

Expense Claims Forms

Date: February 24, 2014

EMPLOYEE# VE-0342

NAME Carolyn Warren

Position VP Arts

DEPT Executive Office

FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : Royal National Theatre, London (March 16-23, 2014) / Angel a Misri - Web Manager (Feb 25-28, 2014) / Vancouver (Feb 19-22, 2014)

Please leave the colored cells for Financial Services

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loan	Description	NET Amount	GST Amount	Total Amount
1	1/29/2014	Incidentals	3107	2100	270900	690				Tickets to the Royal National Theatre, London	\$ 77.59		\$ 77.59
2	2/4/2014	Travel	3101	2100	270900	690				Explore Rockies Tours - Angela Misri	\$ 41.25		\$ 41.25
3	2/5/2014	Travel	3101	2100	270900	690				Banff Airporter - Angela Misri	\$ 59.69	2.84	\$ 59.69
4	2/7/2014	Travel	3101	2100	270900	690				Explore Rockies Tours - Angela Misri	\$ 57.75	2.75	\$ 57.75
5	2/11/2014	Incidentals	3107	2100	270900	690				17th Annual Canadian Arts Summit	\$ 796.43		\$ 796.43
6	2/16/2014	Incidentals	3101	2100	270900	690				Eurostar Internet	\$ 226.41		\$ 226.41
7	2/19/2014	Travel	3101	2100	270900	690				Explore Rockies Tours (credit)	\$ (57.75)	(2.75)	\$ (57.75)
8	2/19/2014	Meals	3106	2100	270900	690				Farm Restaurant	\$ 96.26	2.00	\$ 96.26
9	2/22/2014	Accommodation	3105	2100	270900	690				The Listel Hotel	\$ 506.84	15.03	\$ 506.84
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
Total Expenses : A											\$ 1,804.47	19.87	1,804.47

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						324.51	28.4	327.35
3102	2100	Travel-BOG								
3105	2100	Accommodation					491.81	506.84	15.03	506.84
3106	2100	Meals					44.26	96.26	2.00	96.26
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								874.02
6132	2100	Travel Advance								
Total								1,804.47	19.87	1,804.47

Travel Advance (positive)	B 6132-2100	\$	11
	A-B	\$	1,804.47

March 3, 2014
Date

March 3, 2014
Date

MAR 04 2014
Date

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carignan

New Transactions Since Last Statement



Diners Club : Statement

[Close Window](#)

Account Name :	CAROLYN WARREN THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 1,618.93
Next statement date :	28-Feb-2014	Payments :	\$-1,700.00
		New Transactions :	\$ 1,491.87
		Balance Due :	\$ 1,410.80
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR [REDACTED]		
29-Jan-2014	ROYAL NATIONAL THEATRE,LONDON SE1,GBR GBP 163.00 @ 1.857548 INCLUDE FOREIGN TRANSACTION FEE 7.56	\$ 310.34	499000071949
04-Feb-2014	EXPLORE ROCKIES TOURS,BANFF,AB,CAN	\$ 41.25	041019027938
05-Feb-2014	BANFF AIRPORTER INC,403-762-3330,AB,CAN	\$ 59.69	000018067193
07-Feb-2014	EXPLORE ROCKIES TOURS,BANFF,AB,CAN	\$ 57.75	041021108194
11-Feb-2014	PAYPAL *COUNCILFORB,4029357733,ON,CAN	\$ 796.43	406774253387
14-Feb-2014	PAYMENT RECEIVED -- THANK, YOU,CAN	\$ -1,700.00	0000 009766
16-Feb-2014	EUROSTAR INTERNET,LONDON,GBR,GBR EUR 147.00 @ 1.502654 INCLUDE FOREIGN TRANSACTION FEE 5.52	\$ 226.41	090662146867

