

EXPENSE CLAIM FORM

DATE March 1, 2018

VENDOR/STAFF# (as applicable) _____

NAME
(Claimant/Payee)

Howard R.Jang

Position

VP of Arts & Leadership

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: _____

Ottawa & Winnipeg, Vancouver & Montreal

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/03/2018	Travel-Meals	3106	2100	854020	800		Bread Garden - Breakfast	\$ 6.29		\$ 6.29
2	0/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Ottawa	\$ 38.00		\$ 38.00
3	02/03/2018	Travel-Meals	3106	2100	270900	690		Montana Cookhouse Calgary	\$ 30.29		\$ 30.29
4	02/03/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Ottawa	\$ 38.00		\$ 38.00
5	02/03/2018	Travel-Accomm.	3105	2100	270900	690		Lord Elgin Hotel Ottawa	\$ 238.75		\$ 238.75
6	02/03/2018	Travel-Accomm.	3106	2100	270900	690		Lord Elgin Hotel Ottawa	\$ 24.47		\$ 24.47
7	04/03/2018	Travel-General (Pres,VP)	3101	2100	270900	690		Shell Canmore	\$ 32.60		\$ 32.60
8	21/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Tax Winnipeg	\$ 25.00		\$ 25.00
9	21/03/18	Hosting (Alcohol)	3611	2100	270900	690		Hosting Alcohol Winnipeg	\$ 34.00		\$ 34.00
10	21/03/18	Hosting	3610	2100	270900	690		Hosting Food Winnipeg	\$ 27.08		\$ 27.08
11	22/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Winnipeg	\$ 25.00		\$ 25.00
12	22/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Winnipeg	\$ 10.00		\$ 10.00
13	24/03/18	Hosting	3610	2100	270900	690		Earls - Indigenous Arts Team	\$ 126.39		\$ 126.39
14	24/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Winnipeg	\$ 23.00		\$ 23.00
15	24/03/18	Travel-Meals	3106	2100	270900	690		Bistro - Lunch Winnipeg	\$ 20.46		\$ 20.46
16	24/03/18	Travel-Accomm.	3105	2100	270900	690		Hotel Fort Garry Winnipeg Accommodation	\$ 1,459.22		\$ 1,459.22
17	24/03/18	Travel-Accomm.	3106	2100	270900	690		Hotel Fort Garry Winnipeg Breakfast	\$ 21.65		\$ 21.65
18	24/03/18	Travel-Accomm.	3106	2100	270900	690		Hotel Fort Garry Winnipeg Dinner	\$ 40.70		\$ 40.70
19	24/03/18	Travel-Meals	3106	2100	270900	690		Dinner Vancouver	\$ 73.10		\$ 73.10
20	26/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Montreal	\$ 45.00		\$ 45.00
21	26/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Train Montreal	\$ 33.00		\$ 33.00
22	26/03/18	Travel-Meals	3106	2100	270900	690		lunch vancouver airport	\$ 12.36		\$ 12.36
23	26/03/18	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi Montreal	\$ 11.00		\$ 11.00
24	27/03/18	Travel-Meals	3106	2100	270900	690		coffee	\$ 6.90		\$ 6.90
25	27/03/18	Hosting	3610	2100	270900	690		Leadership Team Montreal	\$ 184.30		\$ 184.30
Total Expenses : A											2,586.56

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	854020	2100	800		280.60	-	280.60
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	854020	2100	800		1,697.97	-	1,697.97
3106	Travel-Meals	854020	2100	800		236.22	-	236.22
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		337.77	-	337.77
3611	Hosting (Alcohol)	854020	2100	800		34.00	-	34.00
6132	Travel Advance	854020	2100	800		-	-	-

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,586.56

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE October 10, 2018

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard R.Jang

DEPT Executive Office

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: Montreal Trip re Cultural Leadership Program 28th - 29th March , Toronto re Creative Minds 2nd April - 5th April, Edmonton re Citadel 24th - 27th April

