

EXPENSE CLAIM FORM - President, VP, Board

DATE December 8, 2014

VENDOR/STAFF# (as applicable) VE-0433

NAME
(Claimant/Payee) Dan Buchner
FIRST MIDDLE LAST

Position VP/LD

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: _____

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	1/11/2014	Travel-General (Pres,VP)	3101	2100	159990	690				Taxi	\$ 62.90		\$ 62.90
2	1/12/2014	Travel-Meals	3106	2100	159990	690				Meal	\$ 3.89		\$ 3.89
3	1/13/2014	Travel-Meals	3106	2100	159990	690				Meal	\$ 8.22		\$ 8.22
4	1/14/2014	Travel-Meals	3106	2100	159990	690				Meal	\$ 16.10	\$ 0.85	\$ 16.95
5	12/2/2014	Travel-General (Pres,VP)	3101	2100	159990	690				Flight	\$ 347.01	\$ -15.02	\$ 362.03
6			#N/A	2100	159990	690							\$ -
7			#N/A	2100	159990	690							\$ -
8			#N/A	2100	159990	690							\$ -
9			#N/A	2100	159990	690							\$ -
10			#N/A	2100	159990	690							\$ -
11			#N/A	2100									\$ -
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A													453.99

ENTERED DEC 17 2014

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690				409.91	15.02	424.93
3102	Travel-General (BOG)	159990	2100	690				-	-	-
3105	Travel-Accommodation	159990	2100	690				-	-	-
3106	Travel-Meals	159990	2100	690				28.21	0.85	29.06
3107	Travel-Incidentals	159990	2100	690				-	-	-
3610	Hosting	159990	2100	690				-	-	-
3611	Hosting (Alcohol)	159990	2100	690				-	-	-
6132	Travel Advance	159990	2100	690				-	-	-
	Other1	159990	2100	690				-	-	-
	Other2	159990	2100	690				-	-	-
	Other3	159990	2100	690				-	-	-
Total										453.99

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 453.99

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or m.

Date Dec 9/14

Date _____

Date _____

Date _____

18 2014

Date _____

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

I ♥ NEW YORK

USD
X
1.13
62.90

HACK #: 05437334
MEDALLION 5J54
11/11/2014 15:50 - 16:35
TRIP# 5641 RATE# 1
STAND. CITY RATE
MILES R1 11.09
FARE R1 \$ 39.50
STATE SRCHG\$ 0.50
TOLLS \$ 10.66
GRAND TOTAL \$ 50.66

TIP 5.00
Contact TLC Dial 3-1-1
CASH 55.66

Au Bon Pain

STORE #000723
Laguardia Airport
Flushing, NY 11371
Office Catering Specialists 800-765-4227

USD X
1.13
8.22

QUESTIONS - CONCERNS?
Call us at 1 800 TALK ABP
Visit us at our website:
<http://WWW.AUBONPAIN.COM>

Ticket #111064

2014-11-13 10:39 AM
000723 1 153 111064

3

ABP Coffee Sm 2.09
Egg Cheese Sausage 4.59
Pln Bgl

FOR HERE 6.68
Tax .59
Amount Due \$7.27

CASH \$7.00

CASH

Serafina At The Time Hotel
224 W. 49th St.
New York, NY 10019
ph 212-247-1000

Guest Check
Thank You For Visiting

USD X
1.13
3.87
2

TABLE: 1:3 - 1 Guests
Your Server was [REDACTED]
11/12/2014 8:48:47 AM - ID #0476366

ITEM	QTY	PRICE
Coffee	1	\$2.75

Subtotal		\$2.75
Total Taxes		\$0.24

Grand Total		\$2.99

Amount Due:		\$2.99

SSP America
Mill Street Brew Pub T1
Lester B. Pearson Intl Airport
GST # 825875560RT001
416-776-2477

4

963 [REDACTED]

Tbl 1/1 Chk 1801 Gst 0
Nov 14 '14 03:45PM

Eat In

1 CHICKEN POT PIE 15.00

Subtotal 15.00
HST Tax 1.95
04:20PM Total 16.95


Room Number _____

Print Last Name _____



Ciao E Grazie!
SUGGESTED 20% SERVICE NOT INCLUDED
Guest Check





Compare List

Price	Carrier	Depart	Arrive	Stops	Duration
C\$362.03	 WestJet	YYC 09:00 am →	SAN 11:10 am	0	3h 10m
<input type="button" value="Reserve"/>		SAN 12:00 pm →	YYC 04:23 pm	0	3h 23m
<input type="button" value="Remove"/>	More like this +			Hide details	

Outbound flight: Calgary, AB , Canada (YYC) - San Diego, CA (SAN) Mon, Jan 12

 WestJet #1564	Calgary Intl Arpt (YYC) Depart: Monday, 09:00 am	Lindbergh Intl Arpt (SAN) Arrive: Monday, 11:10 am	
Stops: 0 Duration: 3h 10m Econo: D Boeing 737-800 (winglets)			

Return flight: San Diego, CA (SAN) - Calgary, AB , Canada (YYC) Sat, Jan 17

 WestJet #1565	Lindbergh Intl Arpt (SAN) Depart: Saturday, 12:00 pm	Calgary Intl Arpt (YYC) Arrive: Saturday, 04:23 pm	
Stops: 0 Duration: 3h 23m Econo: D Boeing 737-700 (winglets)			

WestJetSabre

[Fare Rules](#)

Ticket non-refundable - penalties may apply

Change fee likely applies (plus fare difference, see fare rules)

E-Ticketing Available

[View more fares](#)

Frequent Flyer Programs:

+ [Add a Program](#)

Subject: FW: Reservation Confirmation

Date: December 2, 2014 at 6:15:12 PM MST
From: WestJet Airlines <noreply@itinerary.westjet.com>
To: [REDACTED]
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.
Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **YPXVNX**

Main contact: **Mr Daniel Clark Buchner**
E-mail: [REDACTED]
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#).
Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.
If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Mr. Daniel Clark Buchner	Flight	Calgary (YYC)-San Diego (SAN),San Diego (SAN)-Calgary (YYC)
	WestJet FF	528831542
	Ticket Number	TN8382103331947
	Seat	YYC-SAN: 1F;SAN-YYC: 1F
Mrs. Lauren Buchner	Flight	Calgary (YYC)-San Diego (SAN),San Diego (SAN)-Calgary (YYC)
	WestJet FF	528847012
	Ticket Number	TN8382103331948
	Seat	YYC-SAN: 1E;SAN-YYC: 1E

Air Itinerary Details

WS1564 WestJet	Calgary, CA Mon 12 Jan, 2015 09:00 AM	San Diego, US Mon 12 Jan, 2015 11:10 AM	Fare type: Plus Non-stop
WS1565 WestJet	San Diego, US Sat 17 Jan, 2015 12:00 PM	Calgary, CA Sat 17 Jan, 2015 04:23 PM	Fare type: Plus Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 717.98	CAD 15.00	CAD 154.04	CAD 887.02	x 2	CAD 1,774.04
						Total airfare: CAD 1,774.04