

OCT 25 2018

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE October 25, 2018

VENDOR/STAFF#
 (as applicable)



NAME
 (Claimant/Payee)

Howard Jang Cash September 24, 2018

DEPT Arts & Leadership

Permanent Mailing Address:



MIDDLE

LAST

Itinerary and business rationale for expense: Cash Claim to be reimbursed to Howard Jang

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	9/5/2018	3610	2100	270900	690				EH	Dinner hosting [Redacted]	\$ 297.63		\$ 297.63
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										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											297.63	-	\$ 297.63

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
3610	2100	270900	690				297.63		\$ 297.63
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 297.63	\$ -	\$ 297.63

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 297.63

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)	[Redacted]	Mail to Claimant	
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	[Redacted]		
Prepared by (if not Claimant)	[Redacted]		

OCT 16 2018

EXPENSE CLAIM FORM

VICE PRESIDENT
(All expenses)

DATE October 16, 2018

Diners ① of 2

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard Jang

DINERS Aug 28 / 18

DEPT VP Arts & Leadership

Permanent Mailing Address

[Redacted]

Itinerary and business rationale for expense: diners card claim for local business and for trips to Edinburgh and Bristol to attend events and discuss donor/stakeholder relations

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	8/8/2018	3101	2100	270900	690				TGE	parking for meeting with [Redacted]	\$ 9.52	\$ 0.48	\$ 10.00
2	8/9/2018	3468	2100	270900	690				TGE	fringe festival tickets	\$ 64.48	\$ -	\$ 64.48
3	8/11/2018	3468	2100	270900	690				TGE	Capacoo - Day on the Hill fee	\$ 22.12	\$ 2.88	\$ 25.00
4	8/15/2018	3468	2100	270900	690				TGE	hub tickets	\$ 90.84	\$ -	\$ 90.84
5	8/15/2018	3105	2100	270900	690				TGE	personal meal	\$ 42.10	\$ -	\$ 42.10
6	8/16/2018	3105	2100	270900	690				TGE	personal meal	\$ 21.32	\$ -	\$ 21.32
7	8/16/2018	3105	2100	270900	690				TGE	6 nights hotel stay Edinburgh	\$ 318.32	\$ -	\$ 318.32
8	8/17/2018	3101	2100	270900	690				TGE	expedia seat selection	\$ 17.16	\$ -	\$ 17.16
9	8/17/2018	3610	2100	270900	690				EH	Wahaca restaurant hosting [Redacted]	\$ 42.30	\$ -	\$ 42.30
10	8/17/2018	3101	2100	270900	690				TGE	easyjet flight from Edinburgh to Bristol	\$ 393.25	\$ -	\$ 393.25
11	8/17/2018	3101	2100	270900	690				TGE	expedia seat selection	\$ 10.30	\$ -	\$ 10.30
12	8/17/2018	3106	2100	270900	690				TGE	personal meal	\$ 20.95	\$ -	\$ 20.95
13	8/18/2018	3610	2100	270900	690				EH	Outsider restaurant hosting [Redacted]	\$ 33.62	\$ -	\$ 33.62
14	8/19/2018	3610	2100	270900	690				EH	Fig Tree restaurant hosting [Redacted]	\$ 24.29	\$ -	\$ 24.29
15	8/19/2018	3610	2100	270900	690				EH	otro restaurant hosting [Redacted]	\$ 120.57	\$ -	\$ 120.57
16	8/20/2018	3610	2100	270900	690				EH	kaipna restaurant hosting [Redacted]	\$ 67.90	\$ -	\$ 67.90
17	8/20/2018	3106	2100	270900	690				TGE	personal meal	\$ 6.91	\$ -	\$ 6.91
18	8/21/2018	3610	2100	270900	690				EH	milk at jupiter hosting [Redacted]	\$ 70.84	\$ -	\$ 70.84
19	8/21/2018	3610	2100	270900	690				EH	olive branch restaurant hosting [Redacted]	\$ 82.89	\$ -	\$ 82.89
20	8/22/2018	3610	2100	270900	690				EH	bakers and co restaurant hosting [Redacted]	\$ 37.47	\$ -	\$ 37.47
21	8/22/2018	3101	2100	270900	690				TGE	taxi from Bristol airport to hotel	\$ 54.85	\$ -	\$ 54.85
22	8/22/2018	3101	2100	270900	690				TGE	taxi from hotel to meeting with [Redacted]	\$ 37.39	\$ -	\$ 37.39
23	8/22/2018	3105	2100	270900	690				TGE	3 nights hotel stay Bristol	\$ 750.26	\$ -	\$ 750.26
24			2100										\$ -
Total Expenses : A											2,339.65	3.36	\$ 2,343.01

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	
3610	2100	270900	690				288.58	667.54	288.58	
3468	2100	270900	690				177.44	180.32	160.32	
3106	2100	270900	690				282.48	140.64	282.48	
3105	2100	270900	690				1,368.48	11.54	1,380.02	
3101	2100	270900	690				522.47	0.48	522.95	
							Total	\$2,339.65	\$ 3.36	\$ 2,343.01

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,343.01

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.

