

APR 17 2018

EXPENSE CLAIM FORM - President, VP, Board

DATE April 12, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Neil Johnston

DINERS APR 24/18

Position

VP Development

Permanent Mailing Address:

FIRST MIDDLE LAST

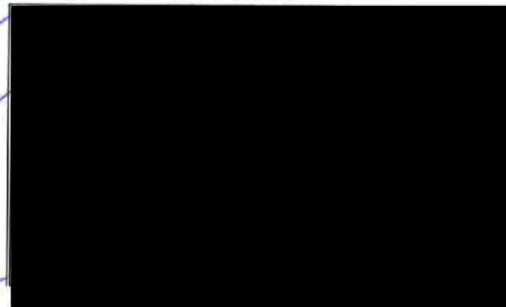
Itinerary and Purpose of Travel/Expense: Travel to Toronto, Ottawa and Calgary for donor and funder meetings and Banff Centre and arts partner affiliated events

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	02/26/2018	Travel-General (Pres,VP)	3101	2100	820250	800	DEV806	public transit day pass - donor meetings in Toronto			\$ 12.50
2	02/28/2018	Travel-Meals	3106	2100	820250	800	DEV806	dinner in Toronto - travel to Toronto for donor meetings and Banff Centre event			\$ 33.79
3	03/01/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Travel from Ottawa airport to government meeting - travel to Ottawa			\$ 29.37
4	03/01/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	travel from Toronto hotel to Billy Bishop airport - travel to Ottawa			\$ 11.50
5	03/01/2018	Travel-Accomm.	3105	2100	820130	800	DEV805	5 nights accommodation in Toronto - travel to Toronto for donor meetings and Banff Centre event		<i>51.64</i>	\$ 1,268.10
6	03/02/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Travel from Ottawa hotel to Ottawa airport - travel to Ottawa			\$ 38.19
7	03/02/2018	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast at Ottawa airport - travel to Ottawa			\$ 11.53
8	03/02/2018	Travel-Meals	3106	2100	820130	800	DEV805	Lunch in Ottawa upon arrival on March 1 - billed to the room - travel to Ottawa		<i>9.20</i>	\$ 24.66
8	03/02/2018	Travel-Accomm.	3105	2100	820130	800	DEV805	1 night accommodation in Ottawa - travel to Ottawa for			\$ 216.24
9	03/15/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in Calgary - travel to Calgary for donor meetings			\$ 0.59
10	03/15/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in Calgary - travel to Calgary for donor meetings			\$ 6.50
11	03/15/2018	Hosting	3610	2100	820130	800	DEV805	Hosting at a donor meeting - travel to Calgary for donor	\$ 12.15	\$ 0.53	\$ 12.68
12	03/17/2018	Travel-Meals	3106	2100	820130	800	DEV805	dinner in Calgary - overnight travel to Calgary for an evening Banff Centre event	\$ 27.72	\$ 1.20	\$ 28.92
13	03/18/2018	Travel-Accomm.	3105	2100	820130	800	DEV805	1 night accommodation and parking in Calgary - overnight travel to Calgary for an evening Banff Centre event	\$ 190.14	<i>7.67</i> \$ 6.14	\$ 196.28
Total Expenses : A											1,890.85

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820130	2100	800	DEV805			98.65
3102	Travel-General (BOG)	820130	2100	800	DEV805			-
3105	Travel-Accommodation	820130	2100	800	DEV805	<i>1,612.11</i>	<i>68.51</i>	1,680.62
3106	Travel-Meals	820130	2100	800	DEV805			98.90
3107	Travel-Incidentals	820130	2100	800	DEV805			-
3610	Hosting	820130	2100	800	DEV805			12.68
3611	Hosting (Alcohol)	820130	2100	800	DEV805			-
6132	Travel Advance	820130	2100	800	DEV805			-
	Other1	820250	2100	800	DEV806			-
	Other2	820250	2100	800	DEV806			-
	Other3	820250	2100	800	DEV806			-

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,890.85

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.



68.51 / 1,890.85

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE May 17, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee) Neil Johnston
 FIRST MIDDLE LAST

MAY DINERS APR 25/18

DEPT Executive Office

Permanent Mailing Address:

Itinerary and business rationale for expense: Travel to Toronto for Creative Minds event and meetings with donors, prospects, and an external consultant

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/04/02	3106	2100	820130	800	DEV805		Toronto	TGE	Dinner in Toronto - meal while traveling			\$ 24.61
2	18/04/02	3106	2100	820130	800	DEV805		Toronto	TGE	Groceries for breakfast meals while in Toronto April 2-6			\$ 10.87
3	18/04/02	3101	2100	820130	800	DEV805		Toronto	TGE	Union Pearson Express - travel from Toronto airport to Toronto hotel			\$ 12.35
4	18/04/03	3610	2100	820130	800	DEV805		Toronto	EH	Lunch in Toronto - joining part of lunch meeting Janice Price had with a donor			\$ 15.92
5	18/04/04	3106	2100	820130	800	DEV805		Toronto	TGE	Lunch in Toronto - meal while traveling			\$ 14.13
7	18/04/04	3106	2100	820130	800	DEV805		Toronto	TGE	Dinner in Toronto - meal while traveling			\$ 33.79
8	18/04/05	3106	2100	820130	800	DEV805		Toronto	TGE	Dinner in Toronto - meal while traveling			\$ 28.44
9	18/04/05	3106	2100	820130	800	DEV805		Toronto	TGE	Lunch in Toronto - meal while traveling			\$ 9.27
10	18/04/06	3101	2100	820130	800	DEV805		Toronto	TGE	Union Pearson Express - travel from downtown Toronto to Toronto airport			\$ 12.35
11	18/04/06	3105	2100	820130	800	DEV805		Toronto	TGE	Hotel in Toronto - 4 nights accommodation April 2-6		38.05	\$ 945.63
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
Total Expenses : A													\$ 1,107.36

