

CASH

EXPENSE CLAIM FORM - President, VP, Board

DATE December 21, 2016

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren

Position

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Los Angeles Dance Centre opening; Toronto Giller Awards

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/04/2016	Travel-General (Pres,VP)	3101	2100	270900	690		rental car: USD/no GST	\$ 155.67	USD	\$ 155.67 161.40
2	11/06/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 4.73		\$ 4.73
3	11/07/2016	Travel-Meals	3106	2100	270900	690		meal	\$ 10.57		\$ 10.57
4	11/07/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 17.00		\$ 17.00
5	11/07/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 14.00		\$ 14.00
6	11/26/2016	Travel-General (Pres,VP)	3101	2100	270900	690		taxi	\$ 11.00		\$ 11.00
7		Hosting	3610	2100							\$ -
8		Hosting	3610	2100							\$ -
9		Hosting	3610	2100							\$ -
10		Hosting	3610	2100							\$ -
11		Hosting	3610	2100							\$ 218.70
12		Hosting	3610	2100							\$ 248.70
Total Expenses : A											212.97

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		197.67	-	197.67
3102	Travel-General (BOG)	270900	2100	690		-	-	203.40
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		15.30	-	15.30
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		-	-	-
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	218.70
Total								212.97

Travel Advance	B		A
Balance Due to Claimant	A-B	\$	212.97

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)	

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EXPENSE CLAIM FORM - President, VP, Board

DATE March 30, 2017

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren

Position Senior Arts Advisor

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

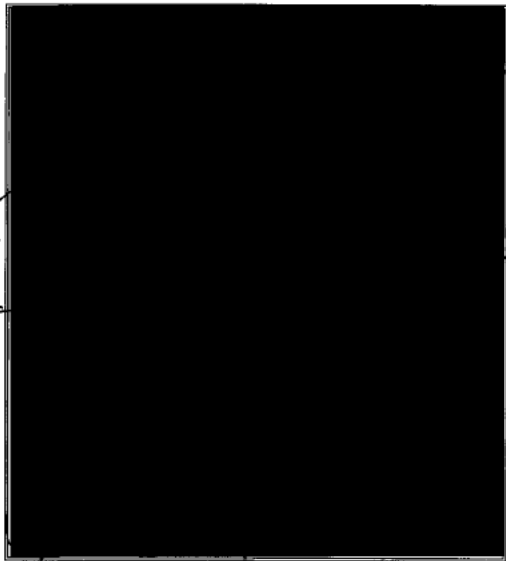
Montreal Trip - Own Card & Cash Expenses

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	14/03/17	Travel-General (Pres,VP)	3120 3101	2100	270900	690		Taxi	\$ 17.00		\$ 17.00
2	14/03/17	Travel-Meals	3106	2100	270900	690		Lunch	\$ 10.63		\$ 10.63
3	14/03/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 14.00		\$ 14.00
4	15/03/17	Travel-Meals	3106	2100	270900	690		Lunch	\$ 25.52		\$ 25.52
5	16/03/17	Travel-Meals	3106 3101	2100	270900	690		Dinner - Business for the Arts	\$ 193.44 107.00		\$ 193.44 107.00
6	01/02/2017	Hosting	3610	2100	270900	690		Dinner [REDACTED]	\$ 30.55		\$ 30.55
7	01/02/2017	Hosting (Alcohol)	3611	2100	270900	690		Dinner [REDACTED]	\$ 172.44 164.23	8.21	\$ 172.44
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							\$ -
Total Expenses : A											463.58

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		17.00	-	17.00
3106	Travel-Meals	270900	2100	690		10.63	-	10.63
3101	Travel-General (Pres,VP)	270900	2100	690		14.00	-	14.00
3106	Travel-Meals	270900	2100	690		25.52	-	25.52
3106	Travel-Meals	270900	2100	690		-	-	193.44
3610	Hosting	270900	2100	690		30.55	-	30.55
3611	Hosting (Alcohol)	270900	2100	690		172.44	-	172.44
		270900	2100	690		-	-	-
3101		270900		690		-	-	31.00
3106		"	"	"		-	-	10.63
3610						111.64	8.21	119.85
3611						76.58	8.21	84.79
Total						270.14		463.58

