

JUL 19 2018

EXPENSE CLAIM FORM
PRESIDENT AND CEO
 (All expenses)

DATE July 9, 2018

VENDOR/STAFF# (as applicable) [Redacted] NAME (Claimant/Payee) **Janice Price** (DINERS) DEPT **President & CEO**

Permanent Mailing Address: [Redacted] MIDDLE LAST

Itinerary and business rationale for expense: diners card claim for local business and for trips to Israel, Toronto, and Montreal 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	5/28/2018	3105	2100	890900	800				TGE	2 nights Israeli hotel stay to attend Arts Festival (US\$468.00)	\$ 625.84	\$ -	\$ 625.84
2	5/28/2018	3105	2100	890900	800				TGE	1 night Toronto hotel stay	\$ 371.23	\$ 17.18	\$ 388.41
3	5/28/2018	3106	2100	890900	800				TGE	personal meal in Toronto	\$ 36.24	\$ 1.40	\$ 37.64
4	5/30/2018	3101	2100	890900	800				TGE	taxi from Israel airport to Arts Festival (340 new shekels)	\$ 127.03	\$ -	\$ 127.03
5	6/4/2018	3101	2100	890900	800				TGE	taxi from Arts Festival to Israel airport (330 new shekels)	\$ 123.97	\$ -	\$ 123.97
6	6/4/2018	3101	2100	890900	800				TGE	YYC airport parking	\$ 267.86	\$ 13.39	\$ 281.25
7	6/4/2018	3105	2100	890900	800				TGE	1 night Israel airport hotel stay (490.36 new shekels)	\$ 184.23	\$ -	\$ 184.23
8	6/11/2018	3101	2100	890900	800				TGE	gas for President's car, for local business and trips to Calgary	\$ 103.81	\$ 5.19	\$ 109.00
9	6/11/2018	3101	2100	890900	800				TGE	parking for Banff Media Festival	\$ 39.05	\$ 1.95	\$ 41.00
10	6/12/2018	3101	2100	890900	800				TGE	Montreal taxi from airport to Chamber Music Festival	\$ 49.20	\$ -	\$ 49.20
11	6/12/2018	3101	2100	890900	800				TGE	parking for Banff Media Festival	\$ 38.10	\$ 1.90	\$ 40.00
12	6/12/2018	3106	2100	890900	800				TGE	personal meal in Montreal	\$ 35.62	\$ 1.40	\$ 37.02
13	6/13/2018	3101	2100	890900	800				TGE	YYC airport parking	\$ 55.90	\$ 2.80	\$ 58.70
14	6/13/2018	3101	2100	890900	800				TGE	Montreal taxi from hotel to airport	\$ 48.38	\$ -	\$ 48.38
15	6/13/2018	3610	2100	890900	800				EH	Montreal breakfast with [Redacted]	\$ 101.92	\$ 3.90	\$ 105.82
16	6/13/2018	3105	2100	890900	800				TGE	1 night Montreal hotel stay	\$ 233.34	\$ 10.61	\$ 243.95
17	6/13/2018	3106	2100	890900	800				TGE	personal meal in Montreal	\$ 54.39	\$ 2.47	\$ 56.86
18	6/16/2018	3101	2100	890900	800				TGE	gas for President's car, for local business and trips to Calgary	\$ 110.96	\$ 5.55	\$ 116.51
19	6/17/2018	3105	2100	890900	800				TGE	1 night Stratford hotel stay	\$ 201.44	\$ 10.07	\$ 211.51
20	6/18/2018	3105	2100	890900	800				EH	3 nights Toronto hotel stay	\$ 1,417.47	\$ 70.87	\$ 1,488.34
21	6/18/2018	3106	2100	890900	800				TGE	personal meal in Toronto	\$ 69.70	\$ 2.90	\$ 72.60
22	6/18/2018	3106	2100	890900	800				TGE	personal meal in Toronto	\$ 18.74	\$ 0.78	\$ 19.52
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
Total Expenses : A											4,314.42	152.36	\$ 4,466.78