By signing below, all parties confirm the expenses comply with the Policy - Travel, Meal and Hospitality Expenses and associated Procedures. In addition, the Claimant confirms that each expense was reasonably incurred for Banff Centre business related reasons, was not personal in nature, reflects good judgment and due regard for the economy, would be defensible to an impartial observer, was not previously reimbursed, and is not planned to be reimbursed in future. The Authorized Approver confirms he/she has authority to charge the expense to the GL account indicated, and that each expense is eligible for reimbursement and properly documented with the required support. By signing, Finance agrees to process Eligible Expenses and monitor/audit compliance.

Claimant: Howard Jang
Print VP Name: _____
Signature: _____
Date: 9/5/2018

Authorized Approver: Janice Price
President and CEO
Signature: _____
Date: 9/5/2018

Financial Services: _____
Print Name: _____
Signature: _____
Date: _____

Return to Requestor Requestor Prepared by

002
2-06X-79

OCT 25 2018

EXPENSE CLAIM FORM
VICE PRESIDENT
(All expenses)

DATE October 23, 2018

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard Jang *DINERS SEPT 28/18*

DEPT Arts & Leadership

Permanent Mailing Address: [Redacted]

Itinerary and business rationale for expense: Diners card claim for local business and for trips to (Vancouver, Edmonton and Toronto) to (attend events and discuss donor/stakeholder relations)

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	9/3/2018	3101	2100	270900	690				TGE	Train ticket from airport to Hotel to Toronto	\$ 12.35		\$ 12.35
2	9/3/2018	3105	2100	270900	690				TGE	Hotel 2 nights Toronto Hotel. [Redacted]	\$ 513.83	19.86	\$ 513.83
3	9/4/2018	3610	2100	270900	690				EH	Dinner with [Redacted]	\$ 97.84		\$ 97.84
4	9/5/2018	3101	2100	270900	690				TGE	Taxi to airport in Denver CO USA.	\$ 51.43		\$ 51.43
5	9/5/2018	3106	2100	270900	690				TGE	Breakfast	\$ 8.80		\$ 8.80
6	9/5/2018	3101	2100	270900	690				TGE	Transporation from airport to meeting.	\$ 12.35		\$ 12.35
7	9/7/2018	3106	2100	270900	690				TGE	Lunch Personal	\$ 29.00		\$ 29.00
8	9/7/2018	3105	2100	270900	690				TGE	Hotel Toronto 2 night	\$ 907.57	29.90	\$ 907.57
9	9/7/2018	3101	2100	270900	690				TGE	Hotel to Airport transportation	\$ 12.35		\$ 12.35
10	9/7/2018	3106	2100	270900	690				TGE	Dinner Personal	\$ 24.89		\$ 24.89
11	9/8/2018	3101	2100	270900	690				TGE	Train ticket to meeting with [Redacted]	\$ 12.35		\$ 12.35
12	9/9/2018	3105	2100	270900	690				TGE	Hotel Toronto 1 night.	\$ 510.06	19.95	\$ 510.06
13	9/20/2018	3101	2100	270900	690				TGE	Metro Card/Pass	\$ 106.00		\$ 106.00
14	9/22/2018	3101	2100	270900	690				TGE	Luggage Charge	\$ 26.25		\$ 26.25
15	9/23/2018	3101	2100	270900	690				TGE	Parking to attend concert	\$ 5.00		\$ 5.00
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											2,330.07	69.71	\$ 2,330.07

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
3610	2100	270900	690				97.84		\$ 97.84
3106	2100	270900	690				62.69		\$ 62.69
3105	2100	270900	690				1,931.46	69.71	\$ 1,931.46
3101	2100	270900	690				238.08		\$ 238.08
	2100								
	2100								
	2100								
	2100								
Total							\$ 2,330.07	\$ -	\$ 2,330.07

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,330.07

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)	[Redacted]	Mail to Claimant
Requestor Name (if RTR)	[Redacted]	
Requestor Dept (if RTR)	[Redacted]	
Prepared by (if not Claimant)	[Redacted]	

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

1 of 2

DATE November 20, 2018

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard Jang

DINERS Oct 28/18

DEPT Arts & Leadership

Permanent Mailing Address:

Itinerary and business rationale for expense: diners card claim for local business and for trips to (Vancouver, Montreal and Toronto) to (attend events and discuss donor/stakeholder relations)

