

OCT 15 2018

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

DATE October 9, 2018

VENDOR/STAFF# (as applicable)



NAME  
(Claimant/Payee)

Valerie Kapay (DINERS CLUB)

DINERS SEPT 28/18

DEPT VP, Human Resources

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Canada's Most Powerful Women: Top 100 Summit registration, Senior Human Resources Officers (SHRO) meeting (Sept 26-27, Edmonton)

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	09/11/2018	3120	2100	853020	800					Womens Executive Network - Top 100 Summit Registration fee	\$432.00	\$ 20.00	\$ 452.00
2	09/25/2018	3105	2100	853020	800					Accommodation (City Centre Inn Edmonton) for SHRO meeting, Edmonton	\$133.11	\$ 6.40	\$ 139.51
3	09/26/2018	3106	2100	853020	800					Breakfast (Tim Hortons)	\$ 4.68	\$ 0.23	\$ 4.91
4	09/26/2018	3106	2100	853020	800					Dinner (Tim Hortons)	\$ 8.29	\$ 0.41	\$ 8.70
5			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
<b>Total Expenses : A</b>											<b>578.08</b>	<b>27.04</b>	<b>\$ 605.12</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
3120	2100	853020	800				432.00	20.00	\$ 452.00
3105	2100	853020	800				12.97	0.04	\$ 13.61
3105	2100	853020	800				133.11	6.40	\$ 139.51
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 578.08</b>	<b>\$ 27.04</b>	<b>\$ 605.12</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 605.12

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)			

DEC 10 2018

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

DATE November 1, 2018

VENDOR/STAFF# (as applicable)



NAME  
(Claimant/Payee)

Valerie Kapay (DINERS CLUB)

10/28/18

DEPT VP, Human Resources

Permanent Mailing Address: 10.18

Itinerary and business rationale for expense: DLA Piper (Canada) LLP Calgary Employment and Labour Law Conference (Oct 16, Calgary)

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	10/18/2018	3101	2100	853020	800				TGE	Parking - attended a conference in Calgary	\$ 18.90	.90	\$ 18.90
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
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										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
Total Expenses : A											18.00	.90	\$ 18.90

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	853020	800				18.00	.90	\$ 18.90
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 18.90	\$ -	\$ 18.90

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 18.90

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)		

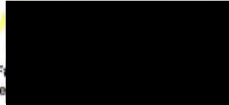


DEC - 5 2018

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

DATE December 5, 2018

VENDOR/STAFF  
 (as applicable)



NAME  
 Claimant/Payee

Valerie Kapay

DEPT VP, HR

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Canada's Most Powerful Women: Top 100 Summit & Gala (Nov 22, Toronto)

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	11/21/18	3106	2100	853020	800				TGE	Per Diem - dinner	\$ 24.00		\$ 24.00
2	11/22/18	3106	2100	853020	800				TGE	Per Diem - breakfast	\$ 12.00		\$ 12.00
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
<b>Total Expenses : A</b>											<b>36.00</b>	<b>-</b>	<b>\$ 36.00</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	853020	800				36.00		\$ 36.00
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 36.00</b>	<b>\$ -</b>	<b>\$ 36.00</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 36.00

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
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Requestor Dept (if RTR)	
Prepared by (if not Claimant)	

DEC 10 2018

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

DATE December 5, 2018

VENDOR/STAFF#  
(as applicable)



NAME  
(Claimant/Payee)

Valerie Kapay (DINERS CLUB)

11/28/18

DEPT VP, HR

Permanent Mailing Address:

Itinerary and business rationale for expense: Canada's Most Powerful Women: Top 100 Summit/Gala (Nov 22, Toronto)

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	11/21/18	3101	2100	853020	800				TGE	Transfer from Toronto Pearson Airport to Union station (UP Union Pearson Express)	\$ 12.35		\$ 12.35
2	11/21/18	3106	2100	853020	800				TGE	WestJet onboard meal	\$ 8.99	\$ 0.45	\$ 9.44
3	11/23/18	3101	2100	853020	800				TGE	Transfer from Union station to Toronto Pearson Airport (UP Union Pearson Express)	\$ 12.35		\$ 12.35
4	11/23/18	3105	2100	853020	800				TGE	Accommodation (Intercontinental Toronto)	\$ 665.01	29.43	\$ 665.01
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
<b>Total Expenses : A</b>											698.70	0.45	\$ 699.15

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	853020	800				9.44	0.45	\$ 9.44
3105	2100	853020	800				665.01	29.43	\$ 665.01
3101	2100	853020	800				24.70		\$ 24.70
	2100								
	2100								
	2100								
	2100						669.72	29.43	
<b>Total</b>							\$ 698.70	\$ 0.45	\$ 699.15

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 699.15

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Requestor Dept (if RTR)		
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