

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

DATE October 4, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

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

DEPT VP, ADM & CFO

Permanent Mailing Address:

Itinerary and business rationale for expense: Senior Business Officers meeting - Dinner and Reception (Sept 27, Calgary)

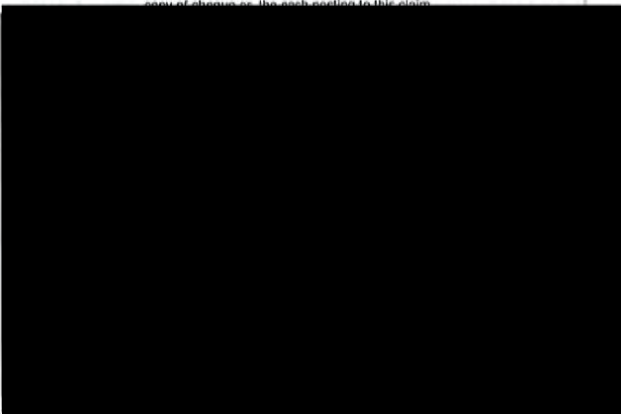
| Rept no.                  | Date     | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Locn | Type of Expense | Description and business rationale (Include PURCHASE ORDER NUMBER if applicable) | NET Amount   | GST Amount  | Total Amount    |
|---------------------------|----------|---------|------|-------------|---------------|---------------|-------------------|---------------|-----------------|--|--------------|-------------|-----------------|
| 1                         | 18/09/27 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | SBO meeting - Dinner and Reception at Osteria de Medici, Calgary                 | \$ 60.77     | \$ 2.63     | \$ 63.40        |
| 2                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 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>60.77</b> | <b>2.63</b> | <b>\$ 63.40</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    |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|-----------------|----------------|-----------------|
| 3106         | 2100 | 890050      | 800           |               |                   |                   | 60.77           | 2.63           | \$ 63.40        |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$ 60.77</b> | <b>\$ 2.63</b> | <b>\$ 63.40</b> |

|                                  |     |          |
|----------------------------------|-----|----------|
| Subtract Advance (if applicable) | B   |          |
| Balance Due to Claimant          | A-B | \$ 63.40 |

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



|                               |  |                  |  |
|-------------------------------|--|------------------|--|
| Return to Requestor (RTR)     | <span style="background-color: black; color: black;">[REDACTED]</span> | Mail to Claimant |  |
| Requestor Name (if RTR)       | <span style="background-color: black; color: black;">[REDACTED]</span> |                  |  |
| Requestor Dept (if RTR)       | <span style="background-color: black; color: black;">[REDACTED]</span> |                  |  |
| Prepared by (if not Claimant) | <span style="background-color: black; color: black;">[REDACTED]</span> |                  |  |

**EXPENSE CLAIM FORM**

**VICE PRESIDENT**

(All expenses)

DATE September 28, 2018

VENDOR/STAFF#  
(as applicable)



NAME  
(Employee/Contractor/Supplier/Parent/Payee)

Bruce Byford

DEPT VP, ADM & CFO

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: CPA Canada's 2018 Public Sector Conference, Ottawa (Oct 22 -23)

| 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                         | 18/08/28 | 3185    | 2100 | 890050      | 800           |               |                   |               | TGE             | Course registration fee (CPA Canada's 2018 Public Sector Conference)             | \$ 1,175.48     | \$ 61.87     | \$ 1,237.35        |
| 2                         | 18/08/28 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | REFUND - airfare difference due to the route change (see attached)               | \$ (161.00)     |              | \$ (161.00)        |
| 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 |             |               |               |                   |               |                 |  |                 |              | \$ -               |
| 16                        |          |         | 2100 |             |               |               |                   |               |                 |  |                 |              | \$ -               |
| 17                        |          |         | 2100 |             |               |               |                   |               |                 |  |                 |              | \$ -               |
| 18                        |          |         | 2100 |             |               |               |                   |               |                 |  |                 |              | \$ -               |
| 19                        |          |         | 2100 |             |               |               |                   |               |                 |  |                 |              | \$ -               |
| 20                        |          |         | 2100 |             |               |               |                   |               |                 |  |                 |              | \$ -               |
| <b>Total Expenses : A</b> |          |         |      |             |               |               |                   |               |                 |  | <b>1,014.48</b> | <b>61.87</b> | <b>\$ 1,076.35</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           |               |                   |                   | 1175.48           | 61.87           | \$ 1,237.35        |
| 3101         | 2100 | 890050      | 800           |               |                   |                   | -161.00           |                 | \$ (161.00)        |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
|              |      |             |               |               |                   |                   |                   |                 |                    |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$1,014.48</b> | <b>\$ 61.87</b> | <b>\$ 1,076.35</b> |

