

EXPENSE CLAIM FORM - President, VP, Board

DATE December 13, 2016

VENDOR/STAFF#
(as applicable) VE-0626

NAME
(Claimant/Payee)

RUSSELL WILLIS TAYLOR

Position _____

FIRST

MIDDLE

LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: US/Banff travel; Chicago - development of leadership residency

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/27/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airline seat upgrade <i>USD</i>	67.24		\$ 67.24
2	10/27/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airline seat upgrade <i>USD</i>	80.95		\$ 80.95
3	11/01/2016	Travel-Meals	3106	2100	159990	690		meal	12.6		\$ 12.60
4	11/01/2016	Travel-Meals	3106	2100	159990	690		meal <i>USD</i>	21.76		\$ 21.76
5	11/01/2016	Travel-Meals	3106	2100	159990	690		meal <i>USD</i>	14.03		\$ 14.03
6	11/14/2016	Other1	3070	2100	159990	690		internet service	52.4		\$ 52.40
7	11/21/2016	Hosting	3610	2100	159990	690		lunch interview <i>igbp</i>	59.68		\$ 59.68
8	11/23/2016	Hosting	3610	2100							\$ -
9		Hosting	3610	2100							\$ -
10		Hosting	3610	2100							\$ -
11		Hosting	3610	2100							\$ -
12		Hosting	3610	2100							\$ -
Total Expenses : A											308.66

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		148.19	-	148.19
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		48.39	-	48.39
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		59.68	-	59.68
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
3070	Other1	159990	2100	690		52.40	-	52.40
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
Total								308.66

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 308.66

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 - President, VP, Board

DATE November 18, 2016

VENDOR/STAFF#
(as applicable) _____

NAME
(Claimant/Payee)

Russell Willis Taylor

Position

Interim VP

FIRST

MIDDLE

LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: travel to Banff; Edmonton partnership development; Chicago business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	9/28/2016	Travel-Meals	3106	2100	159990	690		meal	\$14.99		\$ 14.99
2	9/28/2016	Travel-Meals	3106	2100	159990	690		meal	\$18.12		\$ 18.12
3	9/29/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$12.30		\$ 12.30
4	10/1/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$34.70		\$ 34.70
5	10/23/2016	Travel-Meals	3106	2100	159990	690		meal	\$8.61		\$ 8.61
6	10/25/2016	Travel-Accomm.	3105	2100	159990	690		accommodation	\$476.88	21.96	\$ 476.88
6	10/25/2016	Hosting	3610	2100	159990	690		meal	\$181.60		\$ 181.60
6	10/25/2016	Hosting (Alcohol)	3611	2100	159990	690		wine	\$34.00		\$ 34.00
7	10/25/2016	Travel-General (Pres,VP)	3101	2100	159990	690		parking	\$14.00		\$ 14.00
8	10/26/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airport transfer	\$53.99	9.08	\$ 53.99
9	10/27/2016	Travel-Accomm.	3105	2100	159990	690		accommodation	\$440.78		\$ 440.78
12		Hosting	3610	2100							\$ -
Total Expenses : A											1,289.97

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990				114.99	-	114.99
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		917.66	-	917.66
3106	Travel-Meals	159990	2100	690		41.72	-	41.72
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		181.60	-	181.60
3611	Hosting (Alcohol)	159990	2100	690		34.00	-	34.00
6132	Travel Advance	159990	2100	690		-	-	-
	Other1	159990	2100	690		-	-	-
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
Total								1,289.97

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,289.97

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

Diners

EXPENSE CLAIM FORM - President, VP, Board

DATE October 17, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Russell Willis Taylor

Position

Permanent Mailing Address:

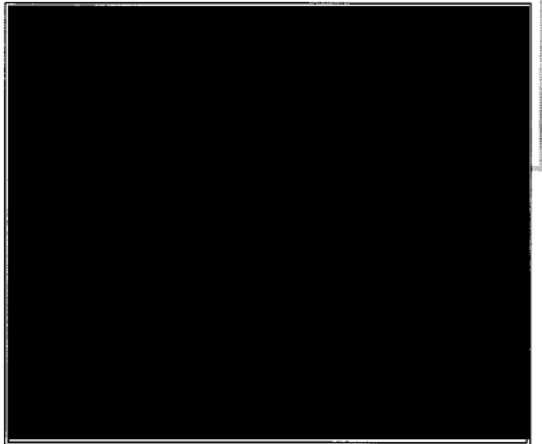
Itinerary and Purpose of Travel/Expense: Toronto: Business for the Arts and Toronto Arts Council meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	08/27/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airport transfer	\$ 53.99	2.57	\$ 53.99
2	09/02/2016	Travel-Accomm.	3105	2100	159990	690		accommodation	\$ 140.44	6.44	\$ 140.44
3	09/02/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 50.53		\$ 50.53
4	09/02/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 22.05		\$ 22.05
5	09/14/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 22.63		\$ 22.63
6	09/15/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 70.67		\$ 70.67
7	09/16/2016	Travel-General (Pres,VP)	3101	2100	159990	690		parking	\$ 76.03		\$ 76.03
8	09/17/2016	Travel-Accomm.	3105	2100	159990	690		accommodation	\$ 825.03	26.80	\$ 825.03
9	09/17/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airport transfer	\$ 53.99	2.57	\$ 53.99
10	09/17/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 30.43		\$ 30.43
11	09/20/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airport transfer	\$ 253.27		\$ 253.27
12	09/21/2016	Travel-General (Pres,VP)	3101	2100	159990	690		economy plus flight upgrade	\$ 82.91		\$ 82.91
13	09/24/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 21.47		\$ 21.47
Total Expenses : A											1,703.44

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		515.05	5.14	520.19
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		729.00	33.24	762.24
3106	Travel-Meals	159990	2100	690		-	-	421.01
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		-	-	-
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
3104	Other1	159990	2100	690		-	-	-
3183	Other2	159990	2100	690		-	-	-
3070	Other3	159990	2100	690		-	-	-
Total								1,703.44

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,703.44

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

cash

EXPENSE CLAIM FORM - President, VP, Board

DATE October 24, 2016

VENDOR/STAFF#
(as applicable)

VC - 0626

NAME
(Claimant/Payee)

Russell Willis Taylor

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto business development, Calgary overnight for early flight departure

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	08/15/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 7.14		\$ 7.14
2	08/15/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 15.00		\$ 15.00
3	09/01/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 15.00		\$ 15.00
4	09/02/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 15.00		\$ 15.00
5		Hosting	3610	2100	159990	690					\$ -
6		Hosting	3610	2100							\$ -
7		Hosting	3610	2100							\$ -
8		Hosting	3610	2100							\$ -
9		Hosting	3610	2100							\$ -
10		Hosting	3610	2100							\$ -
11		Hosting	3610	2100							\$ -
12		Hosting	3610	2100							\$ -
Total Expenses : A											52.14

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		45.00	-	45.00
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		7.14	-	7.14
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								52.14

Travel Advance	B - \	A
Balance Due to Claimant	A-B	\$ 52.14

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 OCT 25 2016

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