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
										Taxi in Montreal	\$ 15.00		\$ 15.00
1	18/03/27	3101	2100	159990	690					Breakfast in Montreal	\$ 21.09		\$ 21.09
2	18/03/29	3106	2100	159990	690					Hosting - Dinner in Vancouver with [REDACTED]	\$ 61.95		\$ 61.95
3	18/03/30	3610	2100	270900	690					Air Canada Snack on plane	\$ 10.45		\$ 10.45
4	18/04/01	3106	2100	270900	690					Hosting [REDACTED] Ontario Arts Council	\$ 148.01		\$ 148.01
5	18/04/02	3610	2100	270900	690					Up Express Toronto Train Ticket	\$ 12.35		\$ 12.35
6	18/04/02	3101	2100	270900	690					Breakfast in Toronto	\$ 8.73		\$ 8.73
7	18/04/03	3106	2100	270900	690					Bliffs Toronto - Dinner with [REDACTED]	\$ 88.31		\$ 88.31
8	18/04/03	3185	2100	270900	690					Dinner in Toronto	\$ 14.15		\$ 14.15
9	18/04/04	3106	2100	270900	690					Air Canada Snack on plane	\$ 10.45		\$ 10.45
10	18/04/05	3106	2100	270900	690					Hosting [REDACTED]	\$ 55.53		\$ 55.53
11	18/04/05	3610	2100	270900	690					Hosting [REDACTED]	\$ 128.52		\$ 128.52
12	18/04/05	3610	2100	270900	690					Up Express Toronto Train Ticket	\$ 12.35		\$ 12.35
13	18/04/06	3101	2100	270900	690					Lunch at Toronto Airport	\$ 10.60		\$ 10.60
14	18/04/06	3106	2100	270900	690					Tim Hortons at Calgary Airport	\$ 8.62		\$ 8.62
15	18/04/06	3106	2100	270900	690					Royal York Hotel Toronto 4 nights	\$ 1,406.02		\$ 1,406.02
16	18/04/07	3105	2100	270900	690					Royal York Hotel - Hosting [REDACTED]	\$ 52.20		\$ 52.20
	18/04/07	3610	2100	270900	690					Royal York Hotel Lunch	\$ 37.77		\$ 37.77
	18/04/07	3106	2100	270900	690					Royal York Hotel Coffee	\$ 15.56		\$ 15.56
	18/04/07	3106	2100	270900	690					Royal York Breakfast	\$ 44.42		\$ 44.42
	18/04/07	3106	2100	270900	690					Royal York Breakfast	\$ 32.25		\$ 32.25
	18/04/07	3106	2100	270900	690					Royal York Snack	\$ 41.96		\$ 41.96
	18/04/07	3106	2100	270900	690					Hosting [REDACTED]	\$ 174.09		\$ 174.09
17	18/04/18	3610	2100	159990	690					Parking for the Calgary Mayors Arts Lunch	\$ 15.00		\$ 15.00
18	18/04/18	3101	2100	270900	690					Taxi in Edmonton re Citadel	\$ 60.00		\$ 60.00
19	18/04/25	3101	2100	270900	690					Dinner at Calgary Airport	\$ 19.08		\$ 19.08
20	18/04/25	3106	2100	270900	690					Taxi in Edmonton re Citadel	\$ 55.00		\$ 55.00
21	18/04/26	3101	2100	270900	690								\$ -
22				2100									\$ -
23				2100									\$ -
24				2100									\$ -
Total Expenses : A											2,559.46	-	\$ 2,558.96

GL Codes Summary (please summarize by unique GL string) -
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GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
(blank)	2100	(blank)	(blank)	(blank)			97.75		
3610	2100	159990	690				174.09		\$ 174.09
3610	2100	270900	690				394.01		\$ 394.01
3610	2100	(blank)	(blank)	(blank)			52.20		\$ 52.20
3185	2100	270900	690				88.31		\$ 88.31
3106	2100	159990	690				21.09		\$ 21.09
3106	2100	270900	690				82.08		\$ 82.08
3105	2100	270900	690				1415.72		\$ 1,415.72
Total							\$ 2,325.25	\$ -	\$ 2,175.39

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,558.96

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)		

JUN 28 2018

EXPENSE CLAIM FORM
VICE PRESIDENT
(All expenses)

