

AUG - 4 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE August 3, 2016

VENDOR/STAFF#
(as applicable)

VE-0269

NAME
(Claimant/Payee)

NEIL JOHNSTON

DINERS

JULY 28/16

Position VP, DEVELOPMENT

FIRST

MIDDLE

LAST

Permanent Mailing Address:

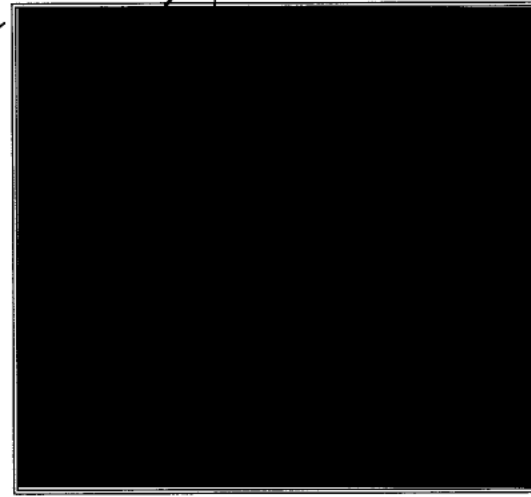
Itinerary and Purpose of Travel/Expense: Trip to Edmonton and a meeting in Banff

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	07/14/2016	Travel-Meals	3106	2100	820250	800	805	Trip to Edmonton - breakfast at Calgary airport	\$ 10.18	\$ 0.51	\$ 10.69
2	07/14/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Trip to Edmonton - taxi			\$ 11.00
3	07/15/2016	Hosting	3610	2100	820250	800	805	Coffee meeting in Banff			\$ 13.25
4			#N/A	2100							\$ -
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							\$ -
Total Expenses : A											34.94

GL Code Summary									
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount	
3101	Travel-General (Pres,VP)	820250	2100	800	805	-	-	11.00	
3102	Travel-General (BOG)	820250	2100	800	805	-	-	-	
3105	Travel-Accommodation	820250	2100	800	805	-	-	-	
3106	Travel-Meals	820250	2100	800	805	10.18	0.51	10.69	
3107	Travel-Incidentals	820250	2100	800	805	-	-	-	
3610	Hosting	820250	2100	800	805	-	-	13.25	
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	-	
6132	Travel Advance	820250	2100	800	805	-	-	-	
	Other1	820250	2100	800	805	-	-	-	
	Other2	820250	2100	800	805	-	-	-	
	Other3	820250	2100	800	805	-	-	-	
Total									34.94

Travel Advance	B		
Balance Due to Claimant	A-B	\$	34.94

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.



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 July 8, 2016

VENDOR/STAFF#
(as applicable)

VE-0269

NAME
(Claimant/Payee)

NEIL JOHNSTON

Position VP, DEVELOPMENT

Permanent Mailing Address:

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: Travel to Vancouver, Montreal, Ottawa and Toronto for business meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	05/27/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Vancouver transit day pass			\$ 14.75
2	05/27/2016	Travel-Meals	3106	2100	820250	800	805	Lunch in Vancouver			\$ 22.03
3	05/27/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast at the Calgary airport	\$ 12.64	\$ 0.63	\$ 13.27
4	05/27/2016	Travel-Meals	3106	2100	820250	800	805	Dinner at the Calgary airport	\$ 16.75	\$ 0.84	\$ 17.59
5	06/08/2016	Travel-Meals	3106	2100	820250	800	805	Dinner in Montreal			\$ 40.73
6	06/08/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	taxi to the hotel			\$ 45.00
7	06/08/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	WestJet checked baggage fee	\$ 25.00	\$ 1.25	\$ 26.25
8	06/09/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Montreal			\$ 12.90
9	06/09/2016	Travel-Meals	3106	2100	820250	800	805	Lunch in Montreal	\$ 6.71	\$ 0.31	\$ 7.02
10	06/09/2016	Travel-Meals	3106	2100	820250	800	805	Dinner in Montreal			\$ 50.24
11	06/10/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi to Via Rail station			\$ 20.00
12	06/10/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Ottawa			\$ 12.08
13	06/10/2016	Travel-Meals	3106	2100	820250	800	805	Dinner in Ottawa			\$ 27.97
14	06/10/2016	Travel-Accomm.	3105	2100	820250	800	805	Montreal Hotel - trip to Montreal		36.12	\$ 830.62
15	06/10/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi from rail station to Ottawa hotel			\$ 20.65
16	06/10/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi to Ottawa hotel			\$ 15.00
17	06/11/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Ottawa			\$ 2.54
18	06/11/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi to the National Arts Centre, Ottawa			\$ 9.35
19	06/12/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi to the Ottawa airport			\$ 34.36
20	06/12/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	WestJet checked baggage fee		1.25	\$ 28.25
21	06/12/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast at the Ottawa airport			\$ 3.99
22	06/12/2016	Travel-Accomm.	3105	2100	820250	800	805	Ottawa hotel			\$ 384.08

