

EXPENSE CLAIM FORM - President, VP, Board

DATE December 13, 2017

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Bruce Byford

Position VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Fall Donor appreciation (Oct 21, Banff), CommunityShift meeting (Oct 27, Calgary), UAPP Board meeting and Dinner (Dec 5 & 6, Edmonton)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	10/21/2017	Hosting	3610	2100	890050	800		Fall Donor Appreciation - Hosting food [REDACTED]	\$ 7.41	\$ 0.32	\$ 7.73
2	10/21/2017	Hosting (Alcohol)	3611	2100	890050	800		Fall Donor Appreciation - Hosting Alcohol [REDACTED]	\$ 33.34	\$ 1.43	\$ 34.77
3	10/27/2017	Travel-Meals	3106	2100	890050	800		Coffee - Starbucks #4457	\$ 2.65	\$ 0.13	\$ 2.78
4	10/27/2017	Travel-Meals	3106	2100	890050	800		Coffee - A Plus 1 convenience store	\$ 2.72	\$ 0.14	\$ 2.86
5	12/05/2017	Travel-Meals	3106	2100	890050	800		Coffee - Starbucks, Calgary Airport	\$ 3.05	\$ 0.15	\$ 3.20
6	12/05/2017	Travel-Meals	3106	2100	890050	800		Snack - Hudson News, Edmonton Airport	\$ 5.99	\$ 0.30	\$ 6.29
7	12/06/2017	Travel-Meals	3106	2100	890050	800		Coffee - Starbucks, Edmonton Airport	\$ 2.99	\$ 0.15	\$ 3.14
8	12/06/2017	Travel-Meals	3106	2100	890050	800		Dinner - [REDACTED] Calgary Airport ^{PKY} <i>Diners Club</i>	\$ 21.98	\$ 0.95	\$ 22.93
9			#N/A	2100	890050	800					\$ -
10			#N/A	2100	890050	800					\$ -
11			#N/A	2100	890050	800					\$ -
12			#N/A	2100	890050	800					\$ -
13			#N/A	2100	890050	800					\$ -
14			#N/A	2100	890050	800					\$ -
15			#N/A	2100	890050	800					\$ -

Total Expenses : A

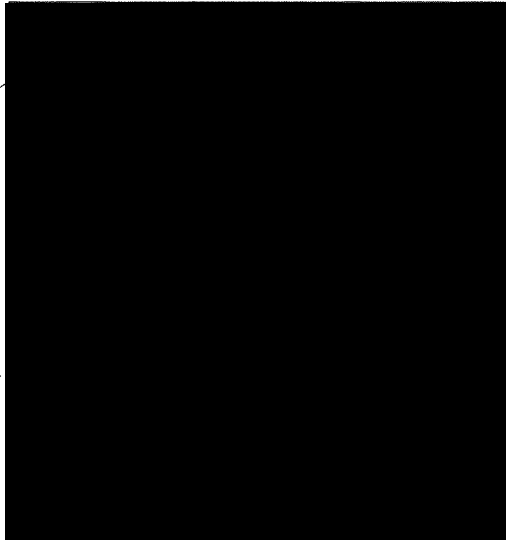
83.70

60.77

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		-	-	-
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3106	Travel-Meals	890050	2100	800		39.38	1.82	41.20
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		7.41	0.32	7.73
3611	Hosting (Alcohol)	890050	2100	800		33.34	1.43	34.77
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
ENTERED JAN 10 2018								
Total						60.15	3.67	63.77

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 60.77

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)

Requestor Name (if RTR)

Requestor Dept (if RTR)

Prepared by (if not claimant)

EXPENSE CLAIM FORM - VP - DINERS

DATE DEC 28/17

January 5, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Bruce Byford

Position

VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

CAUBO's cyber-security workshop (Nov 29 - Dec 1, Montreal), UAPP Board meeting (Dec 5 - 6, Edmonton), Government pre-budget consultation meeting (Dec 14, Edmonton)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	11/28/2017	Travel-General (Pres,VP)	3101	2100	890050	800		WestJet baggage fee	\$ 27.00	\$ 1.25	\$ 28.25
2	11/29/2017	Travel-Meals	3106	2100	890050	800		Dinner with [REDACTED] at Dunn's Famous	\$ 46.54	\$ 1.75	\$ 48.29
3	11/29/2017	Travel-General (Pres,VP)	3101	2100	890050	800		3 day shuttle pass	\$ 18.00		\$ 18.00
4	11/30/2017	Travel-Meals	3106	2100	890050	800		Dinner with [REDACTED] at Molivos	\$ 103.52	\$ 1.95	\$ 107.41
5	11/30/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Air Canada baggage fee	\$ 25.00	\$ 1.25	\$ 26.25
6	12/01/2017	Travel-Accomm.	3105	2100	890050	800		Hyatt Regency, Nov 29 - Dec 1	\$ 398.40	\$ 18.12	\$ 416.52
7	12/06/2017	Travel-Meals	3106	2100	890050	800		Dinner at Montana's	\$ 21.98	\$ 0.95	\$ 22.93
8	12/14/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Taxi to the airport (Edmonton)	\$ 55.00	2.29	\$ 55.00
9	12/14/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Parking at Calgary airport	\$ 27.95	\$ 1.40	\$ 29.35
10	12/14/2018	Travel-Meals	3106	2100	890050	800		Lunch at An Chay Restaurant	\$ 21.85		\$ 21.85
11	12/14/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Taxi from the airport (Edmonton)	\$ 60.25	\$ 2.75	\$ 63.00
12	12/14/2017	Travel-Meals	3106	2100	890050	800		Dinner at Block Kitchen & Bar (arrived late in Buff)	\$ 26.62	\$ 1.10	\$ 27.72
13	12/07/2018	Other1	3740	2100	854020	800		Club Rewards fee	\$ 99.00		\$ 99.00
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A									934.56	29.01	963.57