Handwritten: $310.34 \div 4 = 77.59$

①

Carignan, Leanne

From: Warren, Carolyn
Sent: Thursday, February 20, 2014 9:52 AM
To: Carignan, Leanne
Subject: FW: National Theatre Confirmation for Order Number 13872960

I will only charge one of these tickets to the Centre - thanks! (there are 4 included here)

310.34 ÷ 4 = 77.59

From: boxoffice@nationaltheatre.org.uk [boxoffice@nationaltheatre.org.uk]
Sent: Wednesday, January 29, 2014 4:04 PM
To: Warren, Carolyn
Subject: National Theatre Confirmation for Order Number 13872960

Thank you for ordering from the National Theatre.

The National Theatre is going through an amazing transformation – and we want you to be part of it. To learn more about our plans please visit our NT Future website www.nationaltheatre.org.uk/ntfuture

All of your purchase details are listed below, together with useful information links and contact details:

Customer Name : Ms Carolyn Warren
Email Address : carolyn_warren@banffcentre.ca Customer Number [REDACTED]
Order Number : 13872960
Order Date : Wed 29 January 2014 10:48PM

=====
[REDACTED]

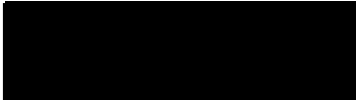
=====
Delivery Information
=====

Your Tickets will be held at Box Office

** Please take your payment card and this email with you for identification. **

Ticket collection information is different for each theatre, please read the theatre information given below as part of your ticket purchase confirmation.

=====
Payment(s):
=====

 GBP 163.00

=====
Payment Total : GBP 163.00
=====

=====
National Theatre Purchases

Vouchers

1 Voucher, GBP 5.00

=====
Vouchers : GBP 5.00
=====

=====
Temple Studios
=====

Your tickets will be held at the box office at Temple Studios.
Please bring along this email confirmation for identification when collecting your tickets.

Temple Studios
31 London Street
W2 1DJ

PLEASE READ THIS IMPORTANT INFORMATION ABOUT WHAT TO EXPECT AT TEMPLE STUDIOS:
<http://www.nationaltheatre.org.uk/venue/temple-studios>

Performance : The Drowned Man
Date : Sunday 16 March 2014 5:50pm
Venue : Temple Studios

Enter at 17:50 via Main Entrance
F:1-4 STANDARD Full Price = GBP 158.00

=====
Total : GBP 158.00
=====

=====
Order Totals
=====

National Theatre

Vouchers : GBP 5.00

Temple Studios : GBP 158.00

Total : GBP 163.00
=====

Terms and Conditions of sale:

<http://www.nationaltheatre.org.uk/website-help/tcs>

Contact Customer Care

Tour Services \$ 41.25

GST \$ 0.00

Modify/Cancel Booking Online

Total Amount Paid 41.25

Pickups: You must be at your pickup location at least 10 minutes prior to departure as the motorcoach will depart promptly at the scheduled time.

Changes or fully refundable cancellations for Explore Rockies Tours and Brewster Banff Airport Express can be made up to 90 minutes prior to the start of the tour at ExploreRockies.com. All other excursions and activities are subject to individual product cancellations and policies noted in the confirmation. For more information, or to change or cancel a booking please contact Explore Rockies at sightseeing@brewster.ca or by calling 1-800-760-6934.

This booking is subject to the [Terms and Conditions](http://www.ExploreRockies.com) at www.ExploreRockies.com.

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Activity Voucher For: 1730 Banff to YYC

Activity Information:

Status: Confirmed

Confirmation Number: 46542

Client Name: Angela Misri

Activity Date: Friday, 28 Feb 2014

Pick Up: Banff Centre

Notes:

Activity Time: 17:30

Please be ready between 17:30 - 17:30 - 17:45

1730 Banff to YYC

Passengers: 1 (ad)

\$56.85

Tax: \$2.84
Total: \$56.85

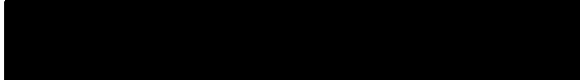
Booking Information:

Date Booked: 2014-02-04



Payment Information:

Payment Type	Date	Amount
--------------	------	--------



\$59.69

Outstanding Balance: \$0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta Canada

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way.
We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.

