

**EXPENSE CLAIM FORM - President, VP, Board**

DATE April 1, 2017

VENDOR/STAFF# (as applicable) VE-0626

NAME Russell Willis Taylor  
(Claimant/Payee)  
FIRST MIDDLE LAST

Position Interim VP of Arts & Leadership

Permanent Mailing Address:

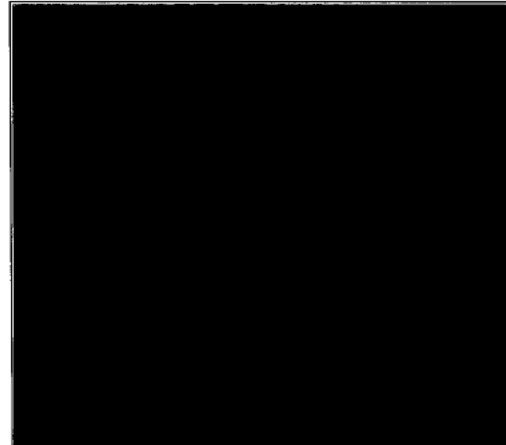
Itinerary and Purpose of Travel/Expense: April Travel & Hosting at Banff Centre

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	02/04/2017	Travel-Meals	3106	2100	159990	690		Food at the Airport en route to Banff	\$ 14.36		\$ 14.36
2	03/04/2017	Hosting	3610	2100	159990	690		Dinner with Arts Directors & Leadership Guest [REDACTED]	\$ 175.87	3.10	\$ 175.87
2	03/04/2017	Hosting (Alcohol)	3611	2100	159990	690		Dinner with Arts Directors & Leadership Guest [REDACTED]	\$ 123.37	2.93	\$ 123.37
3	03/04/2017	Travel-Accomm.	3105	2100	159990	690		Hilton Hotel Richmond Airport	\$ 278.25		\$ 278.25
4	04/04/2017	Hosting	3610	2100	159990	690		Hosting - [REDACTED]	\$ 154.57		\$ 154.57
4	04/04/2017	Hosting (Alcohol)	3611	2100	159990	690		Hosting - [REDACTED]	\$ 55.75		\$ 55.75
5	04/04/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi Banff	\$ 12.60		\$ 12.60
6	08/04/2017	Hosting	3610	2100	159990	690		Hosting - [REDACTED]	\$ 259.48	2.19	\$ 259.48
7	08/04/2017	Hosting	3610	2100	159990	690		Hosting - [REDACTED]	\$ 55.45		\$ 55.45
8	16/04/17	Hosting	3610	2100	159990	690		Hosting - [REDACTED]	\$ 14.44		\$ 14.44
9	19/04/17	Hosting	3610	2100	159990	690		Hosting - [REDACTED]	\$ 301.49	5.78	\$ 301.49
9	19/04/17	Hosting (Alcohol)	3611	2100	159990	690		Hosting - [REDACTED]	\$ 119.60	2.99	\$ 119.60
10	20/04/17	Hosting	3610	2100	159990	690		Hosting - [REDACTED]	\$ 71.60		\$ 71.60
10	20/04/17	Hosting (Alcohol)	3611	2100	159990	690		Hosting - [REDACTED]	\$ 30.00		\$ 30.00
11	26/04/17	Travel-Meals	3106	2100	159990	690		Coffee Calgary Airport	\$ 7.13		\$ 7.13
12	26/04/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi NY	\$ 74.87		\$ 74.87
13	26/04/17	Travel-Meals	3106	2100	159990	690		Food Airport	\$ 18.88		\$ 18.88
14	26/04/17	Travel-Meals	3106	2100	159990	690		Food Calgary Airport	\$ 7.49		\$ 7.49
15			#N/A	2100							\$ -
<b>Total Expenses : A</b>										<b>16.99</b>	<b>1,775.20</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		87.47	-	87.47
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		278.25	-	278.25
3106	Travel-Meals	159990	2100	690		47.86	-	47.86
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		1,021.83	11.07	1,032.90
3611	Hosting (Alcohol)	159990	2100	690		322.80	5.92	328.72
6132	Travel Advance	159990	2100	690		-	-	-
	Other1	159990	2100	690		-	-	-
	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
<b>Total</b>						<b>1,775.20</b>	<b>-</b>	<b>1,775.20</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,775.20

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.