|                                  |     |             |
|----------------------------------|-----|-------------|
| Subtract Advance (if applicable) | B   |             |
| Balance Due to Claimant          | A-B | \$ 1,076.35 |

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**  
**VICE PRESIDENT**  
(All expenses)

DATE November 19, 2018

VENDOR/STAFF#  
(as applicable)



NAME  
(Claimant/Payee)

Bruce Byford (DINERS CLUB)

DEPT VP, ADM & CFO

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: SBO meeting (Sept 27-28, Calgary @ SAIT), Public Sector Conference (Oct 22-23, Ottawa), Governmental meeting with [REDACTED] (Oct 24, Ottawa)

| Receipt 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                         | 09/27/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Tax to dinner & reception @ Osteria De Medici   | \$ 8.48         | \$ 0.32      | \$ 8.80            |
| 2                         | 09/27/18 | 3105    | 2100 | 890050      | 800           |               |                   |               | TGE             | Accommodation (SAIT Residence)  | \$ 134.95       | \$ 6.75      | \$ 141.70          |
| 3                         | 09/28/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Starbucks - Chartwells)   | \$ 2.45         | \$ 0.12      | \$ 2.57            |
| 4                         | 10/15/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Seat change fee (Oct 21, Calgary to Ottawa, one way)  | \$ 25.00        | \$ 1.25      | \$ 26.25           |
| 5                         | 10/16/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Flight change extra fee (Flight from Ottawa to Toronto to accommodate appointment with Federal government on Theatre project, arranged by [REDACTED]) | \$ 100.00       | \$ 5.00      | \$ 105.00          |
| 6                         | 10/16/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Flight change base fee (reason as above)  | \$ 135.00       | \$ 6.75      | \$ 141.75          |
| 7                         | 10/21/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Budget car rental (pickup Banff, drop off YYC)  | \$ 40.29        | \$ 2.01      | \$ 42.30           |
| 8                         | 10/21/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Starbucks - YYC, breakfast)   | \$ 13.15        | \$ 0.66      | \$ 13.81           |
| 9                         | 10/21/18 | 3105    | 2100 | 890050      | 800           |               |                   |               | TGE             | Accommodation (Byward Blue Inn, Ottawa)   | \$ 354.92       |              | \$ 354.92          |
| 10                        | 10/21/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Taxi (from Ottawa Airport to Hotel)   | \$ 41.40        |              | \$ 41.40           |
| 11                        | 10/21/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Chez Lusien, dinner)  | \$ 20.90        | \$ 0.80      | \$ 21.70           |
| 12                        | 10/21/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Budget car rental - charged in error, contacted Budget car rental on Nov 15 and confirmed that it will be credited back to CC                         | \$ 113.40       |              | \$ 113.40          |
| 13                        | 10/18/02 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Vitoria Trattoria, dinner)  | \$ 32.65        | \$ 1.25      | \$ 33.90           |
| 14                        | 10/23/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Ahoru Restaurant Mexican, dinner)   | \$ 19.32        |              | \$ 19.32           |
| 15                        | 10/24/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Byward Taps @ Ottawa Airport, dinner)   | \$ 23.50        | \$ 0.90      | \$ 24.40           |
| 16                        | 10/24/18 | 3105    | 2100 | 890050      | 800           |               |                   |               | TGE             | Accommodation (Byward Blue Inn, Ottawa)   | \$ 236.22       |              | \$ 236.22          |
| 17                        | 10/24/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Taxi (from Hotel to Ottawa Airport)   | \$ 41.17        |              | \$ 41.17           |
| 18                        | 10/24/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (Capital Hill Hotel & Suites, lunch with [REDACTED])   | \$ 44.92        |              | \$ 44.92           |
| <b>Total Expenses : A</b> |          |         |      |             |               |               |                   |               |                 |   | <b>1,387.72</b> | <b>25.81</b> | <b>\$ 1,413.53</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       |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|-------------------|-----------------|--------------------|
| 3106         | 2100 | 890050      | 800           |               |                   |                   | 156.89            | 3.73            | \$ 160.62          |
| 3105         | 2100 | 890050      | 800           |               |                   |                   | 726.09            | 6.75            | \$ 732.84          |
| 3101         | 2100 | 890050      | 800           |               |                   |                   | 504.74            | 15.33           | \$ 520.07          |
|              | 2100 |             |               |               |                   |                   |                   |                 |                    |
|              | 2100 |             |               |               |                   |                   |                   |                 |                    |
|              | 2100 |             |               |               |                   |                   |                   |                 |                    |
|              | 2100 |             |               |               |                   |                   |                   |                 |                    |
|              | 2100 |             |               |               |                   |                   |                   |                 |                    |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$1,387.72</b> | <b>\$ 25.81</b> | <b>\$ 1,413.53</b> |