4

Carignan, Leanne

From: Explore Rockies <sightseeing@brewster.ca>
Sent: Friday, February 07, 2014 9:55 AM
To: Carignan, Leanne
Subject: Explore Rockies Confirmation and Receipt



1 800 760 6934

Having problems viewing this email? [View it online here](#)

**Thank you for making us a part of your Canadian Rockies experience.
Your confirmation details are below.**

Confirmation Number: E477482 Amount Paid: \$57.75



Booking Details

First Name: Angela	Affiliate #:
Last Name: Misri	Ordered By:
Email: leanne_carignan@banffcentre.ca	Customer Ref:
Phone: 416.653.1515	Promo Code:
Country: CAN	Booked By:
	Purchase Date: Feb 07, 2014

Date	Tour Name	Adults	Children	Total
28 Feb 2014	Banff to Calgary Downtown ~ 3:45pm	1 @ \$55.00	0 @ \$27.00	\$55.00
Operated By Brewster Banff Airport Express				
PICKUP TIME: 03:15 PM - Banff Centre for the Arts ** Please wait out front of the Professional Development Building (PDC)				
Special Notes: d.o Palliser				

All prices in Canadian dollars

Contact Customer Care

Tour Services \$ 55.00

GST \$ 2.75

Modify/Cancel Booking Online

Total Amount Paid \$ 57.75

Pickups: You must be at your pickup location at least 10 minutes prior to departure as the motorcoach will depart promptly at the scheduled time.

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[Create an event](#) [Find events](#)

Questions? Contact the organizer

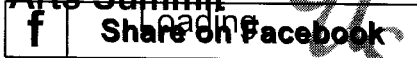
Thanks for your order! Your registration is complete.
 You're going! Your order is complete.

An email confirmation has been sent to carolyn_warren@banffcentre.ca.
 Wrong email? Contact the organizer.

Events are better when your friends are there too.
 So, who's coming with you?

The 17th Annual Canadian Arts Summit

Business for the Arts
 Thursday, 27 March 2014 at 7:00 PM - Sunday, 30 March 2014 at 12:00 PM (MDT)
 Banff, AB



The 17th Annual Canadian Arts Summit

[Your Upcoming Events](#)

Manage your order, find events your friends are attending, and more!

Order Confirmation

ATTENDEE	QUANTITY	TICKET	PRICE
Carolyn Warren	1	17th Annual Canadian Arts Summit - Delegate...	\$609.95
Carolyn Warren	1	Non-delegate dinner and opening party Friday, March...	\$93.24
Carolyn Warren	1	Non-delegate dinner Saturday, March 29th	\$93.24

Order #: 9869943266-253880425

Total: \$796.43

Thank you for registering for The 17th Annual Canadian Arts Summit!

You should receive an email confirmation shortly.

Don't forget to book your accommodation through The Banff Centre, booking details are provided in your confirmation email.

If you have any questions or concerns please email, Jaime Robson, Events Manager for Business for the Arts, summit@businessforthearts.org

When & Where

The Banff Centre
 107 Tunnel Mountain Drive
 Banff, AB T1L 1H5
 Canada
 Thursday, 27 March 2014 at 7:00 PM -
 Sunday, 30 March 2014 at 12:00 PM (MDT)

[Add to my calendar](#)

Organizer

Business for the Arts

Founded in 1974, Business for the Arts is Canada's only national charitable organization of business members who support the arts, www.businessforthearts.org.

