDE FOREIGN TRANSACTION FEE 39.32 CUST SVC PH: 2127684400 ARRIVE: 01/11/15 DEPART: 01/16/15 FOLIO NBR: 000005528 LOCATION PH: 2127684400	\$ 1,612.51	072008310323	14
17-Jan-2015	PAYPAL *COUNCILFORB,4029357733,ON,CAN	\$ 709.95	502933658363	15
17-Jan-2015	AIR CANADA ON BOARD CA,MISSISSAUGA,ON,CAN	\$ 15.23	463605866352	
21-Jan-2015	AIRFLIGHT SERVICES,CONCORD,ON,CAN	\$ 77.00	800105245764	
22-Jan-2015	CO-OP CABS - 1977,TORONTO,ON,CAN	\$ 18.25	462685289651	
22-Jan-2015	SQ *KAI TONG NG,Toronto,ON,CAN	\$ 14.75	000667551535	
22-Jan-2015	TUTTI MATTI CORP,TORONTO,ON,CAN	\$ 105.40	920208228005	
23-Jan-2015	DIAMOND TAXI CAB DISPA,TORONTO,ON,CAN	\$ 22.50	004072031612	
23-Jan-2015	PAYMENT RECEIVED -- THANK, YOU	\$ -2.152.42	7047088	
23-Jan-2015	LIMO AND TAXI SERVICES,TORONTO,ON,CAN	\$ 69.50	800143890489	
23-Jan-2015	THE WALRUS FOUNDATION,TORONTO,ON,CAN	\$ 100.00	800151836531	
23-Jan-2015	GTA TAXI SERVICES,TORONTO,ON,CAN	\$ 26.00	000497313010	
23-Jan-2015	THE CALGARY AIRPORT AU,CALGARY,AB,CAN	\$ 7.88	043606138534	
24-Jan-2015	INTERCONTINENTAL,TORONTO,ON,CAN	\$ 682.39	800102955793	
25-Jan-2015	BANFF WINE STORE,BANFF,AB,CAN	\$ 141.31	000312235420	
25-Jan-2015	AIR CANADA ON BOARD CA,MISSISSAUGA,ON,CAN	\$ 11.87	463619038253	
	TOTAL PURCHASE CREDIT	\$ -2.152.42		
	TOTAL PURCHASE DEBITS	\$ 4,237.93		

(THE MERCER) KITCHEN
99 Prince Street NYC 10012
212 966 5454

www.TheMercerKitchen.com

CHECK: 45
TABLE: 304/1
GST CHKID: 0T?304
SERVER: 131
DATE: JAN 12 '15 1:45PM

Saju
120 West 44th Street
New York, NY 10036
212-997-7258

Check 1175/1 01/11/15-C 9:56pm
Guests 1 Table 05

Items 40.00
Tax 3.55
Subtotal 43.55

Tip 6.00

TOTAL 49.55

AUTH CODE: 050240
RESEARCH: 000000000000
CAROLYN WARREN

SUBTOTAL: 30.49

TIP \$ 5.50

TOTAL 35.99

X Signature

X Print Name

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Customer Copy

SERVICE NOT INCLUDED
LE SERVICE N EST PAS COMPRIS
LA PROPINA NO ESTA INCLUIDA

SERVICE 15%: 6.00
SERVICE 18%: 7.20
SERVICE 20%: 8.00

THANK YOU

Email us @ contact@sajubistro.com
www.sajubistro.com

MED# 5J42
DRIVER: 5501258
01/12/15 TR 2092
ART END MILES
GULAR FARE 12.50
TE 1:\$ 0.00
TRA: \$ 0.00
RCH: \$ 0.50
SRCH:\$ 0.30
FAL: \$ 15.70
THANKS
CONTACT TLC
DIAL 3-1-1

