

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)		

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE July 17, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Howard R. Jang

DINERS JUN 28/18

DEPT VP Arts & Leadership

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: Toronto May 26th - 27th (Meeting with Emily Molnar), Ottawa Governor General Performing Arts Awards June 1st - 3rd, Toronto June 4th - 6th Ontario Arts Council, Ispa Netherlands June 11th - 15th, Dublin re Abbey Theatre June 16th - 18th, Vancouver June 21st - 23rd

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	5/27/2018	3101	2100	270900	690					UP Express Toronto	\$ 12.35		\$ 12.35
2	5/28/2018	3105	2100	270900	690					Hotel in Toronto re meeting with [redacted]	\$ 351.38	10.45	\$ 351.38
2	5/28/2018	3106	2100	270900	690					Meals at Hotel in Toronto	\$ 77.80		\$ 77.80
3	5/28/2018	3104	2100	270900	690					Canadian Tire Camore - adaptor plugs re travel	\$ 52.48		\$ 52.48
4	5/30/2018	3106	2100	270900	690					Air Canada on board bistro	\$ 11.24		\$ 11.24
5	6/1/2018	3105	2100	270900	690					Marriott Calgary Airport, night before flight to Ottawa	\$ 234.64	10.45	\$ 234.64
6	6/1/2018	3101	2100	270900	690					Taxi Ottawa	\$ 15.00		\$ 15.00
7	6/3/2018	3101	2100	270900	690					Taxi Ottawa	\$ 36.00		\$ 36.00
8	6/3/2018	3105	2100	270900	690					Hotel in Toronto	\$ 386.64	16.45	\$ 386.64
9	6/3/2018	3101	2100	270900	690					Airflight Services Taxi	\$ 60.00		\$ 60.00
10	6/3/2018	3106	2100	270900	690					Dinner at La Societe, Toronto	\$ 28.48		\$ 28.48
11	6/4/2018	3105	2100	270900	690					Fairmont Accommodation 2 nights	\$ 608.76		\$ 608.76
11	6/4/2018	3106	2100	270900	690					Fairmont Breakfast meals	\$ 167.50		\$ 167.50
12	6/4/2018	3106	2100	270900	690					Breakfast at Sunset Grill Toronto	\$ 17.50		\$ 17.50
13	6/4/2018	3101	2100	270900	690					Taxi Toronto	\$ 12.00		\$ 12.00
14	6/4/2018	3101	2100	270900	690					Taxi Toronto	\$ 12.00		\$ 12.00
15	5/5/2018	3610	2100	270900	690					Hosting [redacted]	\$ 52.88		\$ 52.88
16	5/5/2018	3106	2100	270900	690					Breakfast at Sunset Grill Toronto	\$ 17.50		\$ 17.50
17	5/5/2018	3106	2100	270900	690					Dinner at Bedford Academy	\$ 30.12		\$ 30.12
18	6/10/2018	3106	2100	270900	690					Thai Express Calgary Airport	\$ 13.52		\$ 13.52
19	6/11/2018	3106	2100	270900	690					Dinner at Post Plaza Hotel	\$ 20.84		\$ 20.84
20	6/11/2018	3106	2100	270900	690					Lunch at the Post Plaza Hotel	\$ 22.19		\$ 22.19
21	6/11/2018	3106	2100	270900	690					Dinner re ISPA	\$ 41.38		\$ 41.38
22	6/12/2018	3106	2100	270900	690					Dinner re ISPA	\$ 49.14		\$ 49.14
23	6/14/2018	3610	2100	270900	690					Hosting [redacted] at ISPA	\$ 103.87		\$ 103.87
24	6/14/2018	3185	2100	270900	690					Bow Valley Moving	\$ 54.17		\$ 54.17
25	6/15/2018	3106	2100	270900	690					Lunch re ISPA	\$ 9.42		\$ 9.42
26	6/15/2018	3106	2100	270900	690					Dinner re ISPA	\$ 41.33		\$ 41.33
27	6/15/2018	3105	2100	270900	690					6 Nights accommodation Netherlands re ISPA	\$ 858.14		\$ 858.14
28	6/15/2018	3106	2100	270900	690					Dinner re ISPA	\$ 18.14		\$ 18.14
29	6/16/2018	3106	2100	270900	690					Lunch in Dublin	\$ 25.99		\$ 25.99
30	6/17/2018	3106	2100	270900	690					Breakfast in Dublin	\$ 16.97		\$ 16.97
31	6/17/2018	3106	2100	270900	690					Meals at Hotel in Dublin	\$ 54.60		\$ 54.60
32	6/18/2018	3106	2100	270900	690					Food on board West Jet flight back to Calgary	\$ 3.38		\$ 3.38
33	6/21/2018	3101	2100	270900	690					Taxi Vancouver	\$ 40.00		\$ 40.00
34	6/22/2018	3016	2100	270900	690					Lunch in Vancouver	\$ 20.54		\$ 20.54
35	6/23/2018	3101	2100	270900	690					Banff Airporter	\$ 59.79	2.85	\$ 59.79
Total Expenses : A											3,637.68	-	\$ 3,637.68

429.18

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)			-1068.91		
3610	2100	270900	690				158.75		\$ 158.75
3185	2100	(blank)	(blank)	(blank)			54.17		
3106	2100	270900	690				-261.91		\$ -261.91
3106	2100	(blank)	(blank)	(blank)			-167.60		
3105	2100	270900	690				4581.42		\$ 1,581.42
3104	2100	#REF 26950	690				52.48		\$ 52.48
3101	2100	270900	690				207.14		\$ 207.14
Total							\$ 3,559.88	\$ -	\$ 2,249.70

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 3,637.68

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.

Return to Requestor (RTR) V Mail to Claimant

Requestor Name (if RTR) _____

Requestor Dept (if RTR) _____

Prepared by (if not Claimant) _____