



**EXPENSE CLAIM FORM**  
**PRESIDENT AND CEO**  
 (All expenses)

DATE January 6, 2019

VENDOR/STAFF# (as applicable)

NAME  
 (Claimant/Payee)

Janice Price

Diners 12/28/18

DEPT

President & CEO

FIRST MIDDLE LAST

Permanent Mailing Address: [Redacted]

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

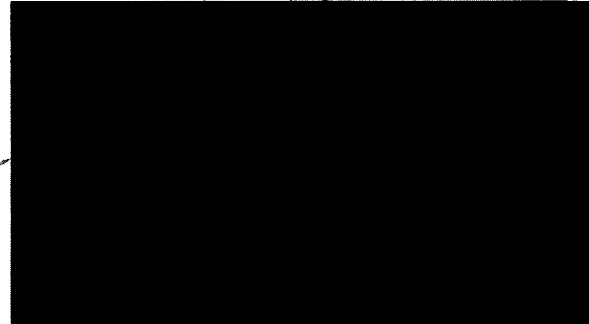
Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	12/3/2018	3106	2100	890900	800				TGE	personal meal	\$ 19.21	\$ -	\$ 19.21
2	12/4/2018	3105	2100	890900	800				TGE	4 night Toronto hotel stay	\$ 1,142.87	\$ 55.85	\$ 1,198.72
3	12/4/2018	3106	2100	890900	800				TGE	personal meal	\$ 46.68	\$ -	\$ 46.68
4	12/7/2018	3610	2100	890900	800				EH	meeting with [Redacted]	\$ 55.76	\$ -	\$ 55.76
5	12/8/2018	3101	2100	890900	800				TGE	parking for ICD course	\$ 16.80	\$ -	\$ 16.80
6	12/9/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 78.77	\$ 3.94	\$ 82.71
7	12/9/2018	3105	2100	890900	800				TGE	3 night Calgary hotel stay	\$ 799.18	\$ 40.87	\$ 840.05
8	12/9/2018	3106	2100	890900	800				TGE	personal meal	\$ 50.10	\$ -	\$ 50.10
9	12/11/2018	3101	2100	890900	800				TGE	discounted flight change fee	\$ (22.05)	\$ -	\$ (22.05)
10	12/12/2018	3610	2100	890900	800				EH	dinner with [Redacted]	\$ 217.47	\$ 9.15	\$ 226.62
11	12/15/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 76.74	\$ 3.84	\$ 80.58
12	12/17/2018	3610	2100	890900	800				EH	lunch with [Redacted]	\$ 93.58	\$ -	\$ 93.58
13	12/17/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to lunch with [Redacted]	\$ 20.70	\$ -	\$ 20.70
14	12/18/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to Bfta Gala	\$ 23.50	\$ -	\$ 23.50
15	12/18/2018	3101	2100	890900	800				TGE	Toronto taxi from Bfta Gala to hotel	\$ 24.00	\$ -	\$ 24.00
16	12/19/2018	3101	2100	854020	800				TGE	YYC airport parking	\$ 119.95	\$ 6.00	\$ 125.95
17	12/21/2018	3105	2100	890900	800				TGE	3 night Toronto hotel stay	\$ 1,003.60	\$ 50.54	\$ 1,054.14
18	12/24/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 68.70	\$ 3.43	\$ 72.13
19			2100								\$ -	\$ -	\$ -
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
23			2100								\$ -	\$ -	\$ -
24			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>3,835.54</b>	<b>173.62</b>	<b>\$ 4,009.16</b>

GL Codes Summary (please summarize by unique GL string) - NOT LEAVE THIS SECTION BLANK									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
#REF!	2100	890900					147.54	3.84	\$ 151.38
	2100	890900							
3610	2100	890900					55.76		\$ 55.76
3106	2100	890900					1868.67	91.41	\$ 1,960.08
3105	2100	890900					1221.64	59.79	\$ 1,281.43
3101	2100	890900					421.98	12.58	\$ 434.56
3101	2100	854020	800				119.95	6.00	\$ 125.95
	2100								
<b>Total</b>							<b>\$3,835.54</b>	<b>\$ 173.62</b>	<b>\$ 4,009.16</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 4,009.16

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**  
**PRESIDENT AND CEO**  
 (All expenses)

DATE March 4, 2019

VENDOR/STAFF# (as applicable) \_\_\_\_\_ NAME (Claimant/Payee) **Janice Price** *DINERS FEB 28/19* DEPT **President & CEO**

Permanent Mailing Address: \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

