

EXPENSE CLAIM FORM - President, VP, Board

DATE April 1, 2015

VENDOR/STAFF#
(as applicable) VE-0342

NAME
(Claimant/Payee) CAROLYN WARREN

CAROLYN WARREN

Position _____

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: VANCOUVER: business & development (personal charges: Diners/MC was compromised)

Receipt 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	3/13/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 40.00		\$ 40.00
2	3/13/2015	Travel-Meals	3106	2100	270900	690				lunch	\$ 11.10		\$ 11.10
3	3/15/2015	Travel-Accomm.	3105	2100	270900	690				accommodation	\$ 295.31	\$ 13.42	\$ 308.73
4	3/16/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 10.00		\$ 10.00
5	3/16/2015	Hosting	3610	2100	270900	690				dinner	\$ 67.00		\$ 67.00
6	3/16/2015	Hosting (Alcohol)	3611	2100	270900	690				dinner wine	\$ 59.00		\$ 59.00
7	3/16/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 8.50		\$ 8.50
8	3/16/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 11.90		\$ 11.90
9	3/17/2015	Travel-General (Pres,VP)	3101	2100	270900	690				baggage	\$ 26.25	1.25	\$ 26.25
10	3/18/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 48.00		\$ 48.00
11	3/18/2015	Travel-General (Pres,VP)	3101	2100	270900	690				parking	\$ 7.88		\$ 7.88
12			#N/A	2100	270900	690							\$ -
13			#N/A	2100	270900	690							\$ -
14			#N/A	2100	270900	690							\$ -
15			#N/A	2100	270900	690							\$ -
16			#N/A	2100	270900	690							\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A												<u>14.67</u>	<u>598.36</u>

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			151.28	152.53	1.25	152.53
3102	Travel-General (BOG)	270900	2100	690				-	-	-
3105	Travel-Accommodation	270900	2100	690				295.31	13.42	308.73
3106	Travel-Meals	270900	2100	690				11.10	-	11.10
3107	Travel-Incidentals	270900	2100	690				-	-	-
3610	Hosting	270900	2100	690				67.00	-	67.00
3611	Hosting (Alcohol)	270900	2100	690				59.00	-	59.00
6132	Travel Advance	270900	2100	690				-	-	-
	Other1	270900	2100	690				-	-	-
	Other2	270900	2100	690				-	-	-
	Other3	270900	2100	690				-	-	-
Total									<u>14.67</u>	<u>598.36</u>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ <u>598.36</u>

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.

Date _____

April 15

APR 16 2015

Date _____

2 2015

Date _____

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

MAY 11 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE May 8, 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: Entertaining at Carolyn's home: Dinner w/ KD Lang 4/26; Dinner w/ Julian Sleath 4/30

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	4/25/2015	Other1	3467	2100	270900	690				Food and beverage	\$ 68.15	\$ 1.38	\$ 69.53
2	4/26/2015	Other1	3467	2100	270900	690				Food and beverage	\$ 88.44	\$ 0.25	\$ 88.69
3	4/26/2015	Other1	3467	2100	270900	690				Food and beverage	\$ 287.49	\$ 14.38	\$ 301.87
4	4/26/2015	Other1	3467	2100	270900	690				Food and beverage	\$ 33.42	\$ 0.44	\$ 33.86
5	4/26/2015	Other1	3467	2100	270900	690				Food and beverage	\$ 8.50		\$ 8.50
6			3467	2100									\$ -
7			3467	2100									\$ -
8			3467	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses: A													502.45

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				-	-	-
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				-	-	-
3611	Hosting (Alcohol)	270900	2100	690				-	-	-
6132	Travel Advance	270900	2100	690				-	-	-
3467	Other1	270900	2100	690				486.00	16.45	502.45
	Other2	270900	2100	690				-	-	-
	Other3	270900	2100	690				-	-	-
Total										502.45

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 502.45

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 MAY 11 2015

May 8, 15

Date

May 11, 15

Date

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

MAY 11 2015

EXPENSE CLAIM FORM - President, VP, Board

DATE May 8, 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: Montreal and Toronto: Development and Canadian Arts Summit

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	4/6/2015	Travel-Meals	3106	2100	270900	690				Meal	\$ 7.13		\$ 7.13
2	4/6/2015	Travel-Meals	3106	2100	270900	690				Meal	\$ 8.39		\$ 8.39
3	4/6/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 45.00		\$ 45.00
4	4/6/2015	Travel-Meals	3106	2100	270900	690				Meal	\$ 75.40		\$ 75.40
5	4/7/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 12.00		\$ 12.00
6	4/7/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 14.00		\$ 14.00
7	4/8/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 14.00		\$ 14.00
8	4/8/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 12.00		\$ 12.00
9	4/8/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 23.00		\$ 23.00
10	4/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 19.00		\$ 19.00
11	4/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 13.00		\$ 13.00
12	4/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 13.00		\$ 13.00
13	4/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 42.00		\$ 42.00
14	4/9/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi	\$ 12.00		\$ 12.00
15	4/9/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 9.19		\$ 9.19
16	4/12/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 9.57		\$ 9.57
17	4/12/2015	Travel-General (BOG) VP	3101	2100	270900	690				taxi	\$ 60.00		\$ 60.00
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A													388.68

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				279.00	-	279.00
3102	Travel-General (BOG)	270900	2100	690				-	-	-
3105	Travel-Accommodation	270900	2100	690				-	-	-
3106	Travel-Meals	270900	2100	690				109.68	-	109.68
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										388.68

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 388.68

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 MAY 11 2015

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

8.15

May 11

11 2015

VE-0342

JUN 10 2015

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE June 8, 2015

VENDOR/STAFF#
(as applicable)

REIMBURSEMENT

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST MIDDLE LAST

Permanent Mailing Address: Ottawa/Montreal: GG Awards; Grants and Development meetings

Itinerary and Purpose of Travel/Expense:

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	4/27/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 7.00		\$ 7.00
2	5/28/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 11.00		\$ 11.00
3	5/29/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 29.10		\$ 29.10
4	5/30/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 31.23		\$ 31.23
5	5/31/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 21.00		\$ 21.00
6	5/31/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 11.50		\$ 11.50
7	6/1/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 12.00		\$ 12.00
8	6/1/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 34.25		\$ 34.25
9	6/2/2015	Travel-Meals	3106	2100	270900	690				meal	\$ 9.99		\$ 9.99
10	6/2/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 13.00		\$ 13.00
11	6/2/2015	Travel-General (Pres,VP)	3101	2100	270900	690				taxi	\$ 55.00		\$ 55.00
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses - A													235.07

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				190.83	-	190.83
3102	Travel-General (BOG)	270900	2100	690				-	-	-
3105	Travel-Accommodation	270900	2100	690				-	-	-
3106	Travel-Meals	270900	2100	690				44.24	-	44.24
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										235.07

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 235.07

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 JUN 17 2015

8.15
re 8/15

2015

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