[Contact the Organizer](#)

[View organizer profile](#)

facebook.com/pages/Business-for-the-Arts/288033387345

BusinessftArts

[22](#) past events on Eventbrite

Who's Going

Connect to see which of your Facebook friends are going to The 17th Annual Canadian Arts Summit.

[Connect with Facebook](#)

6

Carignan, Leanne

From: Warren, Carolyn
Sent: Wednesday, February 19, 2014 6:01 PM
To: Carignan, Leanne
Subject: Fwd: Your Eurostar booking confirmation Sun 16th Mar 2014 - TKSFBX

Voila...

Sent from my iPhone

Begin forwarded message:

From: Eurostar <no-reply@eurostar.com>
Date: February 16, 2014 at 1:44:38 PM MST
To: <Carolyn_Warren@banffcentre.ca>
Subject: Your Eurostar booking confirmation Sun 16th Mar 2014 - TKSFBX



[Manage your booking](#)

[Travel information](#)

Thank you for your booking



Hello Carolyn

Just to let you know, this page isn't your ticket. To print your tickets at home, simply click this button.

[Download and print your tickets](#)

Your booking references

Booking reference	Route	Carrier
TKSFBX	Paris Gare Du Nord to London St Pancras Int'l	Eurostar

Your ticketing

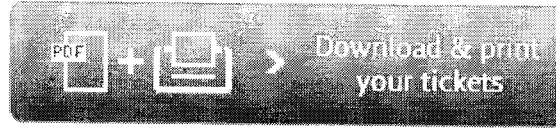
Your Eurostar ticket options:



Printing your tickets

Download and print your Eurostar tickets now for free

Your e-ticket will be available to print at home before you come to the station.



How does it work?



Ticket on departure

Collect your tickets from the self-service ticket machines at our Eurostar stations.

How does it work?

Some important info about debit/credit cards

- To collect your ticket(s) at the station, the debit/credit card holder must be there, with the debit/credit card that was used for the payment. You won't be able to use e-payment (virtual) cards to collect ticket(s) from the station.
- If the debit/credit card owner and debit/credit card won't be present when you're collecting your tickets, you'll need to choose a different delivery method.

You'll need to allow 45 minutes for checking in before your scheduled Eurostar departure (it's especially important to arrive early at peak times and around public holidays).

- If you have any large items of luggage (such as skis or snowboards) please allow at least 60 minutes before your scheduled Eurostar departure.
- If you have any questions, call our Customer Service Team: UK 08448 224777, France 01.70.70.60.88, Belgium 02 40 06 731, other +44 1777 77 78 78. Calls are charged at the national rate and are monitored for training purposes.

Your itinerary

Paris to London

Booking reference TKSFBX

→ **Outbound**

Departs **Paris Gare Du Nord at 13:04 on Sunday 16th March**
 Arrives **London St Pancras Int'l at 14:39 on Sunday 16th March**

Duration **02h 35m**
Standard Premier Non flexible: View fare conditions

Traveller	Membership number	Meal	Eurostar seats	Fare
Carolyn Warren (Adult)			Carriage 11 Seat 41	147,00 €

[Manage your booking](#)

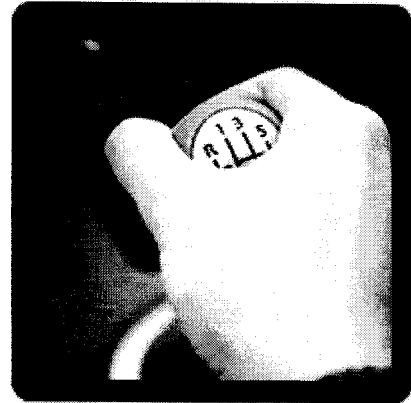
You might like to...

Book a car


You're in the driving seat with Avis

We've teamed up with car rental leaders Avis to give our customers the most effortless travel experience possible, with a host of exclusive benefits.