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
	2100	890900							
3610	2100	890900					101.92	3.90	\$ 105.82
3106	2100	890900					214.69	8.95	\$ 223.64
3105	2100	890900					3033.55	108.73	\$ 3,142.28
3101	2100	890900					964.28	30.78	\$ 995.04
	2100								
	2100								
	2100								
Total							\$4,314.42	\$ 152.36	\$ 4,466.78

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 4,466.78

Return to Requestor (RTR) _____ Mail to Claimant _____
 Requestor _____
 Requestor _____
 Prepared by _____

625.84 +
 371.23 +
 36.24 +
 127.03 +
 123.97 +
 281.25 +
 184.23 +
 103.81 +
 41.00 +
 49.20 +
 40.00 +
 37.02 +
 58.70 +
 43.39 +
 105.82 +
 243.95 +
 56.86 +
 116.51 +
 211.51 +
 1,488.34 +
 72.60 +
 19.52 +
 4,466.78

JUL 10 2018

EXPENSE CLAIM FORM
PRESIDENT AND CEO
 (All expenses)

DATE July 9, 2018

VENDOR/STAFF# (as applicable) _____ NAME Janice Price DEPT President & CEO
 (Claimant/Payee) FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and business rationale for expense: cash claim for local business and for trips to Edmonton, Winnipeg, Israel, Toronto, and Vancouver 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	5/3/2018	3106	2100	890900	800				TGE	personal meal during business in Calgary	\$ 41.00	\$ 1.80	\$ 42.80
2	5/4/2018	3106	2100	890900	800				TGE	personal meal during business in Calgary	\$ 27.00	\$ 1.35	\$ 28.35
3	5/15/2018	3101	2100	890900	800				TGE	Edmonton taxi from meeting to hotel	\$ 15.00	\$ -	\$ 15.00
4	5/24/2018	3101	2100	890900	800				TGE	Winnipeg taxi from hotel to museum	\$ 10.00	\$ -	\$ 10.00
5	5/24/2018	3101	2100	890900	800				TGE	Winnipeg taxi from museum to ballet	\$ 10.00	\$ -	\$ 10.00
6	5/24/2018	3101	2100	890900	800				TGE	Winnipeg taxi from ballet to hotel	\$ 7.00	\$ -	\$ 7.00
7	5/26/2018	3106	2100	890900	800				TGE	personal snack during Toronto business meetings	\$ 6.22	\$ -	\$ 6.22
8	5/27/2018	3106	2100	890900	800				TGE	personal snack during Toronto business meetings	\$ 6.22	\$ -	\$ 6.22
9	5/27/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
10	5/28/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
11	5/29/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
12	5/30/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
13	5/31/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
14	6/1/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
15	6/2/2018	3106	2100	890900	800				EH	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
16	6/3/2018	3106	2100	890900	800				TGE	daily per diem in Israel	\$ 51.00	\$ -	\$ 51.00
17	6/19/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to lunch meeting	\$ 10.00	\$ -	\$ 10.00
18	6/19/2018	3101	2100	890900	800				TGE	Toronto taxi from lunch meeting to afternoon meeting	\$ 18.00	\$ -	\$ 18.00
19	6/22/2018	3521	2100	890900	800				TGE	iPad mini for work (US\$422.94)	\$ 563.36	\$ -	\$ 563.36
20	6/28/2018	3101	2100	890900	800				EH	Vancouver taxi from hotel to dinner	\$ 10.00	\$ -	\$ 10.00
21	6/28/2018	3101	2100	890900	800				TGE	Vancouver taxi from dinner to hotel	\$ 8.00	\$ -	\$ 8.00
22	6/29/2018	3101	2100	890900	800				TGE	Vancouver taxi from hotel to meeting	\$ 8.00	\$ -	\$ 8.00
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
Total Expenses : A											1,147.80	3.15	\$ 1,150.95

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
	2100	890900							
	3521	2100	890900				563.36		\$ 563.36
	3106	2100	890900				488.44	3.15	\$ 491.59
	3101	2100	890900				96.00		\$ 96.00
	2100								
	2100								
	2100								
	2100								
Total							\$1,147.80	\$ 3.15	\$ 1,150.95