22A 06/12/16 TRAVEL 3106 2100 820250 800 805
-FORD

33.47

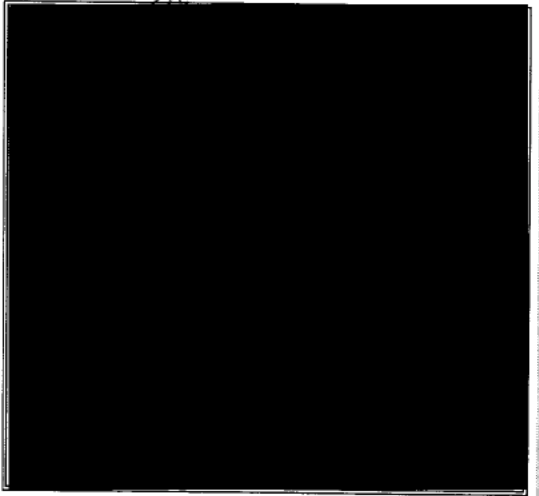
23	06/22/2016	Travel-Meals	3106	2100	820250	800	805	Dinner in Toronto				\$ 29.89
24	06/22/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast at Calgary airport	\$ 12.87	\$ 0.84		\$ 13.51
25	06/23/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Toronto				\$ 6.73
26	06/23/2016	Travel-Meals	3106	2100	820250	800	805	Lunch in Toronto				\$ 12.55
27	06/24/2016	Travel-Meals	3106	2100	820250	800	805	Breakfast in Toronto				\$ 8.99
28	06/24/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Taxi to Union Pearson Express, Toronto				\$ 17.83
29	06/24/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Toronto transit day pass				\$ 12.00
30	06/24/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Union Pearson Express transit to the airport, Toronto				\$ 12.00
31	06/24/2016	Travel-Meals	3106	2100	820250	800	805	Dinner at the Calgary airport	\$ 15.58	\$ 0.78		\$ 16.36
32	06/25/2016	Travel-Accomm.	3105	2100	820250	800	805	Toronto hotel	595.00	26.80	621.80	\$ 654.62 32.82
Total Expenses : A												2,456.62

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	805			255.44
3102	Travel-General (BOG)	820250	2100	800	805			-
3105	Travel-Accommodation	820250	2100	800	805			1,836.50
3106	Travel-Meals	820250	2100	800	805			314.68
3107	Travel-Incidentals	820250	2100	800	805			-
3610	Hosting	820250	2100	800	805			-
3611	Hosting (Alcohol)	820250	2100	800	805			-
6132	Travel Advance	820250	2100	800	805			-
	Other1	820250	2100	800	805			-
	Other2	820250	2100	800	805			-
	Other3	820250	2100	800	805			-
Total								2,456.62

Travel Advance	B	\$	
Balance Due to Claimant	A-B	\$	2,456.62

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 August 30, 2016

VENDOR/STAFF# (as applicable) **VE-0269**

NAME **NEIL JOHNSTON**
 FIRST MIDDLE LAST

Position **VP, DEVELOPMENT**

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Trip to Calgary for business meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	08/24/2016	Travel-General (Pres,VP)	3101	2100	820250	800	805	Parking in Calgary			\$ 25.00
2			#N/A	2100							\$ -
3			#N/A	2100							\$ -
4			#N/A	2100							\$ -
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							\$ -
Total Expenses : A											25.00

GL Code Summary									
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount	
3101	Travel-General (Pres,VP)	820250	2100	800	805	-	-	25.00	
3102	Travel-General (BOG)	820250	2100	800	805	-	-	-	
3105	Travel-Accommodation	820250	2100	800	805	-	-	-	
3106	Travel-Meals	820250	2100	800	805	-	-	-	
3107	Travel-Incidentals	820250	2100	800	805	-	-	-	
3610	Hosting	820250	2100	800	805	-	-	-	
3611	Hosting (Alcohol)	820250	2100	800	805	-	-	-	
6132	Travel Advance	820250	2100	800	805	-	-	-	
	Other1	820250	2100	800	805	-	-	-	
	Other2	820250	2100	800	805	-	-	-	
	Other3	820250	2100	800	805	-	-	-	
Total									25.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 25.00

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

