

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE August 15, 2016

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolynn Warren

Position

VP Arts

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Montreal/business devo - Toronto/Luminato - Berlin/business devo - Hosting/dance program faculty and participants dinner

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	6/23/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 45.00		\$ 45.00
2	6/24/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 29.99		\$ 29.99
3	6/24/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 22.50		\$ 22.50
4	7/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 11.52		\$ 11.52
5	7/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 10.08		\$ 10.08
6	7/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 18.72		\$ 18.72
7	7/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 21.60		\$ 21.60
8	7/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 21.60		\$ 21.60
9	7/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 15.84		\$ 15.84
10	7/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 15.84		\$ 15.84
11	7/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 18.72		\$ 18.72
12	7/11/2016	Travel-Meals	3106	2100	270900	690		meal: EUR no gst	\$ 14.69		\$ 14.69
13	7/11/2016	Travel-Meals	3106	2100	270900	690		meal: EUR no gst	\$ 6.45		\$ 6.45
14	7/21/2016	Travel-Meals	3106	2100	270900	690		meal: EUR no gst	\$ 7.35		\$ 7.35
15	7/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 21.60		\$ 21.60
16	7/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 20.16		\$ 20.16
17	7/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 25.92		\$ 25.92
18	7/13/2016	Travel-Meals	3106	2100	270900	690		meal: EUR no gst	\$ 4.90		\$ 4.90
19	7/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 11.52		\$ 11.52
20	7/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 11.52		\$ 11.52
21	7/14/2016	Travel-Meals	3106	2100	270900	690		meal: EUR no gst	\$ 21.17		\$ 21.17
22	7/14/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi: EUR no gst	\$ 28.80		\$ 28.80

23	7/24/2016	Hosting	3610	2100	270900	690	hosting	\$ 109.02	\$ 1.41	\$ 110.43
24	7/24/2016	Hosting	3610	2100	270900	690	hosting	\$ 38.31		\$ 38.31
25	7/24/2016	Hosting (Alcohol)	3611	2100	270900	690	hosting alcohol	\$ 19.49	\$ 0.94	\$ 20.43
26	7/24/2016	Hosting (Alcohol)	3611	2100	270900	690	hosting alcohol	\$ 144.60	\$ 7.23	\$ 151.83

Total Expenses : A

726.49

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		298.44	-	298.44
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		107.05	-	107.05
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		148.03	.71	148.74
3611	Hosting (Alcohol)	270900	2100	690		168.07	4.09	172.26
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total								726.49

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 726.49

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)			

ENTERED AUG 18 2016

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE August 15, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Berlin: Berliner Festspiele artist relationship and business development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	6/30/2016	Hosting	3610	2100	270900	690		hosting	94.22		\$ 94.22
2	7/8/2016	Travel-Meals	3106	2100	270900	690		meal	17.94		\$ 17.94
3	7/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	29.8		\$ 29.80
4	7/10/2016	Travel-Incidentals	3107	2100	270900	690		tickets	52.17		\$ 52.17
5	7/11/2016	Travel-Meals	3106	2100	270900	690		meal	6.7		\$ 6.70
6	7/11/2016	Travel-Incidentals	3107	2100	270900	690		tickets	23.86		\$ 23.86
7	7/11/2016	Travel-Meals	3106	2100	270900	690		meal	44.73		\$ 44.73
8	7/12/2016	Travel-Meals	3106	2100	270900	690		meal	20.88		\$ 20.88
9	7/12/2016	Travel-Meals	3106	2100	270900	690		meal	36.23		\$ 36.23
10	7/12/2016	Travel-Meals	3106	2100	270900	690		meal	38.78		\$ 38.78
11	7/13/2016	Travel-Meals	3106	2100	270900	690		meal	30.86		\$ 30.86
12	7/14/2016	Travel-Accomm.	3105	2100	270900	690		lodging tax	51.88		\$ 51.88
Total Expenses : A											448.05

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		29.80	-	29.80
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		51.88	-	51.88
3106	Travel-Meals	270900	2100	690		196.12	-	196.12
3107	Travel-Incidentals	270900	2100	690		76.03	-	76.03
3610	Hosting	270900	2100	690		94.22	-	94.22
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								448.05

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 448.05

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 July 13, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position

VP, Arts

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: TO/CAS steering cte meeting; TO/Luminato; Montreal/Ottawa funder/business development meetings/event

