

AUG - 4 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE August 3, 2016

VENDOR/STAFF# (as applicable) [REDACTED] *VE-0481*

NAME (Claimant/Payee)

Lisa Cooke

Position

VP M&C

FIRST MIDDLE LAST

Permanent Mailing Address:

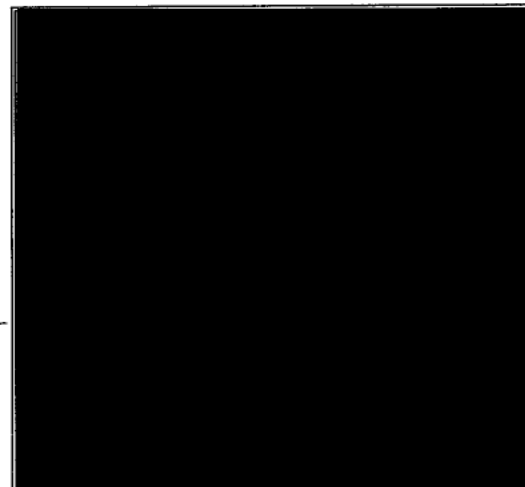
Itinerary and Purpose of Travel/Expense:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1		Travel-General (Pres,VP)	3101	2100							\$ -
2		Travel-General (BOG)	3102	2100							\$ -
3	May 10 - June 13 <i>June 18 - July 31</i>		3101	2100	830130	345		Mileage 264 x .30 x 31 days <i>(1.5 months) 2 days</i>		<i>60.34</i>	\$ 1,083.20 <i>1267.20</i>
4	06/22/2016	<i>3105</i>	3101	2100	830130	345		Courtyard Marriott	<i>376.29</i>	<i>16.95</i>	\$ 393.24
5	06/23/2016		3101	2100	830130	345		Co-op Cabs			\$ 13.75
6	06/22/2016		3101	2100	830130	345		A1 Airline taxi and van fleet			\$ 74.00
7	06/23/2016		3101	2100	830130	345		Beck Taxi			\$ 23.75
8	06/22/2016	<i>3106</i>	3101 <i>3610</i> 3610	2100	830130	345		Pizzeria Libretto			\$ 66.67
9	06/22/2016		3101	2100	830130	345		Beck Taxi			\$ 23.01
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
Total Expenses : A											2,257.98

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100			<i>1,341.37</i>	<i>60.34</i>	<i>1,401.71</i>
3102	Travel-General (BOG)		2100			-	-	-
3105	Travel-Accommodation		2100			<i>376.29</i>	<i>16.95</i>	<i>393.24</i>
3106	Travel-Meals		2100			-	-	-
3107	Travel-Incidentals		2100			-	-	-
3610	Hosting		2100			-	-	<i>66.67</i>
3611	Hosting (Alcohol)		2100			-	-	-
6132	Travel Advance		2100			-	-	-
	Other1		2100			-	-	-
	Other2		2100			-	-	-
	Other3		2100			-	-	-
Total						<i>792.95</i>	<i>16.24</i>	<i>809.19</i>

Travel Advance	B	<i>861.62</i>
Balance Due to Claimant	A-B	<i>861.62</i>

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 AUG 10 2016

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

SEP 28 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE September 27, 2016

VENDOR/STAFF#
(as applicable)

VE-0481

NAME
(Claimant/Payee)

Lisa Cooke

Position

VP - M&C

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Monthly mileage as well as Toronto business meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1		Travel-General (Pres,VP)	3101	2100							\$ -
2		Travel-General (BOG)	3102	2100							\$ -
3	August 1 - Sept 22		3101	2100	830900	690		Mileage 264 x .30 x 21 days		79.20	\$1,663.20
4	09/19/2016		3101	2100	830130	345		Airflight Services			\$ 60.00
5	09/20/2016		3101	2100	830130	345		Co-op Cabs			\$ 25.00
6	09/21/2016		3101	2100	830130	345		Associated Cabs			\$ 65.21
7	09/20/2016		3101	2100	830130	345		Uber			\$ 46.50
8	09/20/2016		3101	2100	830130	345		Uber			\$ 32.58
9	09/20/2016		3106	2100	830130	345		La Bettola Osteria			\$ 145.91
10				2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
Total Expenses : A											2,038.40

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	830130	2100	345		1,813.29	79.20	1,892.49
3102	Travel-General (BOG)		2100			-	-	-
3105	Travel-Accommodation		2100			-	-	-
3106	Travel-Meals	830130	2100	345		-	-	145.91
3107	Travel-Incidentals		2100			-	-	-
3810	Hosting		2100			-	-	-
3811	Hosting (Alcohol)		2100			-	-	-
6132	Travel Advance		2100			-	-	-
3101	Travel-General (Pres,VP)		2100			-	-	-
	Other2		2100			-	-	-
	Other3		2100			-	-	-
Total								2,038.40

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,038.40

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 SEP 30 2016

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