\$1.00

I ♥ NEW YORK

0511
ION 2015 17:56 - 1
4107 RATE#
CITY RATE
GE \$ \$
RCHG\$
OTAL \$
TLC Dial 3-1-1

lunch

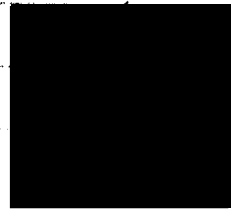
Petrie Court Cafe & Wine Bar
Metropolitan Museum of Art
(212) 570-3964

CHECK: 2321
TABLE: 12/1
SERVER: 305 Galddamez
DATE: JAN13'15 12:44PM



AUTH CODE: 032931
CAROLYN WARREN

SUBTOTAL: 23.14
TIP \$



4.50

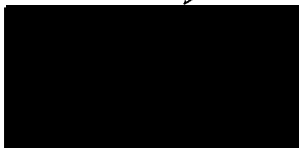
TOTAL \$ *27.64*

X

X
PLEASE PRINT NAME
Signed Copy-Merchant
Second Copy-Customer
Thank you for dining with us!
A gratuity has not been added to
your check. For your convenience
we can

5

VEH# 9667
DRIVER: 5350163
01/13/15 TR 6884
START END MILES
21:05 21:16 1.6
CUSTOMER COPY
Regular Fare
RATE 1:\$ 9.00
SURCH: \$ 0.50
StSrch:\$ 0.50
INSRCH:\$ 0.30
TIP : \$ 2.50
TOTAL: \$ 12.80

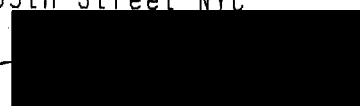


THANKS

7

Lincoln
142 West 65th Street NYC

Dinner



LINCOLN

CHECK: 993
TABLE: 64/1
SERVER: 4045 Jon
DATE: 13.JAN'15 8:52PM



AUTH CODE: 064087
CAROLYN WARREN

SUBTOTAL: 82.75

TIP *12.00*

TOTAL *94.75*

X

Please visit us online at
www.lincolnristorante.com

Thank you
SIGNED COPY - MERCHANT
SECOND COPY - CUSTOMER

6

HACK #: 05449283
MED #: 5J88
01/13/15 10:26-10:38
RATE #: 1
STAND. CITY RATE
Miles R1: 2.38
TRIP #: 5039
FARE : \$10.50
ST. SUR: \$0.50
IMP. SUR: \$0.30
TIPS : \$2.50
Total : \$13.80
MASTER C ***4434
AUTHOR.: 096901

Contact T: DIAL 3-1-1

8

0059

Server: [REDACTED] Rec: 74
01/14/15 22:27, Swiped T: 2 Term: 3

LATTANZI
361 WEST 46TH STREET
NEW YORK, N.Y. 10036
(212)315-0980
MERCHANT #:

CARD TYPE [REDACTED]
MASTER CARD
AUTHORIZATION # [REDACTED]
Reference: 0114050000059
TRANS TYPE: Credit Card SALE

CHECK: 78.94

TIP: 10.00

TOTAL: 88.94

X
PP [REDACTED]

Duplicate Copy

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT
top copy -> customer

↑ TBC portion

LATTANZI

0059 Table 2 #Party 3
vrCk: 12-8:31p 01/14/15

1 CARCIOFI GIUDIA	16.00
1 PERE SALAD	14.00
1 ROTOLO	21.00
1 FETT RAGU	21.00
1 PASTA SPECIAL	26.00
3 BAROLO	48.00
3 GLS PALMADINA PINOT GRIGI	36.00
2 BUSHMILL 1	24.00
1 PANNA COTTA	9.00
1 Tea	2.50

Sub Total: 217.50

Tax: 19.31

Sub Total: 236.81

01/14 10:49p TOTAL: 236.81

361 WEST 46TH STREET
NEW YORK, N.Y. 10036
212-315-0980

	AMT-TEND	TIP/CHNG	TALLY
VISA	187.87	30.00	157.87
MASTERCARD	88.94	10.00	78.94

			236.81

[REDACTED]

