

EXPENSE CLAIM FORM - President, VP, Board

DATE November 7, 2014

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren

Position

VP Arts

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Business Travel: QC, OT, NY (cont)

Rept 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	10/8/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 10.93	\$ 0.58	\$ 11.50
2	10/8/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 9.50	\$ 0.50	\$ 10.00
3	10/8/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 12.35	\$ 0.65	\$ 13.00
4	10/8/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 16.15	\$ 0.85	\$ 17.00
5	10/8/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 22.80	\$ 1.20	\$ 24.00
6	10/8/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 18.05	\$ 0.95	\$ 19.00
7	10/9/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 11.25	\$ 0.59	\$ 11.84
8	10/9/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 14.25	\$ 0.75	\$ 15.00
9	10/9/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 17.10	\$ 0.90	\$ 18.00
10	10/8/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 12.35	\$ 0.65	\$ 13.00
11	10/10/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 21.16	\$ 1.11	\$ 22.27
12	10/10/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 62.70	\$ 3.30	\$ 66.00
13	10/9/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 41.66		\$ 41.66
14	10/9/2014	Travel-Meals	3106	2100	270900	690				meal	\$ 19.68		\$ 19.68
15	10/9/2014	Travel-General (BOG)	3102	2100	270900	690				taxi	\$ 78.34		\$ 78.34
16	10/10/2014	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 22.39		\$ 22.39
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
Total Expenses : A													402.68

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						337.39
3102	Travel-General (BOG)	270900	2100	690						
3105	Travel-Accommodation	270900	2100	690						
3106	Travel-Meals	270900	2100	690				63.04	2.28	65.29
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										402.68

Travel Advance	B		
Balance Due to Claimant	A-B	\$	402.68

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or other payment to this claim.

ENTERED NOV 12 2014

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

Nov 27 2014

Date

✓

Date

Date

Nov 1 2014

Date

breakfast

STARBUCKS Store #15631
1 Bedford Ave
Toronto, ON XXX-XXX-XXXX

CHK 657156

10/08/2014 08:13 AM

2034844 Drawer: 1 Reg: 2

Gr Latte 3.95
Nonfat
Parfait Honey 3.55
Cash 20.00

Subtotal \$7.50
HST 13% - Food & Beverage \$0.98
Rounding \$0.02
Total \$8.50

Change Due \$11.5

Check Closed

10/08/2014 08:13 AM

GST: 86585 3535

New member special: Get a free
drink when you join our loyalty
program and sign up for email
rewards. Register at
Starbucks.ca/Rewards.

Offer good at participating stores.
Some restrictions apply.



RECEIPT

90

Received from _____ Car

EASTEND TAXI

From 470 Queens Quay Date 8-10-14

To Soho House / Adelaide

Amount \$ 13.00
G.S.T. Included Drivers Signature

3



Searchlight

www.diamondtaxi.ca

416-366-6868

DATE 8/10/14 AMT. \$ 17.5
FROM Blower
TO 2 St - Clair
DRIVER'S NAME _____ HST# _____
CAB# 2831 FARE INCLUDES HST

4

The Driver is an Independent Contractor, any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Diamond Taxi Ltd.

Thank You

RECEIPT

Cab No. 90 H.S.T. _____

From Intercontinental 470 Queens

To Ballet School Quay

Date 8-10-14 Amount 24.00

Signature _____

5

RECEIPT

Cab No. 366 H.S.T. _____

From _____

To Soho House -> CBC

Date 8/10/14 Amount 10.00

Signature _____

2

RECEIPT

Cab No. 366 H.S.T. _____

From 2 St Clair

To Hotel on Blower (Intercontinental)

Date 8-10-14 Amount 19.5

Signature _____

6

1-4 (a)

lunch
 apropos
 YYZ Terminal 1
 OTG Management
 Toronto
 Airport

1 Hummus 7.00
 1 Chopped Romaine Salad 10.00
 Dressing on the Side
 Tax 2.21
 Gratuity 3.06

Total: CAD\$22.27

PURCHASE APPROVED - THANK YOU
 TERMINAL ID: 432759EU
 CHECK #: 361208
 TIME: 11:32:10
 DATE: 2014-10-10
 CARD TYPE: DEBIT
 ENTRY METHOD: C
 RESPONSE CODE: 00
 AUTHORIZ: 155007
 AID: a0000002771010
 TVR: 8000008000
 TSI: 6800
 ACCOUNT TYPE: CHECKING
 SEQUENCE NUMBER: 0010010230

RECEIPT FOR CAB FARE.