[Book a car](#)



Payment details

Date	Description	Amount
16/02/2014	Total debited from your payment 	147,00 €




Tread Lightly is our mission to reduce our impact on the environment and encourage people to think differently about travel. Find out more



Railteam is an alliance of high-speed rail operators with the goal of making travel as seamless as possible throughout the European rail network. Find out more

Stay connected

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 [Twitter.com/eurostar](https://twitter.com/eurostar)

①

Carignan, Leanne

From: Explore Rockies <sightseeing@brewster.ca>
Sent: Wednesday, February 19, 2014 8:51 AM
To: Carignan, Leanne
Subject: Tour Cancellation



1 800 760 6934

Confirmation of Booking Cancellation

Your booking was cancelled on: **19 Feb 2014**.
A refund has been applied to the credit card charged when the booking was made.

Thank you for considering Brewster in your travel plans!

Confirmation Number: **E475266** Amount Paid: **57.75**

Paid By: [REDACTED]

Booking Details

Required Information

First Name: Carolyn
Last Name: Warren
Email: leanne_carignan@banffcentre.ca
Phone: 403-431-1323
Country: CAN

Optional Information

Affiliate #:
Ordered By:
Customer Ref:
Promo Code: *****
Booked By: [REDACTED]
Purchase Date: Jan 27, 2014

Date	Tour Name	Adults	Children	Total
19 Feb 2014	Banff to Calgary Downtown ~ 12:00pm	2 @ \$55.00	0 @ \$27.00	\$110.00
				Less Promotional Discount: Banff Centre Staff (55.00)
PICKUP TIME: 11:30 AM - Banff Centre for the Arts ** Please wait out front of the Professional Development Building (PDC)				
Special Notes: MUST SHOW STAFF ID				

All prices in Canadian dollars

Contact Customer Care

Tour Services	\$	55.00
GST	\$	<u>2.75</u>
Total Amount Refunded		<u>57.75</u>

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Carignan, Leanne

From: Explore Rockies <sightseeing@brewster.ca>
Sent: Monday, January 27, 2014 11:36 AM
To: Carignan, Leanne
Subject: Explore Rockies Confirmation and Receipt

Cancelled.



1 800 760 6934

Having problems viewing this email? [View it online here](#)


**Thank you for making us a part of your Canadian Rockies experience.
Your confirmation details are below.**

Confirmation Number: E475266 Amount Paid: \$57.75



Booking Details

First Name: Carolyn
Last Name: Warren
Email: leanne_carignan@banffcentre.ca
Phone: 403-431-1323
Country: CAN

Affiliate #:
Ordered By:
Customer Ref:
Promo Code: *****
Booked By: 
Purchase Date: Jan 27, 2014

Date	Tour Name	Adults	Children	Total
19 Feb 2014	Banff to Calgary Downtown ~ 12:00pm	2 @ \$55.00	0 @ \$27.00	\$110.00
Operated By Brewster Banff Airport Express				
Less Promotional Discount: Banff Centre Staff				(55.00)
PICKUP TIME: 11:30 AM - Banff Centre for the Arts ** Please wait out front of the Professional Development Building (PDC)				
Special Notes: MUST SHOW STAFF ID				

All prices in Canadian dollars

Contact Customer Care

Tour Services \$ 55.00

GST \$ 2.75

Modify/Cancel Booking Online

Total Amount Paid \$ 57.75

Pickups: You must be at your pickup location at least 10 minutes prior to departure as the motorcoach will depart promptly at the scheduled time.

