EXPENSE CLAIM FORM - President, VP, Board

DATE May 15 2023

VENDOR/STAFF# (as applicable) [redacted]

NAME (Claimant/Payee) Chris Lorway (FIRST / MIDDLE / LAST)

Position President and CEO

Permanent Mailing Address

Itinerary and Purpose of Travel/Expense oronto rip - Canadian Arts Summit

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	2023-03-08	[redacted]						Air Canada - YYC to YYZ return	$ 441 25	$ 24 86	$ 466 11
2	2023-04-15							Doubletree - C Lorway Hotel (4 nights @$195+tax)	$ 847 84	$ 105 44	$ 953 28
3	2023-04-19							UP Express - D oronto to YYZ	$ 5 65		$ 5 65
4	2023-04-14							Ban Airporter - Ban to YYC	$ 80 72	$ 4 04	$ 84 76
5	2023-04-17							Uber - KPMB Meeting - there	$ 13 53	$ 1 37	$ 14 90
6	2023-04-17							Uber - KPMB Meeting - back	$ 11 05	$ 1 44	$ 12 49
7	2023-04-19							Uber - Meeting with [redacted])	$ 12 32	$ 1 60	$ 13 92
8	2023-04-19							Air Canada - Flight change	$ 142 50	$ 7 50	$ 150 00
9	2023-04-18							Ban Airporter - YYC to Ban	$ 91 79	$ 4 14	$ 95 93
[redacted]											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											1,797.04

Activity Code	NET Amount	GST	Total Amount
	1 646 65	150 39	1 797 04
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Total	1,646.65	150.39	1,797.04

Balance Due to Claimant	A-B	$ 1,797.04

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.

[redacted]

Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not claimant)	[redacted]		