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		213.20	8.65	219.85
3102	Travel-General (BOG)	890050	2100	800		210.91	8.94	-
3105	Travel-Accommodation	890050	2100	800		398.40	18.12	416.52
3106	Travel-Meals	890050	2100	800		220.51	7.69	228.20
3107	Travel-Incidentals	890050	2100	800		226.25	1.95	-
3810	Hosting	890050	2100	800		-	-	-
3811	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
3740	Other1	854020	2100	800		99.00	-	99.00
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						934.56	29.01	963.57

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 963.57

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)
 Requestor Name (if RTR)
 Requestor Dept (if RTR)
 Prepared by (if not claimant)

[REDACTED]

EXPENSE CLAIM FORM - VP - DINERS

DATE February 2, 2018

VENDOR/STAFF# (as applicable) [Redacted]

NAME **Bruce Byford**
(Claimant/Payee)
FIRST MIDDLE LAST

Position **VP, ADM & CFO**

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: UAPP Sponsor meeting (Edmonton, Jan 12/18)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/12/2018	Travel-Meals	3106	2100	890050	800		Lunch at Renaussance Edmonton Airport	\$ 25.41	\$ 1.05	\$ 26.46
2		Travel-Accomm	3105	2100	890050	800					\$ -
3			#N/A	2100							\$ -
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	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							\$ -
Total Expenses : A											26.46

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres VP)	890050	2100	800		-	-	-
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3106	Travel-Meals	890050	2100	800		25.41	1.05	26.46
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						25.41	1.05	26.46

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 26.46

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)	

EXPENSE CLAIM FORM - VP - DINERS

DATE March 5, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME Bruce Byford
(Claimant/Payee)

Position VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

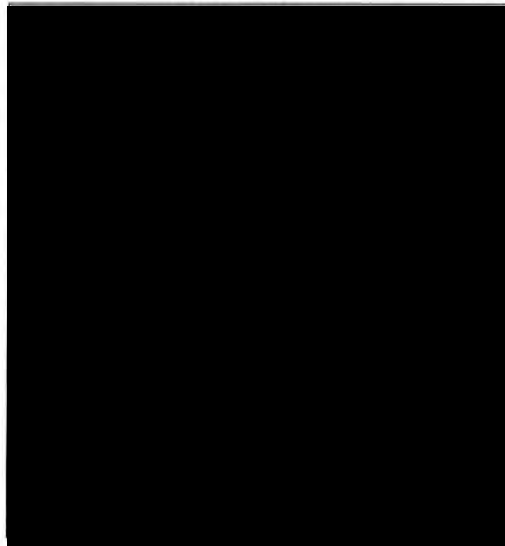
Itinerary and Purpose of Travel/Expense: Board of Directors Foundation dinner and meeting (Feb 12 & 13, Calgary)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	02/02/2018	Travel-Accomm.	3105	2100	890050	800		Accommodation for Feb 12 @ Regency Suites Hotel Calgary (Foundation Board dinner & meeting)	\$ 136.75	\$ 6.57	\$ 143.32
2	02/13/2018	Travel-General (Pres,VP)	3101	2100	890050	800		Parking at Regency Suites Hotel	\$ 15.00	\$ 0.75	\$ 15.75
3			#N/A	2100							\$ -
4			#N/A	2100							\$ -
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	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							\$ -
Total Expenses : A											159.07

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		15.00	0.75	15.75
3102	Travel-General (ROG)	890050	2100	800		-	-	-
3106	Travel-Accommodation	890050	2100	800		136.75	6.57	143.32
3106	Travel-Meals	890050	2100	800		-	-	-
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						151.76	7.32	159.07

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 159.07

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheques or the cash posting to this claim.



Return to Requestor (RTR)	[REDACTED]
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	