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 463.58

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 MAR 31 2017

<input checked="" type="checkbox"/> Return to Requestor (RTR)	<input type="checkbox"/> Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

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EXPENSE CLAIM FORM - President, VP, Board

DATE February 7, 2017

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren

Position Senior Arts Advisor

Position Senior Arts Advisor

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: NYC ISPA January 2017

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	08/01/2017	Travel-General (Pres,VP)	3101	2100	270900	690		WestJet - Seat Allocation	\$ 26.25	1.25	\$ 26.25
2	09/01/2017	Travel-General (BOG)	3101	2100	270900	690		Taxi	\$ 96.15		\$ 96.15
3	10/01/2017	Travel-Meals	3106	2100	270900	690		Dinner NYC	\$ 61.23		\$ 61.23
4	11/01/2017	Travel-Meals	3106	2100	270900	690		Snack on Plane	\$ 6.99		\$ 6.99
5	11/01/2017	Other1	3471	2100	270900	690		Subscription	\$ 25.16	1.20	\$ 25.16
6	12/01/2017	Travel-Meals	3106	2100	270900	690		LUNCH NYC	\$ 57.99		\$ 57.99
7	12/01/2017	Travel-Meals	3106 3610	2100	270900	690		Dinner NYC HOSTING	\$ 107.19		\$ 107.19
8	13/01/17	Other2	3107	2100	270900	690		Museum	\$ 33.70		\$ 33.70
9	14/01/17	Travel-General (Pres,VP)	3101	2100	270900	690		WestJet - Seat Allocation	\$ 26.95		\$ 26.95
10	15/01/17	Travel-Accomm. TRAVEL MEALS 3106	3105	2100	270900	690		Millenium Hotel NYC MEALS - HOTEL NYC	\$ 1,217.47		1,150.57 \$4,217.47 plus 88
11	15/01/17	Travel-Accomm.	3105	2100	270900	690		Millenium Hotel NYC	\$ 563.62		\$ 563.62
12	16/01/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi NYC	\$ 105.21		\$ 105.21
13	18/01/17	Travel-General (Pres,VP)	3101	2100	270900	690		Banff Airporter to Calgary	\$ 56.22	2.67	\$ 56.22

Total Expenses : A

5.12 2,384.13

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		210.15 214.63	3.92	214.63
3102	Travel-General (BOG)	270900	2100	690		-96.15	-	96.15
3105	Travel-Accommodation	270900	2100	690		1,781.09	1,744.21	1,781.09
3106	Travel-Meals	270900	2100	690		233.40	193.09	233.40
3107	Travel-Incidentals	270900	2100	690		33.70	-	33.70
3610	Hosting	270900	2100	690		-	-	107.19
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3471	Other1 3471	270900	2100	690		25.16	-	25.16
	Other2	270900	2100	690		33.70	-	33.70
	Other3	270900	2100	690		-	-	-

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 2,384.13

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.

2,384.13

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Total		2,417.83
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Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not claimant)			



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EXPENSE CLAIM FORM - President, VP, Board

DATE January 20, 2017

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren

Diners

Position Senior Arts Advisor

FIRST

MIDDLE

LAST

Permanent Mailing Address:

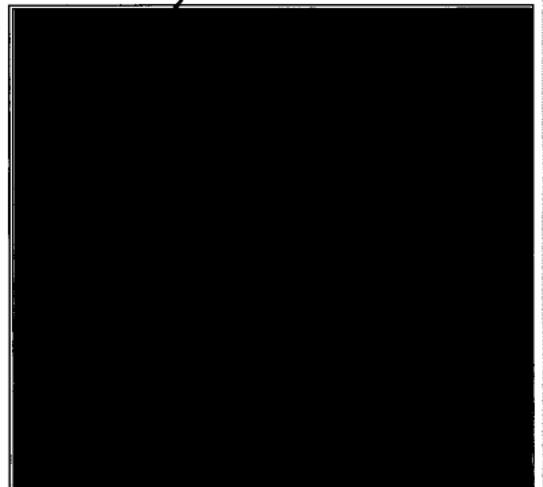
Itinerary and Purpose of Travel/Expense: Ottawa Trip 2016

