

SEP 21 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE September 17, 2015

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position VP-Avts.

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: San Francisco/Stanford Executive Ed Program; Vancouver Western Arts Alliance; Brooklyn Academy of Music Performance

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	7/31/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage	\$ 26.25		\$ 26.25
2	8/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Baggage	\$ 26.25		\$ 26.25
3	8/14/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Baggae	\$ 33.53		\$ 33.53
4	8/20/2015	Other1	3120	2100	270900	690		WAA Conference (\$650 USD)	\$ 877.85		\$ 877.85
5	8/25/2015	Travel-General (Pres,VP)	3101	2100	270900	690		Airport Shuttle	\$ 52.62		\$ 52.62
6	8/26/2015	Travel-Incidentals	3107	2100	270900	690		Performance Tickets (USD)	\$ 141.58		\$ 141.58
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
Total Expenses : A											1,158.08

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		138.65	-	138.65
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		141.58	-	141.58
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3120	Other1	270900	2100	690		877.85	-	877.85
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total								1,158.08

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,158.08

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.

8, 2015

- 7 2015

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 July 6, 2015

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position

VP, Arts

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Ottawa - Governor General's Awards & Development; Montreal - Development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn.	Description	NET Amount	GST Amount	Total Amount
1	5/26/2015	Travel-General (Pres,VP)	3101	2100	270900	690				baggage	\$ 25.00	\$ 1.25	\$ 26.25
2	5/27/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 35.87		\$ 35.87
3	5/28/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 24.69		\$ 24.69
4	5/28/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 71.47		\$ 71.47
5	5/28/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 15.99		\$ 15.99
6	5/29/2015	Other1	3020	2100	270900	690				gallery admission	\$ 16.00		\$ 16.00
7	5/29/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 29.94		\$ 29.94
8	5/31/2015	Travel-General (Pres,VP)	3101	2100	270900	690				baggage	\$ 25.00	\$ 1.25	\$ 26.25
9	5/31/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 74.07		\$ 74.07
10	6/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690				baggage	\$ 25.00	\$ 1.25	\$ 26.25
11	6/1/2015	Travel-Accomm.	3105	2100	270900	690				accommodation	\$ 1,288.45	46.85	\$ 1,288.45
12	6/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 38.77		\$ 38.77
13	6/1/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 19.27		\$ 19.27
14	6/2/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 21.03		\$ 21.03
15	6/6/2015	Travel-General (Pres,VP)	3101	2100	270900	690				airport shuttle	\$ 44.89		\$ 44.89
16	6/12/2015	Travel-General (Pres,VP)	3101	2100	270900	690				train ticket	\$ 27.50		\$ 27.50
17	6/16/2015	Travel-Accomm.	3105	2100	270900	690				accommodation	\$ 287.85	11.45	\$ 287.85
18	6/16/2015	Hosting	3610	2100	270900	690				meal	\$ 247.87		\$ 247.87
19			#N/A	2100	270900	690							\$ -
20			#N/A	2100									\$ -
Total Expenses : A													2,322.41

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690				267.96	3.75	271.71
3102	Travel-General (BOG)	270900	2100	690				-	-	-
3105	Travel-Accommodation	270900	2100	690			1,518.00	#####	58.30	1,576.30
3106	Travel-Meals	270900	2100	690				210.53	-	210.53
3107	Travel-Incidentals	270900	2100	690				-	-	-
3610	Hosting	270900	2100	690				247.87	-	247.87
3611	Hosting (Alcohol)	270900	2100	690				-	-	-
6132	Travel Advance	270900	2100	690				-	-	-
3020	Other1	270900	2100	690				16.00	-	16.00
	Other2	270900	2100	690				-	-	-
	Other3	270900	2100	690				-	-	-
Total										2,322.41

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,322.41

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.

July 7/15

09 2015

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

CASH

AUG 17 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE August 14, 2015

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren

Position _____

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Tornoto - Canadian Arts Summit Meeting

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	6/14/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 65.00		\$ 65.00
2	6/25/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 10.00		\$ 10.00
3	6/15/2015	Travel-Meals	3106	2100	270900	690		meal	\$ 10.43		\$ 10.43
4	6/15/2015	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 60.00		\$ 60.00
5			#N/A	2100	270900	690					\$ -
6			#N/A	2100	270900	690					\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
ENTERED AUG 18 2015											
Total Expenses : A											145.43

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		135.00	-	135.00
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		10.43	-	10.43
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								145.43

Travel Advance	B		
Balance Due to Claimant	A-B	\$	145.43

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.

8/17/15

2015

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 August 14, 2015

VENDOR/STAFF# (as applicable)

VE-0342

NAME (Claimant/Payee)

Carolyn Warren

Position

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto/Montreal/NY - business, delopment, artisic meetings; Luminato Festival; Banff World Media Festival (Banff)

Table with 12 columns: Rcpt no., Date, Expense Type, GL Acct, Fund, Cost Centre, Activity Type, Activity Code, Description, NET Amount, GST Amount, Total Amount. Contains 11 rows of expense data and a total row.

Table titled 'GL Code Summary' with 9 columns: GL, Expense Type, Cost Centre, Fund, Activity Type, Activity Code, NET Amount, GST, Total Amount. Lists various expense categories and their totals.

Table with 4 columns: Travel Advance, B, Balance Due to Claimant, A-B. Shows a balance due of 357.91.

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 18 2015

Aug 17.15

Form with fields: Return to Requestor (RTR), Mail to Claimant, Requestor Name (if RTR), Requestor Dept (if RTR), Prepared by (if not claimant).

Form with fields for date and signature, including a handwritten date 'Aug 17.15' and a stamp 'Aug 18 2015'.

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE August 14, 2015

VENDOR/STAFF# (as applicable)

VE-0342

NAME (Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto/Montreal/NY - business, delopment, artisic meetings; Luminato Festival; Banff World Media Festival (Banff)

Table with 12 columns: Rcpt no., Date, Expense Type, GL Acct, Fund, Cost Centre, Activity Type, Activity Code, Description, NET Amount, GST Amount, Total Amount. Contains 11 rows of expense data and a total row.

Table with 9 columns: GL, Expense Type, Cost Centre, Fund, Activity Type, Activity Code, NET Amount, GST, Total Amount. Titled 'GL Code Summary' and contains 13 rows of summary data.

Table with 3 columns: Travel Advance, B, Balance Due to Claimant. Includes a redacted area and the value 160.27.

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.

Form with a large redacted area and a date stamp 'Aug 17 15'.

ENTERED AUG 18 2015

Form with fields: Return to Requestor (RTR), Requestor Name (if RTR), Requestor Dept (if RTR), Prepared by (if not claimant), Mail to Claimant.