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8

Farm
1006 17th AVE SW
Calgary, Alberta
Tel:
Check #: 100835

Server: [REDACTED] Date: 02/19/2014
Table: 1 Time: 13:42
Client: 2

1	3 for \$15.00	15.00
1	Chicken Sandwich	16.00
1	Corned Beef	16.00
1	FARM salad	14.00
1	add Chicken	5.00
2	Tea	8.00
1	Coffee Sm	4.00
1	Single Macarons	2.25

SUB-TOTAL: 80.25
GST (#823036413): 4.01

TOTAL: 84.26

Thinking about booking a large group?
Ask us about our Harvest Table.
403.245.2276

GST#823036413

FARM RESTAURANT
1006 SW 17 Avenue
Calgary, AB
T2T 0A6
403-245-2276

** TRANSACTION RECORD **

Tran. #: 24951

User ID: 10

Merch. ID: 000010046785
Terminal #: 004
Retrieval #: 1000000000000

PURCHASE

[REDACTED]

Amount \$84.26
Tip \$12.00
=====

TOTAL CAD\$96.26

2014/02/19 13:46:38
00-001 016661
FARMUS01/FARMUC01

APPROVED 016661

APP Label: [REDACTED]
AID: A0000000041010
TUR: 0000008000
TSI: E800

Customer Copy

THANK YOU
Come Again

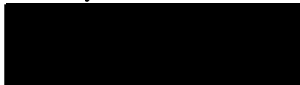
Bob McPhee

9

THE LISTEL HOTEL

Reservation Number 216347

Send to Carolyn Warren



Phone



Guest Name Carolyn Warren

Arrival Date
19/02/2014

Departure Date
22/02/2014

Room Information

616 - Museum Two Queens

Folio Number 297430

Trans Date	Description		Voucher	Amount
19/02/2014	Restaurant		2807-3546	60.00
19/02/2014	GST F&B		2807-3546	2.55
19/02/2014	PST Beverage		2807-3546	3.50
19/02/2014	Room Rate	Federal Government 2014	lvh-616	99.00
19/02/2014	GST Goods & Services Tax	4.95	lvh-616	4.95
19/02/2014	Provincial Sales Tax		lvh-616	9.90
19/02/2014	Destination Marketing Fee		lvh-616	1.29
19/02/2014	GST on DMF		lvh-616	0.06
19/02/2014	MRDT on DMF		lvh-616	0.03
19/02/2014	PST on DMF		lvh-616	0.10
20/02/2014	Restaurant		2845-9863	22.00
20/02/2014	GST F&B		2845-9863	0.90
20/02/2014	Restaurant		2877-7480	20.00
20/02/2014	GST F&B		2877-7480	0.85
20/02/2014	Room Rate	Federal Government 2014	lvh-616	99.00
20/02/2014	GST Goods & Services Tax		lvh-616	4.95
20/02/2014	Provincial Sales Tax		lvh-616	9.90
20/02/2014	Destination Marketing Fee		lvh-616	1.29
20/02/2014	GST on DMF		lvh-616	0.06
20/02/2014	MRDT on DMF		lvh-616	0.03
20/02/2014	PST on DMF		lvh-616	0.10
21/02/2014	Restaurant		2951-9958	25.00
21/02/2014	GST F&B		2951-9958	1.05
21/02/2014	Room Rate	Federal Government 2014	lvh-616	99.00
21/02/2014	GST Goods & Services Tax		lvh-616	4.95
21/02/2014	Provincial Sales Tax		lvh-616	9.90
21/02/2014	Destination Marketing Fee		lvh-616	1.29
21/02/2014	GST on DMF		lvh-616	0.06
21/02/2014	MRDT on DMF		lvh-616	0.03
21/02/2014	PST on DMF		lvh-616	0.10
22/02/2014	Restaurant		3100-3951	24.00
22/02/2014	GST F&B		3100-3951	1.00
Total Charges				506.84
Payments				
22/02/2014		095626 616	0000259193	-506.84
Total Payments				-506.84

February 22, 2014

THE LISTEL HOTEL

Reservation Number 216347

Send to Carolyn Warren



Phone [Redacted]

Guest Name Carolyn Warren

Arrival Date
19/02/2014

Departure Date
22/02/2014

Room Information

616 - Museum Two Queens

Total GST: 21.38 GST# 103346607RT0002

Balance Due: 0.00