

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE January 12, 2015

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren

Position VP, Arts

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Main expense table with columns: 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. Includes a stamp 'ENTERED JAN 26 2015' and a total row showing 2,152.42.

GL Code Summary table with columns: GL, Expense Type, Cost Centre, Fund, Activity Type, Activity Code, Sub-activity Code, Activity Location, NET Amount, GST, Total Amount. Lists various travel-related codes and amounts.

Summary table with columns: Travel Advance, Balance Due to Claimant, B, A-B, and Total Amount (2,152.42).

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

Large rectangular area with a black redaction box and a date stamp 'Jan. 19. 2015'.

Return to Requestor (RTR) section with fields for Requestor Name, Requestor Dept, and Prepared by.



Diners Club : Statement

[Close Window](#)

Account Name :	CAROLYN WARREN THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 3,245.46
Statement Date :	28-Dec-2014	Payments :	\$-3,245.46
Payment Due Date :	24-Jan-2015	New Transactions :	\$ 2,152.42
		Balance Due :	\$ 2,152.42
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN ACCOUNT NUMBER: [REDACTED]		
05-Dec-2014	International Society,212-206-8490,NY,USA USD 680.00 @ 1.147501 INCLUDE FOREIGN TRANSACTION FEE 19.50	\$ 799.80	980161322862
05-Dec-2014	International Society,212-206-8490,NY,USA USD 1,150.00 @ 1.147505 INCLUDE FOREIGN TRANSACTION FEE 32.99	\$ 1,352.62	980161322862
19-Dec-2014	PAYMENT RECEIVED -- THANK, YOU	\$ -3,245.46	7047088
	TOTAL PURCHASE CREDITS [REDACTED]	\$ -3,245.46	
	TOTAL PURCHASE DEBITS [REDACTED]	\$ 2,152.42	



International Society for the Performing Arts
 630 9th Avenue, Suite 213
 New York, NY 10036-4752
 United States of America
 p: 1 212 206 8490 | f: 1 212 206 8603
 www.ispa.org

Invoice

Date	Invoice #
12/5/2014	200002217

Bill To
Carolyn Warren The Banff Centre P.O. Box 1020 107 Tunnel Mountain Drive Banff, AB T1L 1H4 Canada

Ship To
Carolyn Warren The Banff Centre P.O. Box 1020 107 Tunnel Mountain Drive Banff, AB T1L 1H4 Canada

PAID

PO	Terms	Due Date
	Due on receipt	12/5/2014

Qty	Description	Price	Totals
1	Item A Full Pass for New York 2015 - Carolyn Warren	\$800.00	\$800.00
1	Discount (Store Promo Code)	(\$120.00)	(\$120.00)
Sub-Total			\$680.00
Total			\$680.00

Payments/Adjustments

Qty	Description	Price	Totals
1	Payment via [REDACTED] Applied to invoice on 12/5/2014 6:15:24 PM	(\$680.00)	(\$680.00)
Total Payments/Adjustments			(\$680.00)
Balance Due			\$0.00

The International Society for the Performing Arts is a 501 (C) 3 corporation.

Payment Methods:

- o Credit Card: Visa, MasterCard, and American Express credit cards are accepted.
- o Check/Money Order: Checks must be made payable to "ISPA" and must be drawn on a US bank.
- o Wire Transfer: Organizations or individuals sending wire transfers made for purchases under 250 USD will be charged with an additional 30 USD wire transfer fee. Please Contact Us to execute the wire transfer.


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Invoice

Date	Invoice #
12/5/2014	300001114

Bill To
Carolyn Warren The Banff Centre P.O. Box 1020 107 Tunnel Mountain Drive Banff, AB T1L 1H5 Canada

Member Information
Carolyn Warren The Banff Centre P.O. Box 1020 107 Tunnel Mountain Drive Banff, AB T1L 1H5 Canada

PAID

PO	Terms	Due Date
	Due on receipt	12/5/2014

Description	Amount
Membership valid through December 31, 2015. Your annual gross revenues are greater than or equal to 4,000,000 USD resulting in annual dues of 1,150 USD.	\$1,150.00
Organization Membership (Primary)	----
Total	\$1,150.00

Payments/Adjustments

Description	Amount
Payment via [REDACTED] Applied to invoice on 12/5/2014 3:24:27 PM	(\$1,150.00)
Total Payments/Adjustments	(\$1,150.00)
Balance Due	\$0.00

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ISPA International Society for the Performing Arts

Event Confirmation

Event Information	
Name of Event	New York 2015 ISPA Congress
Date/Time	Tuesday, January 13, 2015 - Thursday, January 15, 2015
Location	New York, New York

Attendee/Guest Information			
Name	Carolyn Warren	Date Registered	12/5/2014
Registration ID/Badge #	[REDACTED]	Number Attending	1
Address Line 1 *	P.O. Box 1020		
Address Line 2	107 Tunnel Mountain Drive		
City *	Banff	State/Province	Alberta
Zip/Postal Code *	T1L 1H4	Country *	Canada
Phone		Onsite Contact Phone Number	
Email Address *	[REDACTED]	Website (Start with: 'http://')	
First Name (for badge) *	Carolyn	Last Name (for badge) *	Warren
Organization Name (for badge)	The Banff Centre		
Professional Title (for badge)	Vice President, Arts		
Would you like to reserve a ProEx table? *	No		
Facebook URL			
Twitter URL			
Google Plus URL			
LinkedIn URL			
Registration Comments/Req			