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	9/29/2018	3101	2100	270900	690				TGE	Gas for Local Business		\$ 1.94	\$ 40.80
2	9/30/2018	3101	2100	270900	690				TGE	Taxi from Airport to Hotel in Montreal			\$ 45.00
3	9/30/2018	3610	2100	270900	690				EH	Dinner with [redacted] to discuss Banff Centre	\$ 1.74		\$ 93.35
4	9/30/2018	3106	2100	270900	690				TGE	Personal Meal.			\$ 14.80
5	10/1/2018	3101	2100	270900	690				TGE	Cab to Airport in Montreal.			\$ 45.00
6	10/1/2018	3106	2100	270900	690				TGE	Personal Meal.			\$ 25.56
7	10/1/2018	3105	2100	270900	690				TGE	Hotel in Montreal 1 night.	\$ 22.58		\$ 482.35
8	10/1/2018	3101	2100	270900	690				TGE	Taxi to Montreal Airport.			\$ 37.00
9	10/2/2018	3106	2100	270900	690				TGE	Personal Meal.			\$ 20.93
10	10/2/2018	3106	2100	270900	690				TGE	Personal Meal or Coffee			\$ 13.17
11	10/2/2018	3610	2100	270900	690				EH	Meal with [redacted] to discuss Banff Centre			\$ 45.18
12	10/3/2018	3610	2100	270900	690				EH	Meal with [redacted] to discuss Banff Centre	\$ 1.27		\$ 67.34
13	10/3/2018	3106	2100	270900	690				TGE	Personal Meal or Coffee			\$ 8.91
14	10/3/2018	3105	2100	270900	690				TGE	Hotel to stay in Ottawa 1 night	\$ 12.95		\$ 304.38
15	Oct-4-18	3105	2100	270900	690				TGE	Hotel to stay in Ottawa 2 nights	\$ 36.40		\$ 855.54
16	10/4/2018	3101	2100	270900	690				TGE	Taxi to Ottawa Airport			\$ 36.00
17	Oct-10-18	3106	2100	270900	690				TGE	Air Canada Meal Charge. On flight. Missing Receipt.			\$ 11.24
18	Oct-10-18	3610	2100	270900	690				EH	Dinner with [redacted] to discuss Banff Centre	\$ 1.68		\$ 88.21
19	Oct-11-18	3106	2100	270900	690				TGE	Personal Meal			\$ 12.94
20	Oct-12-18	3106	2100	270900	690				TGE	Personal Meal			\$ 36.45
21	Oct-12-18	3101	2100	270900	690				TGE	Taxi to Vancouver Airport			\$ 40.00
22	Oct-12-18	3106	2100	270900	690				TGE	Personal Meal			\$ 8.51
23	Oct-13-18	3105	2100	270900	690				TGE	Hotel in Vancouver 2 nights	\$ 29.56		\$ 685.62
24	Oct-22-18	3101	2100	270900	690				TGE	Taxi to Edmonton Airport			\$ 60.50
Total Expenses : A											-	108.12	\$ 3,076.78

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
3103		270900	690				330.31	3.34	333.65
3610							289.39	4.69	294.08
3106							160.61		\$ 160.61
3105							2226.40	101.49	\$ 2,327.89
Total							\$ 3,006.71	\$ 109.52	\$ 3,116.23

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 3,076.78

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) [redacted] Mail to Claimant [redacted]

Requestor Name (if RTR) [redacted]

Requestor Dept (if RTR) [redacted]

Prepared by (if not Claimant) [redacted]

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE November 20, 2018

2 of 2

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard Jang

DEPT Arts & Leadership

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: diners card claim for local business and for trips to (Vancouver, Montreal and Toronto) to (attend events and discuss donor/stakeholder relations)

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			2100							Carry over from Part 1 of Expense Claim		\$ 108.12	\$ 3,076.78
2 (25)	Oct-22-18	3106	2100	270900	690				TGE	Personal Meal			\$ 10.10
3 (26)	Oct-22-18	3101	2100	270900	690				TGE	Parking to catch flight from Calgary to Edmonton		\$ 1.40	\$ 29.35
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										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											-	109.52	\$ 3,116.23

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	270900	690						\$ 10.10
3101	2100	270900	690					1.40	\$ 29.35
	2100							108.12	\$ 3,076.78
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ -	\$ 109.52	\$ 3,116.23

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 3,116.23

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	Pick up
Requestor Name (if RTR)		
Requestor Dept (if RTR)		
Prepared by (if not Claimant)		

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE December 19, 2018

VENDOR/STAFF#
 (as applicable)

NAME
 (Claimant/Payee)

Howard Jang

DEPT Arts & Leadership

Permanent Mailing Address:

[Redacted]

FIRST MIDDLE LAST

Itinerary and business rationale for expense: diners card claim for local business and for trips to (Vancouver, Edmonton and Toronto) to (attend events and discuss donor/stakeholder relations)

