

EXPENSE CLAIM FORM

JAN 29 2018

January 19, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Howard R. Jang

Position

VP of Arts & Leadership

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense:

ISPA New York

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/12/2018	Travel-General (Pres,VP)	3101	2100	270900	690		New York Transit Ticket USD	\$ 13.00		\$ 13.00
2	01/12/2018	Travel-Meals	3106	2100	270900	690		Meal onboard Air Canada Flight CAN	\$ 9.95		\$ 9.95
3	01/08/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi in New York USD	\$ 7.30		\$ 7.30
4	01/08/2018	Travel-Meals	3106	2100	270900	690		Dinner in New York @ 1.2515 USD	\$ 26.00		\$ 26.00
5	01/12/2018	Travel-Meals	3106	2100	270900	690		Lunch in New York USD	\$ 13.35		\$ 13.35
6	01/10/2018	Hosting	3610	2100	270900	690		Lunch with [redacted] re CAS in NY USD	\$ 26.08		\$ 26.08
7	01/12/2018	Travel-Accomm.	3105	2100	270900	690		Accommodation at ISPA NY form the 8th - 12th USD	\$ 942.76		\$ 942.76
8	01/12/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi in New York missing USD	\$ 25.00		\$ 25.00
9		#N/A	2100	270900	690						\$ -
10		#N/A	2100	270900	690						\$ -
11		#N/A	2100	270900	690						\$ -
12		#N/A	2100	270900	690						\$ -
13		#N/A	2100	270900	690						\$ -
14		#N/A	2100	270900	690						\$ -
15		#N/A	2100	270900	690						\$ -
Total Expenses : A											1,063.44

CAN
16.31
9.95
9.16
32.62
16.75
32.72
1,327.30
31.36

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16.31 +
9.95 +
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32.62 +
16.75 +
32.72 +
1,327.30 +
31.36 +
1,476.17 **

1,476.17
1,331.56
CAN
A

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		46.30	56.83	46.30
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		942.76	1,327.30	942.76
3106	Travel-Meals	270900	2100	690		49.80	59.32	49.30
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		26.08	32.72	26.08
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total						1,063.44	-	1,063.44

ENTERED FEB [redacted] 2018

1,476.17
1,331.56

Travel Advance	B	@ 1.2515
Balance Due to Claimant	A-B	\$ 1,063.44

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)

Requestor Name (if RTR)

Requestor Dept (if RTR)

Prepared by (if not claimant)

Mail to Claimant

EXPENSE CLAIM FORM

DATE **March 15, 2018**

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Howard R. Jang

DINERS

Position

VP of Arts & Leadership

FIRST

MIDDLE

LAST

FEB 28/18

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Ottawa & Toronto Trips

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/02/2018	Travel-Meals	3106	2100	854020	800		Nando's	\$ 18.54		\$ 18.54
2	01/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Cab in Ottawa	\$ 40.00		\$ 40.00
3	01/02/2018	Travel-Meals	3106	2100	270900	690		Tim Hortons	\$ 5.87		\$ 5.87
4	01/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Cab in Ottawa	\$ 38.00		\$ 38.00
5	02/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Cab in Ottawa	\$ 40.00		\$ 40.00
6	02/02/2018	Travel-Accomm.	3105	2100	270900	690		Hotel in Ottawa	\$ 314.66	<i>13.39</i>	\$ 314.66
7	02/02/2018	Travel-Meals	3106	2100	270900	690		Dinner in Toronto	\$ 43.63		\$ 43.63
8	02/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Up Express Pearson TVM	\$ 12.35		\$ 12.35
9	03/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Cab	\$ 15.00		\$ 15.00
10	03/02/2018	Other <i>3605</i>	3104	2100	270900	690		Theatre Tickets Toronto	\$ 27.50		\$ 27.50
11	04/02/2018	Travel-Meals	3106	2100	270900	690		Mill Street Pub - Breakfast	\$ 23.03		\$ 23.03
12	04/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Up Express Pearson TVM	\$ 12.35		\$ 12.35
13	05/02/2018	Travel-Accomm.	3105	2100	270900	690		Royal York Hotel Toronto	\$ 624.12	<i>26.90</i>	\$ 624.12
14	10/02/2018	Hosting	3610	2100	270900	690		Dinner with [redacted] - Ballet BC	\$ 77.40		\$ 77.40
15	12/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Parking in Calgary	\$ 21.00		\$ 21.00
16	12/02/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Shell Gas	\$ 30.57		\$ 30.57
17	13/02/18	Travel-General (Pres,VP)	3101	2100	270900	690		Parking in Calgary	\$ 20.00		\$ 20.00
18	14/02/18	Other <i>3605</i>	3104	2100	270900	690		Tickets to Toronto Dance Theatre	\$ 82.00		\$ 82.00
19	22/02/18	Travel-Meals <i>3610</i>	3106	2100	270900	690		Chambar Restaurant Vancouver	\$ 83.54		\$ 83.54
20	27/02/18	Travel-Meals <i>3610</i>	3106	2100	270900	690		Coffee in Vancouver	\$ 9.98		\$ 9.98
Total Expenses : A											1,539.54

52.20
25.20
-25.20

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		229.27	-	229.27
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	854020	2100	800		<i>898.49</i>	<i>46.29</i>	<i>938.78</i>
3106	Travel-Meals	854020	2100	800		184.59	<i>181.05</i>	<i>184.59</i>
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		-77.40	<i>13.574</i>	<i>77.40</i>
3611	Hosting (Alcohol)	854020	2100	800		-	-	<i>25.20</i>
6132	Travel Advance	854020	2100	800		-	-	-
<i>3605</i>	Other1	854020	2100	800		109.50	-	109.50
	Other2	854020	2100	800		-	-	-
	Other3	854020	2100	800		-	-	-
								<i>1,539.54</i>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,539.54

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