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET * Amount	GST Amount	Total Amount
1	6/2/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 8.28		\$ 8.28
2	6/2/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 60.00		\$ 60.00
3	6/3/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 22.00		\$ 22.00
4	6/3/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 65.00		\$ 65.00
5	6/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 8.00		\$ 8.00
6	6/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 8.50		\$ 8.50
7	6/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 12.50		\$ 12.50
8	6/9/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 14.00		\$ 14.00
9	6/10/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 5.65		\$ 5.65
10	6/10/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 25.00		\$ 25.00
11	6/11/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 10.30		\$ 10.30
12	6/11/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 9.00		\$ 9.00
13	6/13/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 13.00		\$ 13.00
14	6/24/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 15.50		\$ 15.50
15	6/24/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 16.00		\$ 16.00
16	6/27/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 22.00		\$ 22.00
17	6/27/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 7.50		\$ 7.50
18			#N/A	2100							\$ -
19			#N/A	2100							\$ -
20			#N/A	2100							\$ -
21			#N/A	2100							\$ -
22			#N/A	2100							\$ -

23		#N/A	2100						\$ -
24		#N/A	2100						\$ -

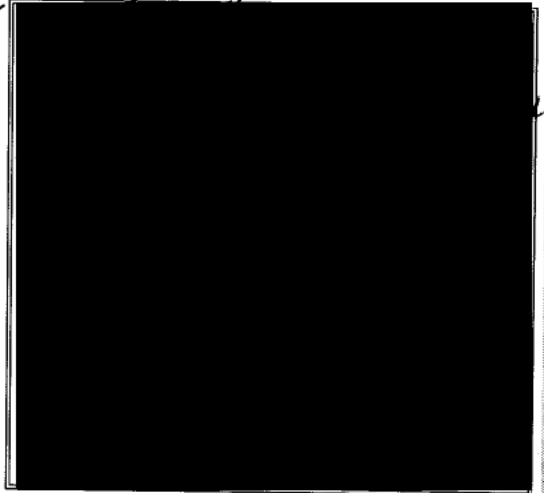
Total Expenses : A **322.23**

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		298.00	-	298.00
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		24.23	-	24.23
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
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								322.23

Travel Advance	B		
Balance Due to Claimant	A-B	\$	322.23

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 September 5, 2016

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren
FIRST MIDDLE LAST

Position _____

Permanent Mailing Address: _____

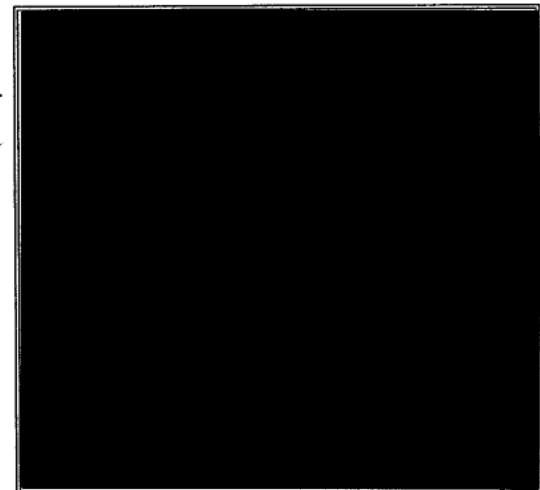
Itinerary and Purpose of Travel/Expense: Dinner at the Warren's home Russell Willis Taylor

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	8/24/2016	Hosting	3610	2100	270900	690		groceries	\$ 13.65		\$ 13.65
2	8/24/2016	Hosting	3610	2100	270900	690		groceries	\$ 97.18		\$ 97.18
3	8/24/2016	Hosting (Alcohol)	3611	2100	270900	690		wine	\$ 142.63	\$ 7.13	\$ 149.76
4	8/25/2016	Hosting	3610	2100	270900	690		groceries	\$ 16.29	\$ 0.16	\$ 16.45
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
12			#N/A	2100				ENTERED SEP 14 2016			\$ -
24			#N/A	2100							\$ -
Total Expenses : A											277.04

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		-	-	-	
3102	Travel-General (BOG)	270900	2100	690		-	-	-	
3105	Travel-Accommodation	270900	2100	690		-	-	-	
3106	Travel-Meals	270900	2100	690		-	-	-	
3107	Travel-Incidentals	270900	2100	690		-	-	-	
3610	Hosting	270900	2100	690		127.12	0.16	127.28	
3611	Hosting (Alcohol)	270900	2100	690		142.63	7.13	149.76	
6132	Travel Advance	270900	2100	690		-	-	-	
	Other1	270900	2100	690		-	-	-	
	Other2	270900	2100	690		-	-	-	
	Other3	270900	2100	690		-	-	-	
Total									277.04

Travel Advance	B		1-
Balance Due to Claimant	A-B		277.04

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