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	11/15/18	3106	2100	271025	690				TGE	Per Diem (B,L,D)			\$ 51.00
2	11/16/18	3106	2100	271025	690				TGE	Per Diem (B,D)			\$ 36.00
3	11/17/18	3106	2100	271025	690				TGE	Per Diem (B,D)			\$ 36.00
4	11/18/18	3106	2100	271025	690				TGE	Per Diem (B,L,D)			\$ 51.00
5	11/19/18	3106	2100	271025	690				TGE	Per Diem (B, L)			\$ 27.00
6	11/20/18	3106	2100	271025	690				TGE	Per Diem (B, D)			\$ 36.00
7	11/21/18	3106	2100	271025	690				TGE	Per Diem (B)			\$ 12.00
8	11/22/18	3106	2100	271025	690				TGE	Per Diem (L,D)			\$ 39.00
9	11/23/18	3106	2100	271025	690				TGE	Per Diem (L,D)			\$ 39.00
10	11/24/18	3106	2100	271025	690				TGE	Per Diem (L,D)			\$ 39.00
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
Total Expenses : A											-	-	\$ 366.00

ENTERED DEC 19 2018

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	270901	690						\$ 366.00
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ -	\$ -	\$ 366.00

Subtract Advance (if Balance Due to Claimant)	B	
	A-B	\$ 366.00

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 18, 2018

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard Jang

Arts & Leadership

Permanent Mailing Address:

Itinerary and business rationale for expense: diners card claim for local business and for trips to (Calgary Montreal Toronto) to (attend events/meetings and donor/stakeholder relations)

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	10/26/18	3105	2100	270901	600				TGE	Hotel in Calgary 1 night to catch flight at airport.			\$ 260.68
2													
3	11/16/18	3101	2100	854190	160				TGE	Taxi from airport to hotel			\$ 45.00
4	11/16/18	3106	2100	270901	690				TGE	Lunch Personal Meal			\$ 22.46
5	11/17/18	3101	2100	270901	690				TGE	Taxi to meet with [redacted]			\$ 17.00
6	11/18/18	3101	2100	270901	690				TGE	Transportation to Montreal airport to catch flight to YYZ			\$ 45.00
7	11/18/18	3101	2100	270901	690				TGE	Taxi to Hotel in Toronto			\$ 15.00
8	11/18/18	3101	2100	270901	690				TGE	Taxi to attend event			\$ 16.00
9	11/19/18	3105	2100	270901	690				TGE	Hotel for stay in YUL 3 nights for meetings and events			\$ 660.45
10	11/20/18	3101	2100	270901	690				TGE	Taxi to attend business meeting with business partner			\$ 15.00
11	11/20/18	3101	2100	270901	690				TGE	Taxi to return to hotel from business meeting			\$ 15.00
12	11/20/18	3101	2100	270901	690				TGE	Taxi to event at Sony Centre			\$ 17.00
13	11/20/18	3101	2100	270901	690				TGE	Taxi to meet with business partner			\$ 13.00
14	11/20/18	3610	2100	270901	690				EH	External Hosting w business partner to discuss banff centre			\$ 84.00
15	11/21/18	3101	2100	270901	690				TGE	Taxi to attend business meetings			\$ 15.00
16	11/21/18	3101	2100	270901	690				TGE	Taxi to return to hotel from business meeting			\$ 24.00
17	11/21/18	3106	2100	270901	690				TGE	Dinner Personal Meal			\$ 35.70
18	11/21/18	3101	2100	270901	690				TGE	Presto fare charge to use local transportation in Toronto			\$ 40.00
19	11/21/18	3610	2100	270901	690				EH	External Hosting with business partner to discuss banff centre			\$ 78.01
20	11/22/18	3101	2100	270901	690				TGE	Taxi to return to hotel			\$ 21.00
21	11/23/18	3101	2100	270901	690				TGE	taxi to attend Art Gallery of Ontario event			\$ 13.00
22	11/25/18	3105	2100	270901	690				TGE	Hotel in YYZ 6 nights to attend business meetings and events			\$ 2,107.55
23			2100	270901	690								
24			2100	270901	690								
25			2100	270901	690								
Total Expenses - A													\$ 3,559.85

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)					
3610	2100	270901	690						\$ 162.01
3106	2100	270901	690						\$ 58.16
3105	2100	270901	690						\$ 3,028.68
3101	2100	270901	690						\$ 286.00
3101	2100	854190	160						\$ 45.00
	2100	270901	690						
	2100								
Total							\$	\$	\$ 3,559.85

Subtract Advance (if Balance Due to Claimant)	B	
	A-B	\$ 3,559.85

Return to Requestor (RTR) **Mail to Claimant**

Requestor Name (if RTR) _____

Requestor Dept (if RTR) _____

Prepared by (if not Claimant) _____