

EXPENSE CLAIM FORM

DATE October 23, 2017

VENDOR/STAFF# (as applicable) _____

NAME (Claimant/Payee) Russell Willis Taylor

DINERS SEPT 28/17
4951

Position

Interim VP of Arts & Leadership

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: _____

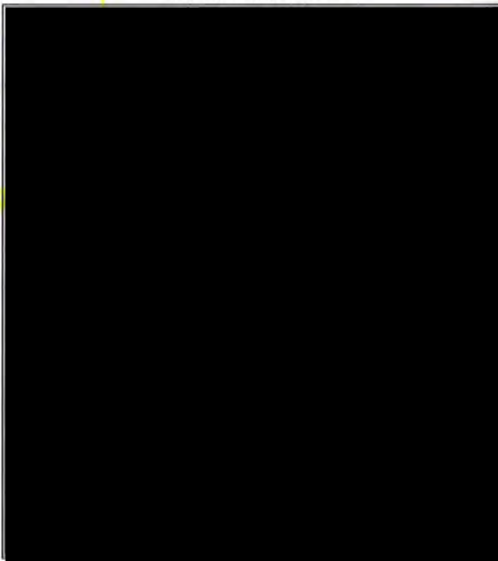
Travel home from Banff & NY Trip Faculty Meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	28/08/17	Travel-Meals	3106	2100	159990	690		Coffee at Calgary Airport - re Travel From Banff	\$ 6.42		\$ 6.42
2	28/08/17	Travel-Meals	3106	2100	159990	690		Lunch at Airport - re Travel from Banff	\$ 23.89		\$ 23.89
3	28/08/17	Travel-Meals	3106	2100	159990	690		Starbucks - Coffee re Travel from Banff	\$ 8.49		\$ 8.49
4	29/08/17	Travel-General (Pres,VP)	3101	2100	159990	690		Parking at Richmond Airport	\$ 5.17		\$ 5.17
5	14/09/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi from La Guardia Airport to Hotel in New York	\$ 72.07		\$ 72.07
6	14/09/17	Travel-Meals	3106	2100	159990	690		Breakfast at Richmond Airport	\$ 22.63		\$ 22.63
7	15/09/17	Hosting	3610	2100	159990	690		Dinner with Faculty [redacted] in New York	\$ 47.13		\$ 47.13
8	15/09/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi to La Guardia Airport, NY	\$ 61.79		\$ 61.79
9	15/09/17	Travel-Meals	3106	2100	159990	690		Lunch at La Guardia Airport	\$ 37.48		\$ 37.48
10	15/09/17	Travel-General (Pres,VP)	3101	2100	159990	690		Parking at Richmond Airport	\$ 29.99		\$ 29.99
11	16/09/17	Travel-Accomm.	3105	2100	159990	690		Faculty Meetings in New York, 2 night stay [redacted]	\$ 720.01		\$ 720.01
12	20/09/17	Hosting	3610	2100	159990	690		Lunch with [redacted] re CLP curriculum	\$ 42.88		\$ 42.88
13	22/09/17	Hosting	3610	2100	159990	690		Lunch with [redacted] Faculty for Open Enrolment	\$ 47.93		\$ 47.93
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											1,125.88

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		169.02	-	169.02
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		720.01	-	720.01
3106	Travel-Meals	159990	2100	690		98.91	-	98.91
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		137.94	-	137.94
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
	Other1	159990	2100	690		-	-	-
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
Total						1,125.88	-	1,125.88

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,125.88

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)	

DINERS OCT 28/17 4951

EXPENSE CLAIM FORM

NOV 15 2017 DATE November 8, 2017

(as applicable) VE-0626 NAME Russell Willis Taylor Position Interim VP of Arts & Leadership
 (Claimant/Payee) FIRST MIDDLE LAST

Permanent Mailing Address: _____
 Itinerary and Purpose of Travel/Expense: Diners Toronto re Illuminations

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	03/10/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Parking	\$ 2.57		\$ 2.57
2	10/10/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Banff Airporter	\$ 71.03	3.20	\$ 71.03
3	10/10/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Banff Airporter	\$ 71.03	3.20	\$ 71.03
4	18/10/17	Travel-General (Pres,VP)	3101	2100	159990	690		Delta Extra Baggage	\$ 32.04		\$ 32.04
5	18/10/17	Travel-Meals	3106	2100	159990	690		Lunch in Toronto	\$ 15.46		\$ 15.46
6	18/10/17	Travel-Meals	3106	2100	159990	690		Snacks at Richmond Airport en route to Toronto	\$ 11.44		\$ 11.44
7	18/10/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi from Toronto Airport to Hotel	\$ 86.00		\$ 86.00
8	19/10/17	Travel-Meals	3106	2100	159990	690		Lunch in Toronto	\$ 24.67		\$ 24.67
9	19/10/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Toronto	\$ 52.50		\$ 52.50
10	19/10/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Toronto	\$ 19.18		\$ 19.18
11	19/10/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Toronto	\$ 47.50		\$ 47.50
12	20/10/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Toronto	\$ 71.00		\$ 71.00
13	22/10/17	Hosting	3610	2100	159990	690		Dinner with [REDACTED]	\$ 151.46	3.06	\$ 151.46
14	21/10/17	Other1 <u>3467</u>	<u>3085</u>	2100	159990	690		Nesters Groceries re [REDACTED]	\$ 167.32		\$ 167.32
15			#N/A	2100	159990	690					\$ -
Total Expenses : A											823.20

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		446 45 462.85	6.40	452.85
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		51.57	-	51.57
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		148.40	3.06	151.46
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
3467	Other1	159990	2100	690		167.32	-	167.32
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
Total						823.20	-	823.20

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 823.20

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

DINERS DEC 25/17

DATE December 7, 2017

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Russell Willis Taylor

Position Interim VP for Arts & Leadership

FIRST MIDDLE LAST

Permanent Mailing Address:

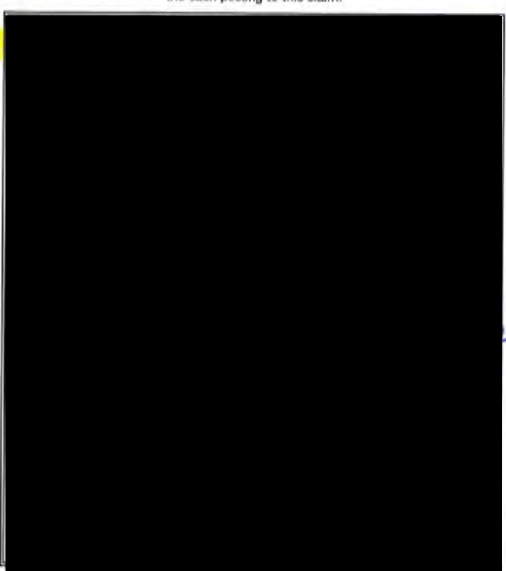
Itinerary and Purpose of Travel/Expense:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	17/11/2107	Travel-Meals	3106	2100	159990	690		Food at Calgary Airport on way back to Virginia	\$ 16.60		\$ 16.60
2		Travel-General (BOG)	3102	2100							\$ -
3		Travel-Accomm.	3105	2100							\$ -
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											16.60

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres VP)	159990	2100	690		-	-	-
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		16.60	-	16.60
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		-	-	-
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
	Other1	159990	2100	690		-	-	-
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
Total						16.60	-	16.60

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 16.60

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)	