<b>Return to Requestor (RTR)</b>		<b>Mail to Claimant</b>	
<b>Requestor Name (if RTR)</b>			
<b>Requestor Dept (if RTR)</b>			
<b>Prepared by (if not claimant)</b>			



## EXPENSE CLAIM FORM - President, VP, Board

DATE July 21, 2017

VENDOR/STAFF# (as applicable) \_\_\_\_\_

NAME  
(Claimant/Payee)

Russell Willis Taylor

Position

Interim VP, Arts & Leadership

Permanent Mailing Address: \_\_\_\_\_

Itinerary and Purpose of Travel/Expense: \_\_\_\_\_

London / Edinburgh - AAAE Conference 2017 & California Conference - National Arts Strategy

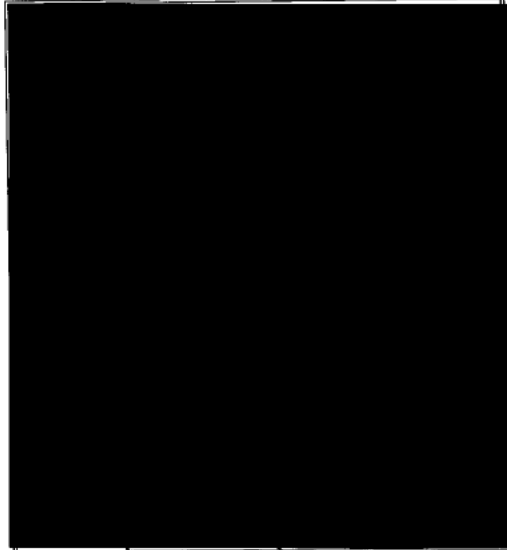
Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	26/05/17	Travel-Meals	3106	2100	159990	690		Subway Calgary Airport - Dinner	\$ 14.18		\$ 14.18
2	27/05/17	Travel-Accomm.	3105	2100	159990	690		London Bridge Hotel ( nights)	\$ 1,265.49		\$ 1,265.49
3	27/05/17	Travel-Meals	3106	2100	159990	690		Snack - Paddington Station	\$ 11.80		\$ 11.80
4	27/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi to Airport - Missing Receipt	\$ 48.02		\$ 48.02
5	28/05/17	Travel-Meals	3106	2100	159990	690		Pizza Express London- Dinner	\$ 36.72		\$ 36.72
6	29/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi to Hotel for Phone Conference with Banff Centre	\$ 36.79		\$ 36.79
7	29/05/17	Travel-Meals	3106	2100	159990	690		Café Nero - London - Breakfast	\$ 10.27		\$ 10.27
8	29/05/17	Travel-Meals	3106	2100	159990	690		Carluccio's London - Lunch	\$ 69.03		\$ 69.03
9	30/05/17	Travel-Accomm.	3105	2100	159990	690		London Bridge Hotel	\$ 28.74		\$ 28.74
10	30/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi to King Cross	\$ 25.59		\$ 25.59
11	31/05/17	Travel-Meals	3106	2100	159990	690		Mussel Inn Edinburgh - Dinner	\$ 29.17		\$ 29.17
12	31/05/17	Travel-Meals	3106	2100	159990	690		The Principal - Dinner	\$ 27.15		\$ 27.15
13	31/05/17	Travel-Meals	3106	2100	159990	690		The Principal - Breakfast	\$ 10.42		\$ 10.42
14	01/06/2017	Travel-Meals	3106	2100	159990	690		All Bar One - Edinburgh- Dinner	\$ 23.71		\$ 23.71
15	01/06/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Train to Musselborough for Conference	\$ 7.13		\$ 7.13
16	01/06/2017	Travel-Meals	3106	2100	159990	690		M & S - Lunch	\$ 10.43		\$ 10.43
17	01/06/2017	Travel-Meals	3106	2100	159990	690		The Principal	\$ 12.07		\$ 12.07
18	02/06/2017	Travel-Meals	3106	2100	159990	690		The Mussel Inn - Dinner	\$ 34.76		\$ 34.76
19	02/06/2017	Travel-General (Pres,VP)	3101	2100	159990	690		West Coast Trains - train to Musselborough for Conference	\$ 5.71		\$ 5.71
20	02/06/2017	Travel-Meals	3106	2100	159990	690		M & S Simply Foods - Lunch	\$ 11.89		\$ 11.89
21	03/06/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Return Train ticket - Edinburgh - Dundee	\$ 61.13		\$ 61.13
22	03/06/2017	Travel-Meals	3106	2100	159990	690		M & S Simply Foods	\$ 28.92		\$ 28.92
23	03/06/2017	Travel-Meals	3106	2100	159990	690		Snacks at Edinburgh Waverly Station	\$ 8.89		\$ 8.89
24	04/06/2017	Travel-Meals	3106	2100	159990	690		The Principal - Breakfast	\$ 6.79		\$ 6.79
25	05/06/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi	\$ 46.86		\$ 46.86
26	05/06/2017	Travel-Accomm.	3105	2100	159990	690		The Principal Hotel - Edinburgh, AAAE Conference ( nights)	\$ 3,539.22		\$ 3,539.22
27	05/06/2017	Travel-Meals	3106	2100	159990	690		Lunch at airport	\$ 25.79		\$ 25.79
28	07/06/2017	Travel-General (Pres,VP)	3101	2100	159990	690		Banff Airporter	\$ 71.67		\$ 71.67
29	12/06/2017	Travel-Meals	3106	2100	159990	690		Dinner - Charlottesville with [REDACTED] re Open Enrolment	\$ 97.35		\$ 97.35
30	17/06/17	Travel-Meals	3106	2100	159990	690		Richmond Airport - Water & Snacks	\$ 18.29		\$ 18.29
31	19/06/17	Travel-Accomm.	3105	2100	159990	690		Westin Coast Plaza	\$ 255.63		\$ 255.63
32	19/06/17	Other1	3472	2100	159990	690		[REDACTED]	\$ 4.05		\$ 4.05

