

**EXPENSE CLAIM FORM**

DATE April 23, 2018

*BUSINESS APR 24/18*

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson

Position

VP Marketing, Communications & Board Relations

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

Ottawa Trip

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	23/02/18	Travel-General (Pres,VP)	3105	2100	854020	800		Taxi Toronto	\$ 25.88		\$ 25.88
2	27/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 20.70		\$ 20.70
3	27/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 13.30		\$ 13.30
4	27/02/18	Travel-General (Pres,VP)	3101 2104	2100	854020	800		Blue Line Taxi Ottawa	\$ 21.08		\$ 21.08
5	28/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 22.55		\$ 22.55
6	28/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 15.35		\$ 15.35
7	28/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 28.81		\$ 28.81
8	28/02/18	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 14.82		\$ 14.82
9	01/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Blue Line Taxi Ottawa	\$ 27.48		\$ 27.48
10	01/03/2018	Other1	3185	2100	854020	800		Gift Shop Lord Elgin - Stationary	\$ 21.30		\$ 21.30
11	03/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Gas - Ottawa	\$ 40.01		\$ 40.01
12	04/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Enterprise	\$ 176.08	7.65	\$ 176.08
13	04/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Air Canada	\$ 113.00		\$ 113.00
14	04/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Air Canada	\$ 39.55		\$ 39.55
15	04/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Air Canada	\$ 28.25	1.25	\$ 28.25
16	12/03/2018	Travel-General (Pres,VP)	3101	2100	854020	800		Taxi Banff	\$ 14.00		\$ 14.00
17	20/03/18	Travel-General (Pres,VP)	3101	2100	854020	800		Banff Airporter	\$ 144.28	6.50	\$ 144.28
18	23/03/18	Other1	3185	2100	854020	800		Globe & Mail	\$ 2.06		\$ 2.06
19	23/03/18	Hosting	3610	2100	854020	800		Maclab	\$ 9.66		\$ 9.66
<b>Total Expenses : A</b>											<b>778.16</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	854020	2100	800		698.18	745.14	698.18
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	854020	2100	800		-	-	-
3106	Travel-Meals	854020	2100	800		25.88	-	25.88
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		9.66	-	9.66
3611	Hosting (Alcohol)	854020	2100	800		-	-	-
6132	Travel Advance	854020	2100	800		-	-	-
3451	Other1	854020	2100	800		23.36	-	23.36
	Other2	854020	2100	800		-	-	-
	Other3	854020	2100	800		-	-	-
						<b>Total</b>	<b>757.08</b>	<b>757.08</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 778.16

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.

0 \*  
745.14 +  
9.66 +  
23.36 +  
778.16 \*†

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

DATE May 28, 2018

VENDOR/STAFF#  
 (as applicable)

NAME  
 (Claimant/Payee)

Rosemary Thompson

*DINERS APR 28/18*

DEPT

Executive Office

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense:

Trip to Ottawa, 28th - 30th March / Trip to Toronto re media meetings 24th - 27th April

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	18/03/28	3101	2100	830900	690					Air Canada Extra Baggage	\$ 26.25	1.25	\$ 26.25
2	18/03/29	3106	2100	830900	690					The Beechwood Gastropub- Dinner	\$ 49.38		\$ 49.38
3	18/03/29	3101	2100	830900	690					City of Ottawa - Parking	\$ 7.50		\$ 7.50
4	18/03/30	3101	2100	830900	690					Enterprise Car Rental in Ottawa	\$ 164.72	7.29	\$ 164.72
5	18/03/30	3101	2100	830900	690					Air Canada Same Day Change Fee	\$ 157.50	7.50	\$ 157.50
6	18/03/30	3101	2100	830900	690					Esso Gas in Ottawa	\$ 30.00		\$ 30.00
9	18/04/04	3185	2100	830900	690					Lunch with [redacted] in Maclab	\$ 58.57		\$ 58.57
10	18/04/06	3101	2100	830900	690					Gas driving to Calgary for business meeting	\$ 57.01	2.71	\$ 57.01
11	18/04/11	3101	2100	830900	690					Parking in calgary	\$ 14.70	70	\$ 14.70
12	18/04/22	3471	2100	830900	690					Globe & Mail subscription	\$ 2.06		\$ 2.06
13	18/04/25	3101	2100	830900	690					Taxi in Toronto	\$ 33.93		\$ 33.93
14	18/04/25	3101	2100	830900	690					Taxi in Toronto	\$ 11.50		\$ 11.50
15	18/04/25	3101	2100	830900	690					Taxi in Toronto	\$ 75.22		\$ 75.22
16	18/04/25	3468	2100	830900	690					Play in Toronto	\$ 115.00		\$ 115.00
17	18/04/25	3610	2100	830900	690					Hosting - Lunch with [redacted]	\$ 86.88		\$ 86.88
18	18/04/25	3101	2100	830900	690					Taxi in Toronto	\$ 8.00		\$ 8.00
19	18/04/26	3101	2100	830900	690					Taxi in Toronto	\$ 40.83		\$ 40.83
20	18/04/26	3101	2100	830900	690					Taxi in Toronto	\$ 31.25		\$ 31.25
21	18/04/26	3105	2100	830900	690					Accommodation in Toronto - 1 night 24th April	\$ 640.66	27.45	\$ 640.66
22	18/04/26	3186	2100	830900	690					Breakfast meeting in Toronto	\$ 63.68		\$ 63.68
23		3610	2100										\$ -
34			2100										\$ -
<b>Total Expenses : A</b>											#####	-	\$ 1,674.64

**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	830900	690				86.88		209.13 \$ 86.88
3471	2100	830900	690				2.06		\$ 2.06
3468	2100	830900	690				115.00		\$ 115.00
3185	2100	830900	690				58.57		\$ 58.57
3106	2100	830900	690				149.06		49.38 \$ 113.06
3105	2100	830900	690			613.21	640.66	27.45	\$ 640.66
3101	2100	830900	690			638.96	658.41	19.45	\$ 658.41
	2100					1,627.74		46.90	
<b>Total</b>							#####	\$ -	\$ 1,674.64

Subtract Advance (if applicable)

B

Balance Due to Claimant

A-B

\$

1,674.64

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) \_\_\_\_\_