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

Recpt 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	1/26/2019	3101	2100	890900	800				TGE	gas for President's car	\$ 26.36	\$ 1.32	\$ 27.68
2	1/28/2019	3106	2100	890900	800				TGE	personal meal	\$ 20.57	\$ -	\$ 20.57
3	1/28/2019	3106	2100	890900	800				TGE	personal meal	\$ 31.19	\$ -	\$ 31.19
4	1/28/2019	3101	2100	890900	800				TGE	YYC parking	\$ 55.90	\$ 2.80	\$ 58.70
5	1/28/2019	3101	2100	890900	800				TGE	Toronto train top-up card	\$ 50.00	\$ -	\$ 50.00
6	1/29/2019	3101	2100	890900	800				TGE	gas for President's car	\$ 91.25	\$ 4.56	\$ 95.81
7	1/29/2019	3105	2100	890900	800				TGE	1 night Toronto hotel stay	\$ 251.59	\$ 11.65	\$ 263.24
8	1/31/2019	3101	2100	890900	800				TGE	Ottawa taxi from airport to hotel	\$ 41.96	\$ -	\$ 41.96
9	2/2/2019	3101	2100	890900	800				TGE	Ottawa taxi from hotel to airport	\$ 41.39	\$ -	\$ 41.39
10	2/2/2019	3101	2100	890900	800				TGE	YYC parking	\$ 75.90	\$ 3.80	\$ 79.70
11	2/3/2019	3105	2100	890900	800				TGE	2 night Ottawa hotel stay	\$ 597.54	\$ 27.66	\$ 625.20
12	2/3/2019	3106	2100	890900	800				TGE	personal meal	\$ 48.55	\$ -	\$ 48.55
13	2/3/2019	3106	2100	890900	800				TGE	personal meal	\$ 36.12	\$ -	\$ 36.12
14	2/3/2019	3106	2100	890900	800				TGE	personal meal	\$ 40.64	\$ -	\$ 40.64
15	2/4/2019	3101	2100	890900	800				TGE	Edmonton taxi from airport to hotel	\$ 64.90	\$ 2.61	\$ 64.90
16	2/5/2019	3101	2100	890900	800				TGE	Edmonton taxi from hotel to airport	\$ 77.80	\$ 3.22	\$ 77.80
17	2/5/2019	3101	2100	890900	800				TGE	YYC parking	\$ 37.95	\$ 1.90	\$ 39.85
18	2/6/2019	3101	2100	890900	800				TGE	Calgary taxi from hotel to meeting with _____	\$ 10.40	\$ -	\$ 10.40
19	2/6/2019	3105	2100	890900	800				TGE	1 night Edmonton hotel stay	\$ 268.87	\$ 12.93	\$ 281.80
20	2/6/2019	3106	2100	890900	800				TGE	personal meal	\$ 33.35	\$ -	\$ 33.35
21	2/6/2019	3106	2100	890900	800				TGE	personal meal	\$ 31.25	\$ -	\$ 31.25
22	2/6/2019	3101	2100	890900	800				TGE	Calgary taxi from meeting with _____	\$ 9.91	\$ -	\$ 9.91
23	2/7/2019	3105	2100	890900	800				TGE	1 night Calgary hotel stay	\$ 316.02	\$ 15.27	\$ 331.29
24	2/7/2019	3106	2100	890900	800				TGE	personal meal	\$ 50.10	\$ -	\$ 50.10
<b>Total Expenses : A</b>											<b>2,310.61</b>	<b>81.89</b>	<b>\$ 2,392.40</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	890900	800				292.77		\$ 292.77
3105	2100	890900	800				1434.02	67.51	\$ 1,501.53
3101	2100	890900	800				583.72	14.38	\$ 598.10
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 2,310.61</b>	<b>\$ 81.89</b>	<b>\$ 2,392.40</b>

*see back of page 2*

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,392.40

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)		

#2

**EXPENSE CLAIM FORM  
PRESIDENT AND CEO  
(All expenses)**

DATE March 4, 2019

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Janice Price

DEPT President & CEO

FIRST MIDDLE LAST

Permanent Mailing Address: [Redacted]

