

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

JAN 14 2019

DATE January 4, 2019

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Bruce Byford (DINERS CLUB)

DEC 28/18

DEPT VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: UAPP Board meeting (Dec 4 -5, Edmonton)

| Rcpt no.                  | Date     | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Locn | Type of Expense | Description and business rationale (Include PURCHASE ORDER NUMBER if applicable) | NET Amount   | GST Amount  | Total Amount    |
|---------------------------|----------|---------|------|-------------|---------------|---------------|-------------------|---------------|-----------------|--|--------------|-------------|-----------------|
| 1                         | 12/04/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Banff Airporter (from Banff to Calgary Airport)                                  | \$ 54.39     | \$ 2.72     | \$ 57.11        |
| 2                         | 12/05/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Dinner (Chilis)  | \$ 36.66     | \$ 1.52     | \$ 38.18        |
| 3                         | 12/07/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Budget Rent-a-car Calgary (Refund due to overcharge on October 24 2018)          | \$(113.40)   |             | \$(113.40)      |
| 4                         | 12/10/18 | 3740    | 2100 | 854020      | 800           |               |                   |               | TGE             | Club Rewards Fee   | \$ 99.00     |             | \$ 99.00        |
| 5                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 6                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 7                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 8                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 9                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 10                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 11                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 12                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 13                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 14                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 15                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| <b>Total Expenses : A</b> |          |         |      |             |               |               |                   |               |                 |  | <b>76.65</b> | <b>4.24</b> | <b>\$ 80.89</b> |

GL Codes Summary (please summarize by unique GL string) -  
 DO NOT LEAVE THIS SECTION BLANK

| GL           | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Location | NET Amount      | GST            | Total Amount    |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|-----------------|----------------|-----------------|
| 3740         | 2100 | 854020      | 800           |               |                   |                   | 99.00           |                | \$ 99.00        |
| 3106         | 2100 | 890050      | 800           |               |                   |                   | 36.60           | 1.52           | 38.18           |
| 3101         | 2100 | 890050      | 800           |               |                   |                   | -59.01          | 2.72           | \$(56.29)       |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$ 76.59</b> | <b>\$ 4.24</b> | <b>\$ 80.83</b> |

Subtract Advance (if applicable)

B

Balance Due to Claimant

A-B

\$ 80.89

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) | [REDACTED] |                  |  |

JAN 14 2019

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE January 11, 2019

VENDOR/STAFF#  
 (as applicable)



NAME  
 (Claimant/Payee)

Bruce Byford

CASH

DEPT VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: BCCF Executive Committee meeting (Nov 21/18), [redacted] end off gathering (Dec 21/18)

| Rcpt no.                  | Date     | GL Acct      | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Locn | Type of Expense | Description and business rationale (Include PURCHASE ORDER NUMBER if applicable) | NET Amount    | GST Amount  | Total Amount     |
|---------------------------|----------|--------------|------|-------------|---------------|---------------|-------------------|---------------|-----------------|--|---------------|-------------|------------------|
| 1                         | 11/21/18 | 3106<br>3100 | 2100 | 890050      | 800           |               |                   |               |                 | BCCF Executive Committee meeting - Lunch [redacted]                              | \$ 79.29      | \$ 3.43     | \$ 82.72         |
| 2                         | 12/20/18 | 3185         | 2100 | 890050      | 800           |               |                   |               |                 | Cake for [redacted] end-off (JK Bakery)  | \$ 45.90      |             | \$ 45.90         |
| 3                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 4                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 5                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 6                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 7                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 8                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 9                         |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 10                        |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 11                        |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 12                        |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 13                        |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 14                        |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 15                        |          |              | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| <b>Total Expenses : A</b> |          |              |      |             |               |               |                   |               |                 |  | <b>125.19</b> | <b>3.43</b> | <b>\$ 128.62</b> |

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

| GL           | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Location | NET Amount       | GST            | Total Amount     |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|------------------|----------------|------------------|
| 3185         | 2100 | 890050      | 800           |               |                   |                   | 45.90            |                | \$ 45.90         |
| 3106         | 2100 | 890050      | 800           |               |                   |                   | 79.29            | 3.43           | \$ 82.72         |
| 3100         | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$ 125.19</b> | <b>\$ 3.43</b> | <b>\$ 128.62</b> |

|                                  |     |           |
|----------------------------------|-----|-----------|
| Subtract Advance (if applicable) | B   |           |
| Balance Due to Claimant          | A-B | \$ 128.62 |