|                                  |     |             |
|----------------------------------|-----|-------------|
| Subtract Advance (if applicable) | B   |             |
| Balance Due to Claimant          | A-B | \$ 1,413.53 |

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash portion 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**

**VICE PRESIDENT**

(All expenses)

DATE November 19, 2018

VENDOR/STAFF#  
(as applicable)



NAME  
(Claimant/Payee)

Bruce Byford

DEPT VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: BCCF Board meeting and Supporters reception (Oct 14, Canmore), Public Sector Conference (Oct 22-23, Ottawa)

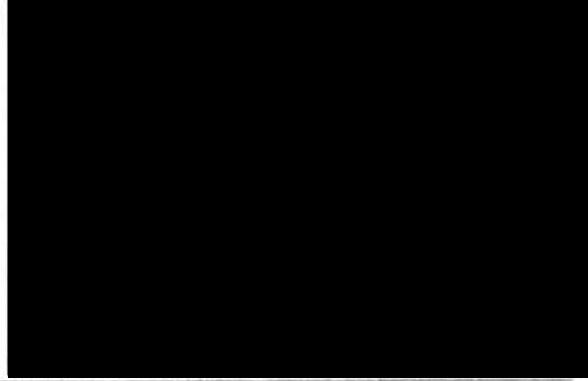
| Rept no.                  | Date     | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Locn | Type of Expense | Description and business rationale (Include PURCHASE ORDER NUMBER if applicable) | NET Amount   | GST Amount  | Total Amount    |
|---------------------------|----------|---------|------|-------------|---------------|---------------|-------------------|---------------|-----------------|--|--------------|-------------|-----------------|
| 1                         | 10/14/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Mileage (Banff - Canmore, round trip, 27.5km x 2 @ \$0.485)                      | \$ 26.68     |             | \$ 26.68        |
| 2                         | 10/21/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Gas for rental vehicle   | \$ 30.38     |             | \$ 30.38        |
| 3                         | 10/21/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Meal (onboard)   | \$ 10.53     | \$ 0.53     | \$ 11.06        |
| 4                         | 10/22/18 | 3451    | 2100 | 890050      | 800           |               |                   |               | TGE             | Battery for laptop computer mouse  | \$ 5.39      | \$ 0.25     | \$ 5.64         |
| 5                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 6                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 7                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 8                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 9                         |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| 10                        |          |         | 2100 |             |               |               |                   |               |                 |  |              |             | \$ -            |
| <b>Total Expenses : A</b> |          |         |      |             |               |               |                   |               |                 |  | <b>72.98</b> | <b>0.78</b> | <b>\$ 73.76</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    |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|-----------------|----------------|-----------------|
| 3451         | 2100 | 890050      | 800           |               |                   |                   | 5.39            | 0.25           | \$ 5.64         |
| 3106         | 2100 | 890050      | 800           |               |                   |                   | 10.53           | 0.53           | \$ 11.06        |
| 3101         | 2100 | 890050      | 800           |               |                   |                   | 57.06           |                | \$ 57.06        |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
|              | 2100 |             |               |               |                   |                   |                 |                |                 |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$ 72.98</b> | <b>\$ 0.78</b> | <b>\$ 73.76</b> |