DATE June 20, 2018

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard R.Jang

DINERS MAY 28/18

DEPT Executive Office

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: SAO Meeting Edmonton & Citadel Event 25th - 27th April, Calgary Donor Meetings & Winnipeg Board Meeting

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	18/04/26	3101	2100	159990	690					Airport Taxi Edmonton	\$ 60.00		\$ 60.00
2	18/04/27	3106	2100	159990	690					Food at Edmonton Airport	\$ 24.17		\$ 24.17
3	18/04/27	3101	2100	270900	690					Airport Taxi Edmonton	\$ 50.00		\$ 50.00
4	18/04/28	3105	2100	270900	690					Fairmont Edmonton Two Nights Accommodation	\$ 584.42		\$ 584.42
5	18/04/29	3106	2100	270900	690					Tim Hortons Calgary Airport	\$ 8.09		\$ 8.09
6	18/04/29	3101	2100	270900	690					Air Canada Luggage	\$ 26.25	1.25	\$ 26.25
7	18/05/01	3101	2100	270900	690					Parking in Calgary	\$ 33.00		\$ 33.00
8	18/05/05	3101	2100	270900	690					Parking Toronto	\$ 5.00		\$ 5.00
9	18/05/05	3106	2100	270900	690					Dinner in Calgary on Own	\$ 29.48		\$ 29.48
10	18/05/06	3101	2100	270900	690					Shell Canmore	\$ 50.00		\$ 50.00
11	18/05/10	3101	2100	270900	690					Air Canada Luggage	\$ 26.25	1.25	\$ 26.25
12	18/05/12	3106	2100	270900	690					Lunch in Vancouver	\$ 53.58		\$ 53.58
13	18/05/12	3101	2100	270900	690					Air Canada Luggage	\$ 26.25	1.25	\$ 26.25
14	18/05/13	3101	2100	270900	690					Calgary Airport Parking	\$ 43.94	2.09	\$ 43.94
15	18/05/14	3185	2100	270900	690					Royal Alexandra Theatre Toronto re Mirviah Productions	\$ 338.00		\$ 338.00
16	18/05/14	3101	2100	270900	690					Shell Banff	\$ 50.00	2.38	\$ 50.00
17	18/05/15	3101	2100	270900	690					Calgary Airport Parking	\$ 14.65		\$ 14.65
18	18/05/15	3106	2100	270900	690					Lunch in Edmonton	\$ 16.80		\$ 16.80
19	18/05/16	3101	2100	270900	690					Mount Royal Parking	\$ 1.95		\$ 1.95
20	18/05/17	3106	2100	270900	690					Starbucks	\$ 17.01		\$ 17.01
21	18/05/18	3185	2100	270900	690					Bow Valley Moving Company	\$ 528.58	27.75	\$ 528.58
22	18/05/21	3101	2100	270900	690					Taxi	\$ 30.00		\$ 30.00
23	18/05/21	3101	2100	270900	690					Taxi	\$ 25.00		\$ 25.00
24	18/05/22	3106	2100	270900	690					Dinner in Winnipeg	\$ 41.34		\$ 41.34
25	18/05/22	3101	2100	270900	690					Taxi Winnipeg	\$ 28.00		\$ 28.00
26	18/05/23	3105	2100	270900	690					Accommodation Calgary two nights 21st - 23rd May	\$ 177.31	6.13	\$ 177.31
27	18/05/26	3106	2100	270900	690					Dinner in Toronto	\$ 21.31		\$ 21.31
28	18/05/26	3101	2100	270900	690					Taxi Winnipeg	\$ 60.00		\$ 60.00
29	18/05/26	3101	2100	270900	690					Taxi Winnipeg	\$ 25.00		\$ 25.00
Total Expenses : A													\$ 2,395.38

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
(blank)	2100	(blank)	(blank)	(blank)					
3185	2100	270900	690				866.58		\$ 866.58
3106	2100	159990	690				24.17		\$ 24.17
3106	2100	270900	690				124.96		\$ 124.96
3105	2100	270900	690				584.42		\$ 584.42
3101	2100	159990	690				60.00		\$ 60.00
3101	2100	270900	690				382.29		\$ 382.29
	2100								
Total							\$ 2,042.42	\$ -	\$ 2,042.42

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,395.38

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