Amount 66.00 Date 10-10-14
 From Toronto
 To Airport
 Cab Number 553 Driver [Redacted]

Thank You for your Business

12

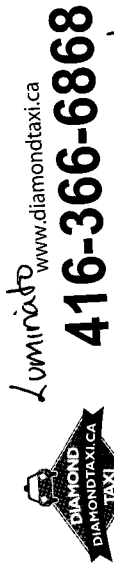
AMAYA EXPRESS
 200 FRONT ST. W.
 TORONTO, ON

RECEIPT: 4299
 0 CLERK: KHYATI D
 DATE: 10/09/2014 TIME: 02:06 PM

QTY	DESCRIPTION	PRICE	AMOUNT
1	ROYAL THALI	8.99	8.99
1	WATER	1.49	1.49
SUBTOTAL:		10.48	10.48
HST:		1.36	1.36
TOTAL:		11.84	11.84

TOTAL AMOUNT: 11.84
 PAID BY: CASH
 TENDERED: 11.84
 CHANGE: 0.00

*** THANK YOU ***



Luminato
 www.diamondtaxi.ca

416-366-6868

DATE 09-10-14 AMT. \$ 15.00
 FROM Harbord House
 TO Blanc Hotel
 DRIVER'S NAME [Redacted] HST# [Redacted]
 CAB# A-8702 FARE INCLUDES HST

Thank You

The Driver is an Independent Contractor, any HST input credit may be claimed as "optional" or applied to the driver's HST registered number, not Diamond Taxi Ltd.

RECEIPT

Cab No. 1517 H.S.T. [Redacted]
 From Blanc Hotel (Rahon)
 To Harbord House
 Date 09-10-14 Amount (8.00)
 Signature [Redacted]

RECEIPT

Cab No. 3368 H.S.T. [Redacted]
 From CBC Building
 To Chooks meeting
 Date 08/9/14 Amount 13.00
 Signature [Redacted]

7-18-14

10/18/34

Airport in US

MED # 6D34
 ID # 05176442
 STAND. CITY RATE
 RATE USED: 1
 PASSENGERS: 1
 10/10/14 TR 8395
 START END MILES
 14:54 15:16 10.5
 FARE: \$ 31.50
 EXTRA: \$ 0.00
 TOLLS: \$ 5.33
 STSRCH: \$ 0.50
 TOTAL: \$ 37.33
 TO CONTACT T L C

13/

41.66

US Dollars
 HMSHOST
 BALDUCCI'S
 JFK INTERNATIONAL AIRPORT

281624 [REDACTED]

 CHK 305 OCT12'14 3:55PM GST 1

 TO GO *lunch*
 1 WTR FIJI M 3.69
 1 CHOBANI YOGURT 3.49
 1 BALDCI SNK BAR 2.99
 1 RTE SLD QUINOA 4.99

 SUBTOTAL 15.16
 TAX 1.35
 AMOUNT PAID 16.51
 CASH 20.00
 CHANGE 3.49
 --281624 Closed OCT12 03:55PM--

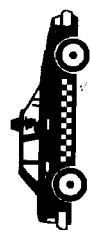
THANK YOU FOR YOUR BUSINESS!
 TELL US ABOUT YOUR EXPERIENCE

718-995-6890
 JFKCUSTOMERCOMMENTS@HMSSHOT.COM

 TELL US WHAT YOU THINK
 www.feelgood-hmshost.com
 Complete a survey on your
 experience and enter for a
 chance to win cash or
 other great prizes!

NO PURCH NECESSARY. Open to
 legal residents of 50 US/DC;18+
 Void where prohibited. Promo
 ends 11/9/14. For rules/free
 entry by mail/prize info:
 www.feelgood-hmshost.com
 or send request: HMSHost
 Sweeps Rules, PO Box 270150
 Golden Valley, MN 55427.
 Sponsor: HMSHostCorporation,
 Bethesda, MD.
 Use store code 5987D18

Your order number is: 305



Date 10.12.2014

OFFICIAL TAXI RECEIPT

US Dollars

FROM M.A.N.H.A.T.A.

TO J.F.K

Airport JFK

FARE 70.00 TOLL X TOTAL 70.00

SIGNATURE

35

Airport Charge
 10/10 1.1114

10/11 1.174

10/17 1.1192

Paid with thanks [REDACTED]
 Fare \$ 20.00 Toll \$ [REDACTED] Total \$ [REDACTED]
 To *Sole*
 From *51st and 3 Ave*
 Date *10/11/2014*
 No. _____
 US Dollars
Licensed Taxi
Cash Sale Receipt

13-14

14/

17.68

16/ 22.39