

JAN 14 2019

**EXPENSE CLAIM FORM**

**VICE PRESIDENT**

(All expenses)

DATE January 14, 2019

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson

DEPT VP Mkt/Coms/Board Rins

Permanent Mailing Address:

[Redacted]

Itinerary and business rationale for expense: cash claim for local business and trips to Toronto to attend events and discuss 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	11/18/2018	3101	2100	830900	690				TGE	YYC parking	\$ 35.65	\$ -	\$ 35.65
2			2100						TGE		\$ -	\$ -	\$ -
3	11/22/2018	3101	2100	830900	690				TGE	Toronto taxi from airport to hotel	\$ 40.00	\$ -	\$ 40.00
4	11/22/2018	3105	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
5	11/23/2018	3105	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
6	11/23/2018	3610	2100	830900	690				EH	Fables launch reception	\$ 1,008.00	\$ 40.00	\$ 1,048.00
7	11/24/2018	3101	2100	830900	690				TGE	Toronto train from Union station to airport	\$ 12.35	\$ -	\$ 12.35
8	11/24/2018	3105	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
9	12/2/2018	3105	2100	830900	690				TGE	2 night Toronto hotel stay	\$ 559.35	\$ 25.90	\$ 585.25
10	12/2/2018	3105	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
11	12/2/2018	3101	2100	830900	690				TGE	Toronto train from airport to Union station	\$ 12.35	\$ -	\$ 12.35
12	12/2/2018	3101	2100	830900	690				TGE	Toronto taxi from Union station to hotel	\$ 16.75	\$ -	\$ 16.75
13	12/3/2018	3105	2100	830900	690				TGE	personal meal per diem	\$ 38.00	\$ -	\$ 38.00
14	12/3/2018	3101	2100	830900	690				TGE	Toronto taxi from hotel to Creative Minds event	\$ 10.50	\$ -	\$ 10.50
15	12/3/2018	3101	2100	830900	690				TGE	Toronto taxi from Creative Minds event to hotel	\$ 14.23	\$ -	\$ 14.23
16	12/3/2018	3610	2100	830900	690				BM	lunch with [Redacted]	\$ 75.18	\$ -	\$ 75.18
17	12/3/2018	3101	2100	830900	690				TGE	Toronto transit to meeting with Compass Rose Group	\$ 15.00	\$ -	\$ 15.00
18	12/4/2018	3101	2100	830900	690				TGE	Toronto taxi from hotel to airport	\$ 74.00	\$ -	\$ 74.00
19	12/4/2018	3105	2100	830900	690				TGE	personal meal per diem	\$ 51.00	\$ -	\$ 51.00
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>2,164.36</b>	<b>65.90</b>	<b>\$ 2,230.26</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								
	2100								
	2100	830900	690				125.00		\$ 125.00
	2100								
	3610	2100	830900	690			1083.18	40.00	\$ 1,123.18
	3105	2100	830900	690			255.00		\$ 255.00
	3105	2100	830900	690			559.35	25.90	\$ 585.25
	3101	2100	830900	690			141.83		\$ 141.83
<b>Total</b>							<b>\$ 2,164.36</b>	<b>\$ 65.90</b>	<b>\$ 2,230.26</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,230.26

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)	[Redacted]	
Requestor Dept (if RTR)	President's office	
Prepared by (if not Claimant)	[Redacted]	

ENTERED JAN 30 2019

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE January 15, 2019

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson

*DINERS DEC 28/18*

DEPT VP Mkt/Coms/Board Rins

Permanent Mailing Address:

[Redacted]

FIRST

MIDDLE

LAST

Itinerary and business rationale for expense: diners claim for local business and a trip to Calgary to attend events and discuss 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	11/30/2018	3040	2100	830900	690				TGE	Globe and Mail subscription	\$ 23.96	\$ 1.20	\$ 25.16
2	12/4/2018	3101	2100	830900	690				TGE	flight change fee	\$ 78.75	\$ 3.75	\$ 78.75
3	12/4/2018	3101	2100	830900	690				TGE	Calgary taxi	\$ 44.28	\$ -	\$ 44.28
4	12/15/2018	3471	2100	830900	690				TGE	Globe and Mail brand ads from Groceteria	\$ 10.20	\$ -	\$ 10.20
5	12/17/2018	3050	2100	830900	690				TGE	Canada Post stamps for marketing mailing	\$ 178.50	\$ 8.50	\$ 178.50
6	12/17/2018	3101	2100	830900	690				TGE	Calgary parking for dinner with [Redacted]	\$ 6.00	\$ -	\$ 6.00
7	12/18/2018	3101	2100	830900	690				TGE	Calgary parking for dinner with [Redacted]	\$ 5.25	\$ -	\$ 5.25
8	12/19/2018	3101	2100	830900	690				TGE	Avis rental car for drive to and from Calgary	\$ 217.97	\$ 10.90	\$ 228.87
9	12/19/2018	3105	2100	830900	690				TGE	1 night Calgary hotel stay after dinner with [Redacted]	\$ 127.25	\$ 6.12	\$ 133.37
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								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
			2100								\$ -	\$ -	\$ -
Total Expenses : A											692.16	18.22	\$ 710.38