33	20/06/17	Travel-Meals	3106	2100	159990	690	Snack at San Fran Airport	\$ 13.33	\$ 13.33
34	21/06/17	Travel-Accomm.	3105	2100	159990	690	Westin Coast Plaza	\$ 770.11	\$ 770.11
<b>Total Expenses : A</b>									<b>6,667.10</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres_VP)	159990	2100	690		302.90	-	302.90
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		5,859.19	-	5,859.19
3106	Travel-Meals	159990	2100	690		500.96	-	500.96
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		-	-	-
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
3472	Other1	159990	2100	690		4.05	-	4.05
3350	Other2	159990	2100	690		-	-	-
	Other3	159990	2100	690		-	-	-
<b>Total</b>						<b>6,667.10</b>	<b>-</b>	<b>6,667.10</b>

<b>Travel Advance</b>	<b>B</b>	
<b>Balance Due to Claimant</b>	<b>A-B</b>	<b>\$ 6,667.10</b>

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.



<b>Return to Requestor (RTR)</b>	<b>Mail to Claimant</b>
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

**EXPENSE CLAIM FORM - President, VP, Board**

DATE August 17, 2017

VENDOR/STAFF# (as applicable) VE-0626

NAME Russell Willis Taylor  
CLAIMANT/PAYEE  
FIRST MIDDLE LAST

Position Interim VP of Arts & Leadership

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Own cash expenses re UK Trip for AAAE Conference & CLP Meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	28/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi to Restaurant ( 6.20 GBP @ 1.6438)	\$ 10.19		\$ 10.19
2	30/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi ( 5.00 GBP)	\$ 8.22		\$ 8.22
3	28/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi (8.00 GBP)	\$ 13.15		\$ 13.15
4	28/05/17	Travel-Meals	<del>3101</del> 3050	2100	159990	690		Café Nero - Coffee (2.50 GBP)	\$ 4.11		\$ 4.11
5	27/05/17	Travel-General (Pres,VP)	3101	2100	159990	690		Taxi from Station to Hotel (30.00 GBP)	\$ 49.31		\$ 49.31
6				2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>84.98</b>

**RECEIVED**  
**AUG 18 2017**  
**FINANCIAL SERVICES**

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	159990	2100	690		80.87	-	80.87
<del>3050</del>	<del>Travel-Meals</del>	<del>159990</del>	<del>2100</del>	<del>690</del>		<del>4.11</del>	-	<del>4.11</del>
3105	Travel-Accommodation	159990	2100	690		-	-	-
3106	Travel-Meals	159990	2100	690		-	-	4.11
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		-	-	-
<b>Total</b>						<b>84.98</b>	<b>-</b>	<b>84.98</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ <b>84.98</b>

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.

