

Expense Claims Forms

Date: September 16, 2014



EMPLOYEE#

VE-0342

NAME

Carolyn Warren

Position

VP, Arts

DEPT

Arts Programming

Mailing Address :

Itinerary and Purpose of Travel : Hosting former president David Leighton and wife for dinner

Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	8/19/2014	Hosting	3610	2100	270900	690				Dinner at The Bison and tip	\$ 169.07	\$ 6.38	\$ 175.45
2	8/19/2014	Hosting-Alcohol	3611	2100	270900	690				Drinks with dinner at The Bison	\$ 126.00	\$ -	\$ 132.30
3	8/28/2014	Incidentals	3107	2100	270900	690				Credit Card Fee	\$ 3.00	\$ -	\$ 3.00
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
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30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 304.37	\$ 6.38	\$ 310.75

ENTERED SEP 23 2014

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						169.07	6.38	175.45
3611	2100	Hosting-Alcohol								132.30
3107	2100	Incidentals						3.00	-	3.00
6132	2100	Travel Advance								-
Total								296.10	14.65	310.75

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	310.75

Date
Sept 16 2014

Date
SEP 23 2014

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	



2085 [REDACTED]

Tbl 11/1 Chk 4563 Gst 4
Aug19'14 07:18PM

- 1 GL PINOT GRIS 12.00
- 1 8TH GEN. MERLOT 75.00
- 1 CAULIFLOWER 14.00
- 1 RAVIOLI 16.00
- 1 TROUT 33.00
- medium
- 1 CAESAR SALAD 13.00
- 1 TOMATOES 15.00
- 1 RAVIOLI 16.00
- 3 GL MERLOT @ 13.00 39.00
- 1 ICE CREAM 11.00
- 1 CREMEUX 11.00

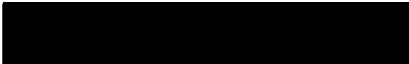
Subtotal 255.00
 255.00 GST 12.75
 09:48PM Amount Du **267.75**

Bring this receipt to any of our partner restaurants within the next 3 days & receive 10% off food!
 The Maple Leaf
 Giorgio's Trattoria
 The Bison Restaurant
 The Bear Street Tavern

Quality service is customarily recognized with 15-20% gratuity
 GST #831167747

Heighton Dinner
 BISON RESTAURANT & TERRACE
 211 BEAR STREET UNIT 114
 BANFF AB
 22970988

|||| PURCHASE ||||
 08-19-2014 21:50:19



Name: CAROLYN WARREN
 A0000000041010 MasterCard

Trace # 090012 Operator 131
 FB2297098806

Inv. # 3253
 Auth # 004999 RRN 001445012

Purchase \$267.75
 Tip \$40.00
Total \$307.75

(00) APPROVED-THANK YOU

Retain this copy for your records
 08/19/2014



STATEMENT Card Program

WARREN CAROLYN

Jul. 29, 2014 - Aug. 28, 2014

PURCHASES

Trans	Post	Description	Reference	Amount
Aug. 19	Aug. 22	BISON RESTAURANT & TER BANFF AB	920274311305	\$307.75
Total Purchases				\$307.75

FEES

Trans	Post	Description	Reference	Amount
Aug. 28	Aug. 28	STATEMENT FEE		\$3.00
Total Fees				\$3.00

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