

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE October 15, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Neil Johnston

DINERS SEPT 28/18

DEPT Executive Office

Permanent Mailing Address:

Itinerary and business rationale for expense: Travel to Calgary for donor meetings and a Banff Centre affiliated event at the National Music Centre

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	18/09/12	3610	2100	820130	800	DEV805		Calgary	EH	Hosting at a donor meeting with [REDACTED]	\$ 7.20	\$ 0.36	\$ 7.56
2	18/09/18	3101	2100	820130	800	DEV805		Calgary	TGE	Parking in Calgary for meeting with Bail Committee and donor meeting with [REDACTED]	\$ 27.00	\$ 1.35	\$ 28.35
3	18/09/23	3106	2100	820130	800	DEV805		Calgary	BM	Working dinner in Calgary with [REDACTED] prior to evening NMC event featuring Measha Brueggergosman	\$ 63.26	\$ 1.33 2.65	\$ 65.91
4	18/09/24	3105	2100	820130	800	DEV805		Calgary	TGE	One night hotel accommodation in Calgary for evening NMC event featuring Measha Brueggergosman	\$224.24	\$ 10.83	\$ 235.07
5	18/09/25	3101	2100	820130	800	DEV805		Calgary	TGE	Parking in Calgary for meeting with Jenny Belzberg	\$ 13.10	\$ 0.65	\$ 13.75
6													
7													
8													
9													
10													
11													
12													
13													
14			2100										
Total Expenses : A											334.80	15.84	\$ 350.64

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	820130	800	DEV805			7.20	0.36	\$ 7.56
3106	2100	820130	800	DEV805			63.26	2.65 <i>1.33</i>	\$ 65.91
3105	2100	820130	800	DEV805			224.24	10.83	\$ 235.07
3101	2100	820130	800	DEV805			40.10	2.00	\$ 42.10
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 334.80	\$ 15.84	\$ 350.64

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 350.64

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top

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]

DINERS

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE October 31, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Neil Johnston

DINERS Oct 28/18

DEPT

Executive Office

FIRST MIDDLE LAST

Permanent Mailing Address:

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

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	10/09/2018	3740	2100	854020	800			Calgary	TGE	Credit card annual fee			\$ 99.00
2	10/10/2018	3101	2100	820130	800	DEV805		Calgary	TGE	Parking in Calgary - meeting with Jim Madro			\$ 19.50
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14			2100										
Total Expenses : A											-	-	\$ 118.50

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
3740	2100	854020	800						\$ 99.00
3101	2100	820130	800	DEV805					\$ 19.50
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ -	\$ -	\$ 118.50

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 118.50

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