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	28/11/16	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 32.49		\$ 32.49
2	29/11/16	Hosting	3610	2100	270900	690		Meal with Client	\$ 176.73	3.40	\$ 176.73
3	29/11/16	Travel-Meals	3106	2100	270900	690		Meal	\$ 38.66		\$ 38.66
4	01/12/2016	Travel-Meals	3106	2100	270900	690		Snack on Flight	\$ 4.20		\$ 4.20
5	01/12/2016	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 40.00		\$ 40.00
6	01/12/2016	Travel-Meals	3106	2100	270900	690		Meal	\$ 25.35		\$ 25.35
7	02/12/2016	Travel-Accomm.	3105	2100	270900	690		Hotel Accommodation in Ottawa	\$ 1,112.25	45.75	\$1,112.25
8	02/12/2016	Travel-Meals	3106	2100	270900	690		Dinner at the Hotel	\$ 33.38		\$ 33.38
9	14/12/16	Other1	3471	2100	270900	690		[REDACTED]	\$ 25.16		\$ 25.16
10		Hosting	3610	2100	270900	690					\$ -
11		Hosting	3610	2100							\$ -
12		Hosting	3610	2100							\$ -
Total Expenses : A									<u>1,439.08</u>	<u>49.15</u>	<u>1,488.22</u>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		72.49	-	72.49
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690	1,066.50	1,112.25	45.75	1,112.25
3106	Travel-Meals	270900	2100	690		101.59	-	101.59
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690	173.33	176.73	3.40	176.73
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3471	Other1	270900	2100	690		25.16	-	25.16
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total						<u>1,439.08</u>	<u>49.15</u>	<u>1,488.22</u>

Travel Advance	B	[REDACTED]	A
Balance Due to Claimant	A-B	\$ [REDACTED]	1,488.22

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)	

EXPENSE CLAIM FORM - President, VP, Board

DATE February 1, 2017

VENDOR/STAFF# (as applicable)

NAME
(Claimant/Payee)

Carolyn Warren

Position Senior Arts Advisor

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Montreal & Misc

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	8/2/2017	Travel-General (Pres,VP)	3101	2100	270900	690		Brewster Travel to Calgary	\$ 68.20		\$ 68.20
2	8/2/2017	Other1	3471	2100	270900	690		[REDACTED]	\$ 25.16		\$ 25.16
3	10/2/2017	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi to Banff	\$ 14.00		\$ 14.00
4	23/02/17	Travel-General (Pres,VP)	3101	2100	270900	690		re Flights to Montreal	\$ 36.75		\$ 36.75
5	23/02/17	Travel-General (Pres,VP)	3101	2100	270900	690		Flights to Montreal	\$ 497.83		\$ 497.83
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							\$ -
Total Expenses : A											641.94

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		616.78	-	616.78
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		-	-	-
3106	Travel-Meals	270900	2100	690		-	-	-
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
	Other1	270900	2100	690		25.16	-	25.16
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total						641.94		641.94

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 641.94

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.

By signing below, the Claimant confirms that each listed expense was actually and reasonably incurred by the Claimant in the performance of the Claimant's duties for Banff Centre with due regard for economy, and was not personal in nature. The Claimant acknowledges that these expenses will be disclosed to the public in accordance with applicable Banff Centre policy and procedure. Banff Centre's Financial Services confirm that each listed expense is allowable and properly documented in accordance with applicable Banff Centre policy and procedure.

Claimant's Signature Date

Approver - Print Name Date

Approver's Signature Date

Financial Services Date

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