

DINERS

EXPENSE CLAIM FORM - President, VP, Board

DATE September 5, 2016

VENDOR/STAFF# (as applicable) VE-0626

NAME RUSSELL WILLIS TAYLOR
(Claimant/Payee)
FIRST MIDDLE LAST

Position _____

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: New York/Toronto Business Development

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	7/27/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 5.20		\$ 5.20
2	7/27/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi: us no gst	\$ 68.69		\$ 68.69
3	7/28/2016	Travel-General (Pres,VP)	3101	2100	159990	690		meal: us no gst	\$ 30.98		\$ 30.98
4	7/28/2016	Hosting	3610	2100	159990	690		meal: us no gst	\$ 96.41		\$ 96.41
5	7/28/2016	Other1	3451	2100	159990	690		[REDACTED]	\$ 17.59		\$ 17.59
6	7/29/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi: us no gst	\$ 107.61		\$ 107.61
7	7/29/2016	Travel-Meals	3106	2100	159990	690		meal: us no gst	\$ 21.35		\$ 21.35
8	7/29/2016	Travel-General (Pres,VP)	3101	2100	159990	690		parking	\$ 30.12	1.43	\$ 30.12
9	7/29/2016	Travel-Meals	3106	2100	159990	690		meal: us no gst	\$ 14.71		\$ 14.71
10	8/5/2016	Other2	3470	2100	159990	690		[REDACTED]	\$ 16.73	.80	\$ 16.73
11	8/6/2016	Other3	3183	2100	159990	690		[REDACTED]	\$ 79.78		\$ 79.78
12	8/7/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 86.16		\$ 86.16
13	8/14/2016	Other3	3183	2100	159990	690		[REDACTED]	\$ 31.65		\$ 31.65
14	8/14/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 25.12		\$ 25.12
15	8/14/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 24.74		\$ 24.74
16	8/14/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 62.00		\$ 62.00
17	8/15/2016	Other3	3183	2100	159990	690		[REDACTED]	\$ 169.39		\$ 169.39
18	8/17/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 17.00		\$ 17.00
19	8/17/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 12.00		\$ 12.00
20	8/17/2016	Other2	3470	2100	159990	690		[REDACTED]	\$ 99.40		\$ 99.40
21	8/18/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 220.00		\$ 220.00
22	8/18/2016	Other2	3470	2100	159990	690		[REDACTED]	\$ 90.20		\$ 90.20

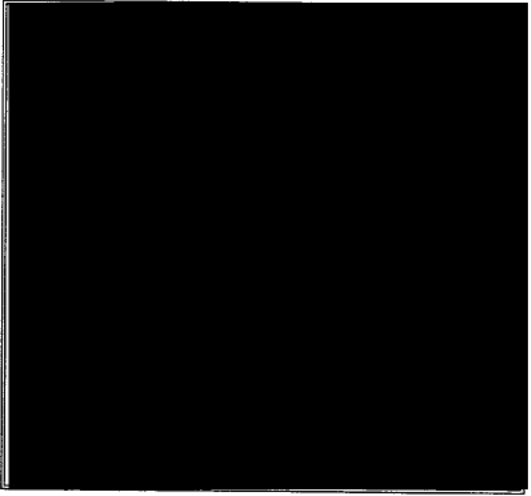
23	8/18/2016	Travel-Accomm.	3105	2100	159990	690		accommodation	\$ 892.50	40.20	\$ 932.70
24	8/19/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 278.01		\$ 278.01
25	8/24/2016	Travel-Meals	3106	2100	159990	690		meal	\$ 8.93		\$ 8.93
26	8/24/2016	Travel-General (Pres,VP)	3101	2100	159990	690		taxi	\$ 44.28		\$ 44.28
27	8/24/2016	Travel-General (Pres,VP)	3101	2100	159990	690		airport shuttle	\$ 53.99		\$ 53.99
20	8/18/16	TRAVEL MEALS	3106	2100	159990	690		TRAVEL MEALS FAIRMONT			\$ 115.67
21	8/18/16	TRAVEL INCIDENT	3107	2100	159990	690					\$ 21.22
22			#N/A	2100							\$ -
23			#N/A	2100							\$ -
24			#N/A	2100							\$ -