MARIANO M

TODD ENGLISH

FOOD HALL

ONE WEST 59TH STREET
 NEW YORK, NY 10019
 212.986.9260
 CHECK: 5602
 TABLE: 511/1
 SERVER: 2008
 DATE: JAN15'15 7:38PM

HACK # : 05340890
 MEDALLION : 2N64
 01/16/15 10:10-10:39
 TRIP # : 7092
 RATE # : 1
 STAND. CITY RATE
 Miles R1 : 10.83
 FARE R1 : \$33.50
 TOLLS :
 Other : \$5.33
 STATE SRCHG : \$0.50
 IMP. SRCHG. : \$0.30
 TIPS : \$0.00
 GRAND TOTAL: \$39.63
 CARDNUMBER : 4434
 AUTHOR. : 077030

Contact TLC DIAL 3-1-1

AUTH CODE: 052033
 CAROLYN WARREN

12

SUBTOTAL: 45.73

GRATUITY ----- 7.00

TOTAL ----- 54.73

SIGNATURE -----

PLEASE RETURN
 TO YOUR SERVER

MILLENNIUM BROADWAY
 145 WEST 44TH STREET
 NEW YORK, NY 10036
 (212) 768-4400

CHECK: 3325
 TABLE: 52/1
 SERVER: 1552 Boris
 DATE: JAN16'15 9:58AM

[Redacted]

AUTH CODE: 066144
 CAROLYN WARREN

SUBTOTAL: 31.57

TIP \$ ----- 5.00

TOTAL \$ ----- 36.57

X -----

FIRST COPY-RESTAURANT
 SECOND COPY-CUSTOMER

11

13

Carolyn Warren
107 Tunnel Mountain Drive
Box
Banff AB T1L 1H5

Room No. : 4001
Arrival : 01-11-15
Departure : 01-16-15
Page No. : 1 of 2
Folio No. :
Conf. No. : 7851315

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

01-15-15

Date	Text	Charges USD	Credits USD
01-11-15	Room Charge	219.00	
01-11-15	Room State Sales Tax	19.44	
01-11-15	Room City Tax	12.87	
01-11-15	Room Occupancy Tax	2.00	
01-11-15	State Occupancy Tax	1.50	
01-12-15	Room Charge	219.00	
01-12-15	Room State Sales Tax	19.44	
01-12-15	Room City Tax	12.87	
01-12-15	Room Occupancy Tax	2.00	
01-12-15	State Occupancy Tax	1.50	
01-13-15	Charlotte Restaurant Breakfast I	27.68	
	Line# 4001 : CHECK# 3053116		
01-13-15	Room Charge	219.00	
01-13-15	Room State Sales Tax	19.44	
01-13-15	Room City Tax	12.87	
01-13-15	Room Occupancy Tax	2.00	
01-13-15	State Occupancy Tax	1.50	
01-14-15	BUSINESS CENTER - Misc	4.36	
	Line# 4001 : CHECK# 6802946		
01-14-15	Room Charge	219.00	
01-14-15	Room State Sales Tax	19.44	
01-14-15	Room City Tax	12.87	
01-14-15	Room Occupancy Tax	2.00	
01-14-15	State Occupancy Tax	1.50	
01-15-15	Room Charge	219.00	
01-15-15	Room State Sales Tax	19.44	
01-15-15	Room City Tax	12.87	
01-15-15	Room Occupancy Tax	2.00	
01-15-15	State Occupancy Tax	1.50	

Carolyn Warren
107 Tunnel Mountain Drive
Box
Banff AB T1L 1H5

Room No. : 4001
Arrival : 01-11-15
Departure : 01-16-15
Page No. : 2 of 2
Folio No. :
Conf. No. : 7851315

01-15-15

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :



Date	Text	Charges USD	Credits USD
Total		1,306.09	0.00
	Balance	1,306.09	USD

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