

EXPENSE CLAIM FORM

DATE March 15, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson

DINERS

Position

VP Marketing, Communications & Board Relations

Permanent Mailing Address:

FIRST

MIDDLE

LAST

FEB 28/18

Itinerary and Purpose of Travel/Expense:

Toronto re Pepperland & Ottawa

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	21/02/18	Travel-Meals	3106	2100	854020	800		Coffee Banff	\$ 2.50		\$ 2.50
2	21/02/18	Hosting	3610	2100	854020	800		Maclab	\$ 27.77		\$ 27.77
3	22/02/18	Hosting	3610	2100	854020	800		Maclab	\$ 27.17		\$ 27.17
4	23/02/18	Other1 <u>3107</u>	<u>2104</u>	2100	854020	800		Hudson - newspapers	\$ 11.72		\$ 11.72
5	23/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi in Toronto	\$ 70.15		\$ 70.15
6	23/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Air Canada Baggage	\$ 26.25		\$ 26.25
7	24/02/18	Travel-Meals	3106	2100	854020	800		Dinner re Pepperland in Toronto	\$ 153.34		\$ 153.34
8	24/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi in Toronto	\$ 41.40		\$ 41.40
9	25/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi in Ottawa	\$ 27.70		\$ 27.70
10	25/02/18	Hosting	3610	2100	854020	800		Dinner with [REDACTED] Dance NAC	\$ 64.41		\$ 64.41
11	25/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Air Canada Baggage	\$ 26.25		\$ 26.25
12	26/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi in Ottawa	\$ 13.61		\$ 13.61
13	26/02/18	Travel-Meals	3106	2100	854020	800		Coffee Ottawa	\$ 3.23		\$ 3.23
14				2100							\$ -
15				2100							\$ -
Total Expenses : A											495.50

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		205.36	-	205.36
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	854020	2100	800		-	-	-
3106	Travel-Meals	854020	2100	800		159.07	-	159.07
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		119.35	-	119.35
3611	Hosting (Alcohol)	854020	2100	800		-	-	-
6132	Travel Advance	854020	2100	800		-	-	-
	Other1 <u>3107</u>	854020	2100	800		11.72	-	11.72
	Other2	854020	2100	800		-	-	-
	Other3	854020	2100	800		-	-	-
Total						495.50	-	495.50

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 495.50

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

DATE March 13, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME
(Claimant/Payee)

Rosemary Thompson

Position

VP Marketing, Communications & Board Relations

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Cash Expenses

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/16/2018	Travel-General (Pres,VP)	3101	2100	854020	800		YYC Airport Parking	\$ 21.00	1.00	\$ 21.00
2	01/17/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Aerofleet Services - Airport Shuttle	\$ 73.60		\$ 73.60
3	01/20/2018	Travel-Meals	3106	2100	854020	800		Air Canada Breakfast	\$ 6.22		\$ 6.22
4	07/02/2018	Hosting	3610	2100	854020	800		Lunch with [REDACTED] in Calgary	\$ 62.40		\$ 62.40
5	01/26/2018	Hosting	3610	2100	854020	800		Lunch with [REDACTED] Maclab	\$ 53.13		\$ 53.13
6	01/25/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi Banff	\$ 12.30		\$ 12.30
7	01/15/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi Banff for lunch with [REDACTED]	\$ 11.00		\$ 11.00
8	01/15/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi Banff for lunch with [REDACTED]	\$ 10.10		\$ 10.10
9	01/16/2018	Travel-Meals	3106	2100	854020	800		Lunch at Airport in Calgary	\$ 13.65		\$ 13.65
10	01/27/2018	Hosting	3610	2100	854020	800		Lunch with [REDACTED]	\$ 48.51		\$ 48.51
11	01/31/2018	Hosting	3610	2100	854020	800		Lunch with [REDACTED]	\$ 105.66	2.19	\$ 105.66
12	02/22/2018	Hosting	3610	2100	854020	800		Lunch with [REDACTED]	\$ 41.66		\$ 41.66
13	02/07/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Parking Calgary	\$ 8.57	.43	\$ 9.00
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A									464.61	3.62	467.80

21.00 +
 73.60 +
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 62.40 +
 53.13 +
 12.30 +
 11.00 +
 10.10 +
 13.65 +
 105.66 +
 41.66 +
 9.00 +
 468.23 **

468.23

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		136.57	1.00	136.57
3102	Travel-General (BOG)	854020	2100	800		-	-	156.87
3105	Travel-Accommodation	854020	2100	800		-	-	-
3106	Travel-Meals	854020	2100	800		19.87	-	19.87
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		309.17	2.19	311.36
3611	Hosting (Alcohol)	854020	2100	800		-	-	-
6132	Travel Advance	854020	2100	800		-	-	-
	Other1	854020	2100	800		-	-	-
	Other2	854020	2100	800		-	-	-
	Other3	854020	2100	800		-	-	-
Total						467.80	-	467.80

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 467.80

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 MAR 21 2018

464.61 3.62 468.23

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