|                                  |     |          |
|----------------------------------|-----|----------|
| Subtract Advance (if applicable) | B   |          |
| Balance Due to Claimant          | A-B | \$ 73.76 |

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.



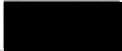
|                               |  |                  |  |
|-------------------------------|--|------------------|--|
| Return to Requestor (RTR)     |  | Mail to Claimant |  |
| Requestor Name (if RTR)       |  |                  |  |
| Requestor Dept (if RTR)       |  |                  |  |
| Prepared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



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

DATE December 3, 2018

VENDOR/STAFF#  
 (as applicable)



NAME  
 (Claimant/Payee)

Bruce Byford (Diners Club)

11/28/18

DEPT VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Foundation Meeting (Nov 6 - 7, Calgary)

| 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                         | 11/06/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Snack  | \$ 1.69       | \$ 0.06      | \$ 1.77          |
| 2                         | 11/06/18 | 3101    | 2100 | 890050      | 800           |               |                   |               | TGE             | Taxi to dinner   | \$ 5.71       | \$ 0.29      | \$ 6.00          |
| 3                         | 11/07/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Lunch (Oly Fresco's Watermark)   | \$ 15.18      | \$ 0.76      | \$ 15.94         |
| 4                         | 11/07/18 | 3106    | 2100 | 890050      | 800           |               |                   |               | TGE             | Coffee (Starbucks #4412)   | \$ 2.75       | \$ 0.14      | \$ 2.89          |
| 5                         | 11/07/18 | 3105    | 2100 | 890050      | 800           |               |                   |               | TGE             | Accommodation (Regency Suites Hotel Calgary)                                     | \$ 190.76     | \$ 9.20      | \$ 199.96        |
| 6                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |              | \$ -             |
| 7                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |              | \$ -             |
| 8                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |              | \$ -             |
| 9                         |          |         | 2100 |             |               |               |                   |               |                 |  |               |              | \$ -             |
| 10                        |          |         | 2100 |             |               |               |                   |               |                 |  |               |              | \$ -             |
| <b>Total Expenses : A</b> |          |         |      |             |               |               |                   |               |                 |  | <b>216.09</b> | <b>10.47</b> | <b>\$ 226.56</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     |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|------------------|-----------------|------------------|
| 3106         | 2100 | 890050      | 800           |               |                   | 20.11             | 49.62            | 0.98            | \$ 20.60         |
| 3105         | 2100 | 890050      | 800           |               |                   |                   | 190.76           | 9.20            | \$ 199.96        |
| 3101         | 2100 | 890050      | 800           |               |                   |                   | 5.71             | 0.29            | \$ 6.00          |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
|              | 2100 |             |               |               |                   |                   |                  |                 |                  |
| <b>Total</b> |      |             |               |               |                   |                   | <b>\$ 216.09</b> | <b>\$ 10.47</b> | <b>\$ 226.56</b> |

|                                  |     |           |
|----------------------------------|-----|-----------|
| Subtract Advance (if applicable) | B   |           |
| Balance Due to Claimant          | A-B | \$ 226.56 |

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) |                  |