1,069.31 38.05

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3610	2100	820130	800	DEV805					\$ 15.92
3106	2100	820130	800	DEV805					\$ 121.11
3105	2100	820130	800	DEV805			38.05		\$ 945.63
3101	2100	820130	800	DEV805					\$ 24.70
	2100								
	2100								
	2100								
	2100								
Total							\$ -	\$ -	\$ 1,107.36

1,069.31 / 38.05

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,107.36

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) [REDACTED] Mail to Claimant [REDACTED]

Requestor Name (if RTR) [REDACTED]

Requestor Dept (if RTR) [REDACTED]

Prepared by (if not Claimant) [REDACTED]

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE June 14, 2018

VENDOR/STAFF#
 (as applicable)



NAME
 (Claimant/Payee)

Neil Johnston

DINERS MAY 28/18

DEPT

Executive Office

Permanent Mailing Address:

Itinerary and business rationale for expense: Travel to Calgary, Edmonton, and Winnipeg for donor meetings, a Banff Centre event, and Board meetings

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/05/15	3101	2100	820130	800	DEV805		Calgary	TGE	Parking at Calgary airport - travel to Edmonton for a donor meeting (with Howard Jang)		1.40	\$ 29.35
2	18/05/15	3101	2100	820130	800	DEV805		Edmonton	TGE	Travel from donor meeting to Edmonton airport - travel to Edmonton for a donor meeting (with Howard Jang)			\$ 53.00
3	18/05/05	3106	2100	820130	800	DEV805		Calgary	TGE	Dinner in Calgary - travel to Calgary for donor meetings and Banff Centre event at Board Chair's home	\$ 24.89	\$ 1.08	\$ 25.97
4	18/05/05	3106	2100	820130	800	DEV805		Edmonton	TGE	Lunch in Edmonton - travel to Edmonton for a donor meeting (with Howard Jang)	\$ 13.00	\$ -0.65	\$ 13.65
5	18/05/05	3101	2100	820130	800	DEV805		Edmonton	TGE	Taxi from Edmonton airport to donor meeting - travel to Edmonton for a donor meeting (with Howard Jang)			\$ 63.25
6	18/05/16	3101	2100	820130	800	DEV805		Calgary	TGE	Taxi from Calgary hotel to donor meeting at 2435 4 St SW			\$ 8.65
7	18/05/16	3106	2100	820130	800	DEV805		Calgary	TGE	Dinner in Calgary - travel to Calgary for donor meetings and Banff Centre event at Board Chair's home	\$ 24.89	\$ 1.08	\$ 25.97
8	18/05/17	3101	2100	820130	800	DEV805		Calgary	TGE	Travel from Calgary hotel to a donor meeting at 14th and 15th Ave SW			\$ 9.07
9	18/05/17	3105	2100	820130	800	DEV805		Calgary	TGE	2 nights hotel accommodation and 2 nights hotel parking in Calgary - travel to Calgary for donor meetings and Banff Centre event at Board Chair's home	\$568.63	\$ 26.96	\$ 585.59
10	18/05/22	3106	2100	820130	800	DEV805		Winnipeg	TGE	Dinner in Winnipeg - travel to Winnipeg for donor meetings and May Board meetings	\$ 39.98	\$ 1.60	\$ 41.58
11	18/05/22	3101	2100	820130	800	DEV805		Winnipeg	TGE	Taxi from Winnipeg airport to Winnipeg hotel - travel to Winnipeg for donor meetings and May Board meetings			\$ 25.74
12	18/05/23	3610	2100	820130	800	DEV805		Winnipeg	EH	Hosting during meeting with two donors (with Janice Price and Howard Jang)	\$ 33.74	\$ 1.35	\$ 35.09
13	18/05/23	3106	2100	820130	800	DEV805		Winnipeg	TGE	Breakfast in Winnipeg - travel to Winnipeg for donor meetings and May Board meetings	\$ 6.26	\$ 0.29	\$ 6.55
14	18/05/24	3101	2100	820130	800	DEV805		Winnipeg	TGE	Taxi from Board meetings to evening Board event and dinner at Royal Winnipeg Ballet			\$ 8.00
15	18/05/24	3101	2100	820130	800	DEV805		Winnipeg	TGE	Taxi from evening Board event and dinner to Winnipeg hotel			\$ 7.20
16	18/05/25	3101	2100	820130	800	DEV805		Winnipeg	TGE	Taxi from Board meetings to Winnipeg airport			\$ 23.67
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											701.39	33.01	\$ 962.33

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3610	2100	820130	800	DEV805			33.74	1.35	\$ 35.09
3106	2100	820130	800	DEV805			109.02	4.70	\$ 113.72
3105	2100	820130	800	DEV805			558.63	26.96	\$ 585.59
3101	2100	820130	800	DEV805				1.40	\$ 227.93
	2100								
	2100								
	2100								
	2100								
Total							\$ 701.39	\$ 33.01	\$ 962.33

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 962.33

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)	