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)     | V | Mail to Claimant |
| Requestor Name (if RTR)       |   |                  |
| Requestor Dept (if RTR)       |   |                  |
| Prepared by (if not Claimant) |   |                  |



**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

FEB 04 2019

DATE February 1, 2019

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee) **Bruce Byford (DINERS)**

DEPT VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: PSI/SBO dinner & meeting (Edmonton, January 17-18, 2019)

| Rept no.                  | Date     | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Locn | Type of Expense | Description and business rationale (Include PURCHASE ORDER NUMBER if applicable) | NET Amount    | GST Amount  | Total Amount     |
|---------------------------|----------|---------|------|-------------|---------------|---------------|-------------------|---------------|-----------------|--|---------------|-------------|------------------|
| 1                         | 01/17/19 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Taxi from hotel to dinner (Co-op Taxi line)                                      | \$ 13.60      |             | \$ 13.60         |
| 2                         | 01/17/19 | 3105    | 2100 | 890050      | 800           |               |                   |               | TGE             | Accommodation (Four Points by Sheraton Edmonton South)                           | \$ 113.40     | \$ 5.36     | \$ 118.76        |
| 3                         | 01/17/19 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (meeting dinner at Sawmill Prime Rib) <b>47.60</b>                          | 45.33         | \$ 2.27     | \$ 47.60         |
| 4                         | 01/17/19 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (lunch at Chili's Tesals Grill, Calgary Airport) <b>20.80</b>               | 19.97         | \$ 0.83     | \$ 20.80         |
| 5                         | 01/17/19 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Taxi from Airport to hotel (ATS Group)   | \$ 65.00      |             | \$ 65.00         |
| 6                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 7                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 8                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 9                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| 10                        |          |         | 2100 |             |               |               |                   |               |                 |  |               |             | \$ -             |
| <b>Total Expenses : A</b> |          |         |      |             |               |               |                   |               |                 |  | <b>257.30</b> | <b>8.46</b> | <b>\$ 265.76</b> |

**260.40 5.36**

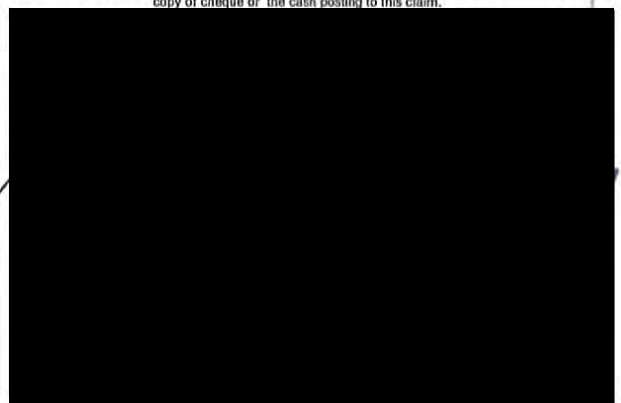
**GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK**

| GL           | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Location | NET Amount       | GST            | Total Amount     |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|------------------|----------------|------------------|
| 3106         | 2100 | 890050      | 800           |               |                   |                   | 65.30            | 3.10           | \$ 68.40         |
| 3105         | 2100 | 890050      | 800           |               |                   |                   | 113.40           | 5.36           | \$ 118.76        |
| 3101         | 2100 | 890050      | 800           |               |                   |                   | 78.60            |                | \$ 78.60         |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
|              | 2100 |             |               |               |                   |                   |                  |                |                  |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$ 257.30</b> | <b>\$ 8.46</b> | <b>\$ 265.76</b> |

|                                  |     |           |
|----------------------------------|-----|-----------|
| Subtract Advance (if applicable) | B   |           |
| Balance Due to Claimant          | A-B | \$ 265.76 |

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) |                  |



# Transaction Search - Company

BMO, Statement Period 02/13/2019 to 03/12/2019

## Company Unit - T&E EXEC

### Mapped Cards

Bruce Byford

| Posting Date | Tran Date  | Account             | Supplier  | Amount | Purchase Description and Business Rationale |
|--------------|------------|---------------------|---|--------|---|
| 03/06/2019   | 03/06/2019 | XXXX-XXXX-XXXX-5692 | Miscellaneous Fee - Fee For Couriered Card Of Fel | 25     | Card Fee                                    |
|              |            |                     | Debit Total CAD                                   | 25     |   |
|              |            |                     | Credit Total CAD                                  | 0      |   |
|              |            |                     | Total CAD   | 25     |   |