Itinerary and business rationale for expense: diners card claim for local business and for trips to Toronto, Ottawa, and Edmonton 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
			2100	890900	800				TGE	balance from Part 1 of expense claim	\$ 2,392.40	\$ -	\$ 2,392.40
			2100	890900	800				TGE		\$ -	\$ -	\$ -
25	2/9/2019	3101	2100	890900	800				TGE	gas for President's car	\$ 72.86	\$ 3.64	\$ 76.50
26	2/9/2019	3101	2100	890900	800				TGE	Calgary parking for ICD course	\$ 16.00	\$ 0.80	\$ 16.80
27	2/10/2019	3105	2100	890900	800				TGE	3 night Calgary hotel stay	\$ 801.28	\$ 38.77	\$ 840.05
28	2/10/2019	3106	2100	890900	800				TGE	personal meal	\$ 34.40	\$ -	\$ 34.40
29	2/10/2019	3106	2100	890900	800				TGE	personal meal	\$ 53.15	\$ -	\$ 53.15
30	2/10/2019	3106	2100	890900	800				TGE	personal meal	\$ 27.10	\$ -	\$ 27.10
31	2/10/2019	3106	2100	890900	800				TGE	personal meal	\$ 4.20	\$ -	\$ 4.20
32	2/13/2019	3105	2100	890900	800				TGE	1 night Calgary airport hotel stay	\$ 223.88	\$ 10.76	\$ 234.64
33	2/14/2019	3106	2100	890900	800				TGE	personal meal	\$ 14.19	\$ -	\$ 14.19
34	2/15/2019	3105	2100	890900	800				TGE	2 night LA hotel stay	\$ 804.04	\$ -	\$ 804.04
35	2/15/2019	3101	2100	890900	800				TGE	LA parking for meeting [Redacted]	\$ 4.08	\$ -	\$ 4.08
36	2/16/2019	3101	2100	890900	800				TGE	gas for rental car	\$ 43.12	\$ -	\$ 43.12
37	2/17/2019	3101	2100	890900	800				TGE	YYC parking	\$ 119.95	\$ 6.00	\$ 125.95
38	2/18/2019	3105	2100	890900	800				TGE	1 night LAX hotel stay	\$ 507.60	\$ -	\$ 507.60
39	2/18/2019	3108	2100	890900	800				TGE	personal meal (US \$62.85)	\$ 83.23	\$ -	\$ 83.23
40	2/19/2019	3101	2100	890900	800				TGE	Vancouver taxi from airport to hotel	\$ 37.00	\$ -	\$ 37.00
41	2/20/2019	3521	2100	890900	800				TGE	Apple Store devices for work	\$ 208.76	\$ 9.76	\$ 218.52
42	2/20/2019	3101	2100	890900	800				TGE	Vancouver taxi from hotel to airport	\$ 40.65	\$ -	\$ 40.65
43	2/21/2019	3105	2100	890900	800				TGE	1 night Vancouver hotel stay	\$ 252.98	\$ 11.40	\$ 264.38
44	2/21/2019	3101	2100	890900	800				TGE	YYC parking	\$ 55.90	\$ 2.80	\$ 58.70
45	2/21/2019	3105	2100	890900	800				TGE	1 night Calgary airport hotel stay	\$ 170.32	\$ 8.19	\$ 178.51
			2100	890900	800				TGE		\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>\$ 5,967.09</b>	<b>\$ 92.12</b>	<b>\$ 6,059.21</b>

GL Codes Summary (please summarize by unique GL string) 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	800				2392.40		\$ 2,392.40
3521	2100	890900	800				208.76	9.76	\$ 218.52
3106	2100	890900	800				216.27		\$ 216.27
3105	2100	890900	800				2760.10	69.12	\$ 2,829.22
3101	2100	890900	800				389.56	13.24	\$ 402.80
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 5,967.09</b>	<b>\$ 92.12</b>	<b>\$ 6,059.21</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 6,059.21

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)		





# Transaction Search - Company

BMO, Statement Period 02/13/2019 to 03/12/2019

## Company Unit - T&E EXEC

### Mapped Cards

Janice Price

Posting Date	Tran Date	Account	Supplier	Amount	Purchase Description and Business Rationale
03/06/2019	03/06/2019	XXXX-XXXX-XXXX-5734	Miscellaneous Fee - Fee For Couriered Card Of Feb 13 2019	25	Card Fee
03/08/2019	03/06/2019	XXXX-XXXX-XXXX-5734	Marriott Calgary Airpo	234.64	YYC hotel stay for flight to Toronto
03/08/2019	03/07/2019	XXXX-XXXX-XXXX-5734	Bymark Restaurant	128.94	lunch with [REDACTED] (sponsor)
03/11/2019	03/08/2019	XXXX-XXXX-XXXX-5734	Calgary Airport Exit T	88.05	YYC parking during trip to Toronto
03/11/2019	03/08/2019	XXXX-XXXX-XXXX-5734	Royal York Hotel	815.57	Toronto hotel stay for meetings and opening of Revisor; Library bar: hosting Bfta's [REDACTED]
			Debit Total CAD	1,292.20	
			Credit Total CAD	0	
			Total CAD	1,292.20	