**ENTERED AUG 23 2017**

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

DINERS July 28/17

**EXPENSE CLAIM FORM - President, VP, Board**

**RECEIVED**

DATE August 9, 2017

VENDOR/STAFF# (as applicable)

VE-0626

NAME (Claimant/Payee)

Russell Willis Taylor

AUG 21 2017

Position Interim VP of Arts & Leadership

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

FINANCIAL SERVICES

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	28/06/17	Other1	3740	2100	854020	800			\$ 99.00		\$ 99.00
2	08/07/2017	Hosting	3610	2100	159990	690		Banff Brew Pub - Leadership	\$ 43.50		\$ 43.50
3	08/07/2017	Hosting (Alcohol)	3611	2100	159990	690		Banff Brew Pub - Leadership	\$ 30.00		\$ 30.00
4	11/07/2017	Travel-General (Pres.VP)	3101	2100	159990	690		Taxi to Meeting in Town	\$ 11.90		\$ 11.90
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
16			#N/A	2100							\$ -
<b>Total Expenses : A</b>											<b>184.40</b>

? 56.73

004  
 99.00  
 56.73  
 30.00  
 11.90  
 197.63

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	854020	2100	800		11.90	-	11.90
3102	Travel-General (BOG)	854020	2100	800		-	-	-
3105	Travel-Accommodation	854020	2100	800		-	-	-
3106	Travel-Meals	854020	2100	800		-	-	-
3107	Travel-Incidentals	854020	2100	800		-	-	-
3610	Hosting	854020	2100	800		43.50	-	43.50
3611	Hosting (Alcohol)	854020	2100	800		30.00	-	30.00
6132	Travel Advance	854020	2100	800		-	-	-
3740	Other1	854020	2100	800		99.00	-	99.00
	Other2	854020	2100	800		-	-	-
	Other3	854020	2100	800		-	-	-
<b>Total</b>						<b>184.40</b>	<b>-</b>	<b>184.40</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 197.63
		184.40

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)	

RECEIVED

LINER'S AUG 28

EXPENSE CLAIM FORM : SEP - 5 2017 DATE September 1, 2017

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Russell Willis Taylor

3:30 FINANCIAL SERVICES Position

Interim VP of Arts & Leadership

Permanent Mailing Address:

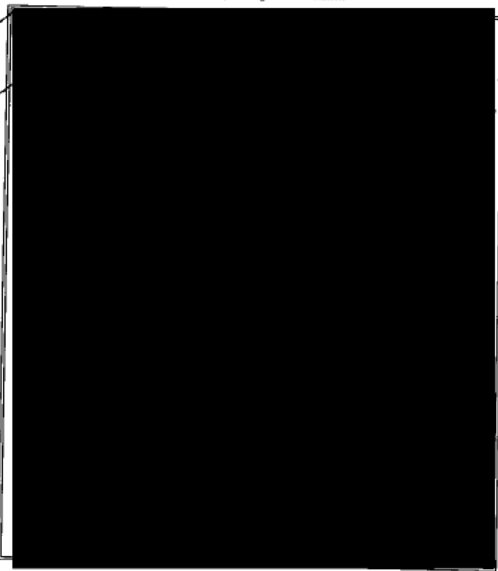
Itinerary and Purpose of Travel/Expense:

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	27/07/17	Travel-General (Pres.VP)	3101	2100	159990			hotel accommodation re Leadership Conference	\$ 1,084.10	43.04	\$ 1,084.10
2	27/07/17	Hosting	3610	2100	159990			Dinner with re Leadership	\$ 83.32		\$ 83.32
3	10/08/2017	Travel-Meals	3106	2100	159990			Coffee re Donor Meeting in Calgary	\$ 15.70		\$ 15.70
4	10/08/2017	Travel-General (Pres.VP)	3101	2100	159990			Parking re Donor Meeting in Calgary	\$ 15.00		\$ 15.00
5	10/08/2017	Travel-Meals	3106	2100	159990			Lunch re Donor Meeting in Calgary	\$ 71.17		\$ 71.17
6	18/08/17	Hosting	3610	2100	159990			Dinner in Canmore with re recruitment strategy for Leadership & Arts	\$ 128.86	2.60	\$ 128.86
7	25/08/17	Hosting	3610	2100	159990			Dinner with re review of ministry comments	\$ 50.50		\$ 50.50
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
<b>Total Expenses : A</b>										45.64	1,448.65

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	159990	2100			1,084.10	43.04	1,099.10
3102	Travel-General (BOG)	159990	2100			-	-	-
3105	Travel-Accommodation	159990	2100			-	-	-
3106	Travel-Meals	159990	2100			86.87	-	86.87
3107	Travel-Incidentals	159990	2100			-	-	-
3610	Hosting	159990	2100			262.68	2.60	262.68
3611	Hosting (Alcohol)	159990	2100			-	-	-
6132	Travel Advance	159990	2100			-	-	-
	Other1	159990	2100			-	-	-
	Other2	159990	2100			-	-	-
	Other3	159990	2100			-	-	-
<b>Total</b>						<b>1,448.65</b>	<b>-</b>	<b>1,448.65</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,448.65

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)	