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
#REF!	2100								
	2100	830900	690				345.22	12.02	\$ 362.24
3105	2100						127.97	6.12	133.37
3471	2100	830900	690				10.20		\$ 10.20
3101	2100	830900	690				348.50	14.65	363.15
3050	2100	830900	690				170.00	178.50	8.50
3040	2100	830900	690				23.96	1.20	\$ 25.16
	2100						678.91	30.47	
Total							\$ 682.16	\$ 18.22	\$ 710.38

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 710.38

Return to Requestor (RTR)

Requestor Name (if RTR) \_\_\_\_\_

Requestor Dept (if RTR) \_\_\_\_\_

Prepared by (if not Claimant) \_\_\_\_\_

Mail to Claimant

DINERS

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
**(All expenses)**

DATE February 11, 2019

VENDOR/STAFF# (as applicable) [Redacted]

NAME (Claimant/Payee) **Rosemary Thompson**

DEPT **VP Mkt/Coms/Board Rlns**

Permanent Mailing Address: [Redacted]

Itinerary and business rationale for expense: **diners claim for local business and a trip to Vancouver to attend events and discuss stakeholder relations**

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loan	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	12/28/2018	3040	2100	830900	690				TGE	Globe and Mail subscription <b>29.36</b>	\$ 29.36	\$ 1.40	\$ 29.36
2	1/8/2019	3101	2100	830900	690				TGE	subway from airport to city	\$ 7.90	\$ -	\$ 7.90
3	1/8/2019	3106	2100	830900	690				TGE	personal meal	\$ 9.14	\$ -	\$ 9.14
4	1/8/2019	3101	2100	830900	690				TGE	Vancouver taxi from subway to hotel	\$ 12.05	\$ -	\$ 12.05
5	1/8/2019	3610	2100	830900	690				EH	dinner with [Redacted] <b>100.55</b>	\$ 96.55	\$ 2.00	\$ 100.55
6	1/9/2019	3106	2100	830900	690				TGE	personal meal	\$ 11.98	\$ -	\$ 11.98
7	1/9/2019	3101	2100	830900	690				TGE	Vancouver taxi from hotel to meeting with [Redacted]	\$ 17.15	\$ -	\$ 17.15
8	1/9/2019	3101	2100	830900	690				TGE	Vancouver taxi from meeting with [Redacted] to hotel	\$ 15.25	\$ -	\$ 15.25
9	1/9/2019	3610	2100	830900	690				EH	dinner with [Redacted] <b>132.42</b>	\$ 127.17	\$ 5.25	\$ 132.42
10	1/9/2019	3605	2100	830900	690				TGE	admission to Vancouver Playhouse	\$ 3.00	\$ -	\$ 3.00
11	1/10/2019	3101	2100	830900	690				TGE	subway from city to airport	\$ 2.95	\$ -	\$ 2.95
12	1/10/2019	3101	2100	830900	690				TGE	subway from city to airport (top-up)	\$ 1.25	\$ -	\$ 1.25
13	1/10/2019	3105	2100	830900	690				TGE	2 nights Vancouver hotel stay <b>287.43</b>	\$ 278.00	\$ 6.33	\$ 293.76
14	1/14/2019	3740	2100	854020	800				TGE	club rewards fee	\$ 99.00	\$ 12.60	\$ 99.00
15	1/17/2019	3610	2100	830900	690				EH	lunch with YWCA representative	\$ 27.26	\$ -	\$ 27.26
16	1/18/2019	3106	2100	830900	690				TGE	personal meal	\$ 36.21	\$ -	\$ 36.21
17	1/18/2019	3101	2100	830900	690				TGE	Calgary parking for Ballet BC performance <b>7.00</b>	\$ 6.87	\$ 0.28	\$ 7.00
18	1/24/2019	3101	2100	830900	690				TGE	Calgary parking for WXN Dinner	\$ 12.38	\$ 0.62	\$ 13.00
19	1/25/2019	3040	2100	830900	690				TGE	Globe and Mail subscription <b>29.36</b>	\$ 27.96	\$ 1.40	\$ 29.36
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
<b>Total Expenses : A</b>											817.33	31.26	848.59

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
3740	2100	854020	800				99.00		\$ 99.00
3610	2100	830900	690				252.98	2.25	\$ 260.23
3605	2100	830900	690				3.00		\$ 3.00
3106	2100	830900	690				57.33	12.60	\$ 57.33
3105	2100	830900	690				281.16	20.26	\$ 293.76
3101	2100	830900	690				75.93	0.95	\$ 76.55
3040	2100	830900	690				55.92	2.80	\$ 58.72
	2100						<b>841.64</b>	<b>31.26</b>	<b>\$ 848.59</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 848.59

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) \_\_\_\_\_

*Handwritten initials/signature*

# Transaction Search - Company

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

## Company Unit - T&E EXEC

### Mapped Cards

Rosemary Thompson

Posting Date	Tran Date	Account	Supplier	Amount	Purchase Description and Business Rationale
03/06/2019	03/06/2019	XXXX-XXXX-XXXX-5726	Miscellaneous Fee - Fee For Couriered Card Of Feb 13 2019	25	Card Fee
03/11/2019	03/09/2019	XXXX-XXXX-XXXX-5726	Nbx*ywca Banff	1,100.00	ticket to 2019 VINEart Gala Auction
			Debit Total CAD	1,125.00	
			Credit Total CAD	0	
			Total CAD	1,125.00	