

DINERS

JUL 10 2018

EXPENSE CLAIM FORM

VICE PRESIDENT

(All expenses)

DATE July 9, 2018

VENDOR/STAFF (as applicable)



NAME (Claimant/Payee)

Neil Johnston

(DINERS)

DEPT Executive Office

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and business rationale for expense: Travel to Ottawa for funder meetings and Governor General's Arts Awards gala

| 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 | 18/05/29 | 3101 | 2100 | 820130 | 800 | DEV805 | | Calgary | TGE | Checked baggage fee - flight from Calgary to Ottawa (trip to Ottawa for funder meetings and Governor General's awards gala) | \$ 25.00 | \$ 1.25 | \$ 26.25 |
| 2 | 18/05/30 | 3101 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Taxi from Ottawa airport to Ottawa hotel (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 34.70 |
| 3 | 18/05/31 | 3106 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Lunch in Ottawa - travel meal for [redacted] (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 40.28 |
| 4 | 18/06/01 | 3106 | 2100 | 820130 | 800 | DEV805 | | Ottawa | BM | 2 bottles of water for a funder meeting - [redacted] (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 3.50 |
| 5 | 18/06/01 | 3106 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Lunch in Ottawa - travel meal for [redacted] (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 28.59 |
| 6 | 18/06/02 | 3101 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Taxi to NAC for Governor General's awards gala (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 8.00 |
| 7 | 18/06/02 | 3101 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Checked baggage fee - flight from Ottawa to Calgary (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 28.25 |
| 8 | 18/06/03 | 3106 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Breakfast at Ottawa airport - travel meal while in Ottawa for funder meetings and Governor General's awards gala | | | \$ 14.29 |
| 9 | 18/06/03 | 3105 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | 4 nights hotel accommodation in Ottawa (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 879.04 |
| 10 | 18/06/03 | 3101 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Taxi from Ottawa hotel to Ottawa airport (trip to Ottawa for funder meetings and Governor General's awards gala) | | | \$ 33.06 |
| 11 | 18/06/03 | 3106 | 2100 | 820130 | 800 | DEV805 | | Ottawa | TGE | Meal charges from Ottawa hotel: dinner on May 30, Breakfast [redacted] on May 31, dinner on May 31, breakfast on June 1, dinner on June 1 | | | \$ 163.18 |
| 12 | 18/06/03 | 3106 | 2100 | 820130 | 800 | DEV805 | | Calgary | TGE | Lunch at Calgary airport (trip to Ottawa for funder meetings and Governor General's awards gala) | \$ 10.90 | \$ 0.55 | \$ 11.45 |
| 13 | | | 2100 | | | | | | | | | | |
| 14 | | | 2100 | | | | | | | | | | |
| Total Expenses : A | | | | | | | | | | | 35.90 | 1.80 | \$ 1,270.59 |

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 | 820130 | 800 | DEV805 | | | 10.90 | 0.55 | \$ 261.29 |
| 3105 | 2100 | 820130 | 800 | DEV805 | | | | | \$ 879.04 |
| 3101 | 2100 | 820130 | 800 | DEV805 | | | 25.00 | 1.25 | \$ 130.26 |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| Total | | | | | | | \$ 35.90 | \$ 1.80 | \$ 1,270.59 |

| | | |
|----------------------------------|-----|-------------|
| Subtract Advance (if applicable) | B | |
| Balance Due to Claimant | A-B | \$ 1,270.59 |

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash receipt 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]

AUG 21 2018

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE August 16, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Neil Johnston

DINERS July 28/18

DEPT Executive Office

Permanent Mailing Address:

Itinerary and business rationale for expense: Travel to Calgary for donor meeting re: PLLI

| 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 | 03/07/2018 | 3101 | 2100 | 820130 | 800 | DEV805 | | Calgary | TGE | Parking fee - travel to Calgary for donor meeting; PLLI | \$ 25.50 | | \$ 25.50 |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
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| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | 2100 | | | | | | | | | | |
| Total Expenses : A | | | | | | | | | | | 25.50 | 1.21 | \$ 25.50 |

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 |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|------------|---------|--------------|
| 3101 | 2100 | 820130 | 800 | DEV805 | | | 25.50 | 1.21 | \$ 25.50 |
| | 2100 | | | | | | 24.29 | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| Total | | | | | | | \$ 25.50 | \$ 1.21 | \$ 25.50 |

| | | |
|----------------------------------|-----|----------|
| Subtract Advance (if applicable) | B | |
| Balance Due to Claimant | A-B | \$ 25.50 |

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)

DATE September 11, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME
(Claimant/Payee)

Neil Johnston

DINERS Aug 28/18

DEPT Executive Office

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Travel to Calgary for donor meetings

| 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 | 18/08/08 | 3101 | 2100 | 820130 | 800 | DEV805 | | Calgary | TGE | Parking fee - travel to Calgary for multiple donor meetings, with two of these accompanying [REDACTED] | \$ 25.71 | \$ 1.29 | \$ 27.00 |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
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| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | 2100 | | | | | | | | | | |
| Total Expenses : A | | | | | | | | | | | 25.71 | 1.29 | \$ 27.00 |

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 |
|--------------|------|-------------|---------------|---------------|-------------------|-------------------|-----------------|----------------|-----------------|
| 3101 | 2100 | 820130 | 800 | DEV805 | | | 25.71 | 1.29 | \$ 27.00 |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| | 2100 | | | | | | | | |
| Total | | | | | | | \$ 25.71 | \$ 1.29 | \$ 27.00 |

| | | |
|----------------------------------|-----|----------|
| Subtract Advance (if applicable) | B | |
| Balance Due to Claimant | A-B | \$ 27.00 |

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