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,150.95

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

Return to Requestor (RTR) V Mail to Claimant _____

Requestor Name (if RTR) Will Taylor

Requestor Dept (if RTR) President's Office

Prepared by (if not Claimant) Will Taylor

42.80 +
 28.35 +
 15.00 +
 10.00 +
 10.00 +
 7.00 +
 6.22 +
 6.22 +
 51.00 +
 51.00 +
 51.00 +
 51.00 +
 51.00 +
 51.00 +
 51.00 +
 51.00 +
 10.00 +
 18.00 +
 563.36 +
 10.00 +
 8.00 +
 8.00 +
 1,150.95

ENTERED JUL 11 2018

EXPENSE CLAIM FORM
PRESIDENT AND CEO
 (All expenses)

DATE: September 5, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payer)

Janice Price

DINERS AUG 28/18

DEPT

President & CEO

Permanent Mailing Address

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

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	8/4/2018	3101	2100	890900	800				TGE	gas for President's car, for local business and trips to Calgary	\$ 88.96	\$ 4.44	\$ 93.30
2	8/8/2018	3101	2100	890900	800				TGE	taxi from Edmonton airport to hotel	\$ 64.90	\$ -	\$ 64.90
3	8/9/2018	3101	2100	890900	800				TGE	taxi from Edmonton hotel to airport	\$ 64.90	\$ -	\$ 64.90
4	8/10/2018	3105	2100	890900	800				TGE	1 night Edmonton hotel	\$ 181.03	\$ 8.70	\$ 189.73
5	8/10/2018	3106	2100	890900	800				TGE	personal meal in hotel	\$ 46.15	\$ -	\$ 46.15
6	8/15/2018	3101	2100	900250	800				TGE	gas for President's car, for local business and trips to Calgary	\$ 104.90	\$ 5.24	\$ 110.14
7													
8	8/16/2018	3101	2100	890900	800				TGE	taxi from Toronto airport to hotel	\$ 36.90	\$ -	\$ 36.90
9	8/17/2018	3106	2100	890900	800				TGE	personal meal in hotel	\$ 73.28	\$ -	\$ 73.28
10	8/18/2018	3610	2100	890900	800				EH	red rabbit restaurant holding	\$ 81.16	\$ -	\$ 81.16
11	8/19/2018	3105	2100	890900	800				TGE	1 night Stratford hotel	\$ 193.32	\$ 8.95	\$ 202.27
12	8/21/2018	3451	2100	890900	800				TGE	iPad pencil pack for work	\$ 189.68	\$ 9.25	\$ 192.93
13	8/25/2018	3101	2100	890900	800				TGE	YYC parking	\$ 231.76	\$ 11.59	\$ 243.35
14	8/26/2018	3101	2100	890900	800				TGE	Air Canada change fee	\$ 52.50	\$ -	\$ 52.50
15	8/26/2018	3101	2100	890900	800				TGE	Air Canada difference in fares	\$ 22.05	\$ -	\$ 22.05
16			2100	890900	800						\$ -	\$ -	\$ -
17			2100	890900	800						\$ -	\$ -	\$ -
18			2100	890900	800						\$ -	\$ -	\$ -
19			2100	890900	800						\$ -	\$ -	\$ -
20			2100	890900	800						\$ -	\$ -	\$ -
21			2100	890900	800						\$ -	\$ -	\$ -
22			2100	890900	800						\$ -	\$ -	\$ -
			2100	890900	800						\$ -	\$ -	\$ -
			2100	890900	800						\$ -	\$ -	\$ -
Total Expenses : A											3,651.06	337.51	\$ 3,988.56

GL Codes Summary (please summarize by unique GL string) - <small>DO NOT LEAVE THIS SECTION BLANK</small>									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
890900	2100	890900					481.98	20.54	\$ 482.52
890900	2100	890900							\$ -
890900	2100	890900					73.28		\$ 73.28
890900	2100	890900					262.19	8.70	\$ 270.89
890900	2100	890900					2748.70	303.03	\$ 3,051.73
900250	2100	900250	800				104.90	5.24	\$ 110.14
	2100								\$ -
	2100								\$ -
Total							3,651.06	337.51	\$ 3,988.56

Subtract Advance (if applicable)	B		
Balance Due to Claimant	A-B	\$	3,988.56

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