Total Expenses : A **2,781.63**

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		924.68	-	924.68
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		892.50	40.20	932.70
3106	Travel-Meals	159990	2100	690		-	-	301.88
3107	Travel-Incidentals	159990	2100	690		-	-	21.22
3610	Hosting	159990	2100	690		96.41	-	96.41
3611	Hosting (Alcohol)	159990	2100	690		-	-	-
6132	Travel Advance	159990	2100	690		-	-	-
3451	Other1	159990	2100	690		17.59	-	17.59
3470	Other2	159990	2100	690		206.33	-	206.33
3183	Other3	159990	2100	690		280.82	-	280.82
Total								2,781.63

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,781.63

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)			

Diners

EXPENSE CLAIM FORM - President, VP, Board

DATE August 12, 2016

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Russell Willis Taylor

Position Interim VP, LD

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: New York: business development/office supplies and research

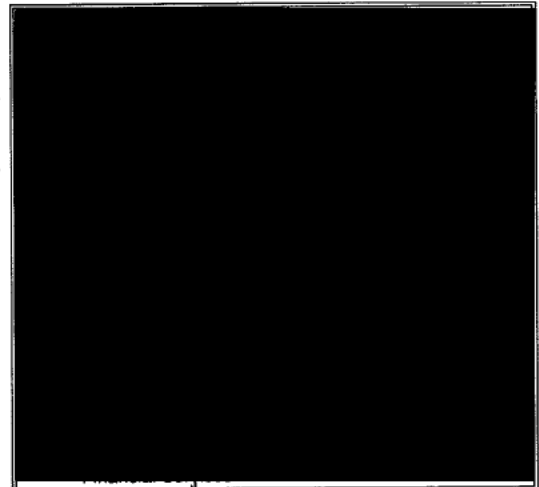
Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	6/28/2016		3740	2100	854020	800		[REDACTED]	\$ 99.00		\$ 99.00
2	7/11/2016	Hosting	3610	2100	159990	690		Dinner	\$ 90.56		\$ 90.56
3	7/24/2016	Other1	3471	2100	159990	690		[REDACTED]	\$ 64.85		\$ 64.85
4	7/24/2016	Other2	3451	2100	159990	690		[REDACTED]	\$ 29.95	\$ 1.50	\$ 31.45
5	7/24/2016	Travel-General (Pres,VP)	3101	2100	159990	690		Parking	\$ 3.00		\$ 3.00
6	6/25/2016	Travel-Accomm.	3105	2100	159990	690		Accommodation - USA/no GST	\$ 653.38		\$ 653.38
7	6/25/2016	Travel-Accomm.	3105	2100	159990	690		Accommodation refund	\$ (12.05)		\$ (12.05)
8	6/25/2016	Other3	3470	2100	159990	690		[REDACTED]	\$ 47.26		\$ 47.26
9	6/25/2016	Other2	3451	2100	159990	690		[REDACTED]	\$ 61.95		\$ 61.95
10	6/26/2016		3472	2100	159990	690		[REDACTED]	\$ 66.52		\$ 66.52
11	6/27/2016	Travel-Meals	3106	2100	159990	690		Meal: USA no GST	\$ 32.59		\$ 32.59
24			#N/A	2100							\$ -

Total Expenses : A 1,138.51

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		3.00	-	3.00
3102	Travel-General (BOG)	159990	2100	690		-	-	-
3105	Travel-Accommodation	159990	2100	690		641.33	-	641.33
3106	Travel-Meals	159990	2100	690		32.59	-	32.59
3107	Travel-Incidentals	159990	2100	690		-	-	-
3610	Hosting	159990	2100	690		90.56	-	90.56
3472	subscriptions	159990	2100	690		66.52	-	66.52
3740		854020	2100	800		99.00	-	99.00
3471	Other 1	854020	2100	800		64.85	-	64.85
3451	Other2	159990	2100	690		91.90	1.50	93.40
3470	Other3	159990	2100	690		47.26	-	47.26
Total								1,138.51

Travel Advance	B	[REDACTED]
Balance Due to Claimant	A-B	\$ 1,138.51

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)	