

OCT 18 2018

EXPENSE CLAIM FORM
PRESIDENT AND CEO
 (All expenses)

DATE October 16, 2018

VENDOR/STAFF# (as applicable) _____ NAME (Claimant/Payee) **Janice Price** *DINERS SEPT 28/18* DEPT **President & CEO**

Permanent Mailing Address _____

Itinerary and business rationale for expense: **diners card claim for local business and for trips to Vancouver, Edmonton and Toronto to attend events and discuss donor/stakeholder relations**

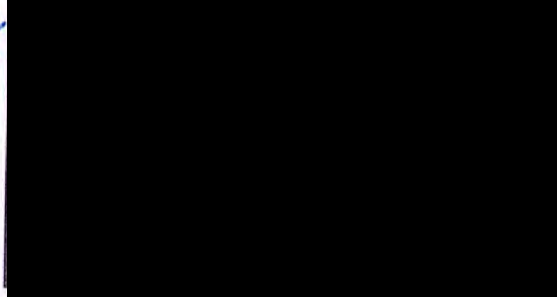
Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	8/9/2018	3101	2100	890900	800				TGE	YYC parking	\$ 27.95	\$ 1.40	\$ 29.35
2	9/3/2018	3451	2100	890900	800				TGE	store keyboard	\$ 229.99	\$ 11.50	\$ 241.49
3	9/4/2018	3106	2100	890900	800				TGE	personal meal	\$ 17.80	\$ -	\$ 17.80
4	9/4/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to airport	\$ 13.75	\$ -	\$ 13.75
5	9/4/2018	3101	2100	890900	800				TGE	YYC parking	\$ 55.90	\$ 2.80	\$ 58.70
6	9/5/2018	3105	2100	900250	800				TGE	1 night Toronto hotel	\$ 335.83	\$ 15.55	\$ 351.38
7	9/5/2018	3105	2100	890900	800				TGE	gas for President's car	\$ 114.15	\$ 5.71	\$ 119.86
8	9/11/2018	3101	2100	890900	800				TGE	Vancouver taxi from airport to Camp Pacific meeting	\$ 36.00	\$ -	\$ 36.00
9	9/11/2018	3101	2100	890900	800				TGE	Vancouver taxi from Camp Pacific meeting to airport	\$ 41.00	\$ -	\$ 41.00
10	9/12/2018	3105	2100	890900	800				TGE	1 night YYC hotel	\$ 223.88	\$ 10.76	\$ 234.64
11	9/12/2018	3106	2100	890900	800				TGE	YYC hotel personal meal	\$ 17.00	\$ 0.85	\$ 17.85
12	9/22/2018	3101	2100	890900	800				TGE	internet charge for call with [redacted] (US\$19.41)	\$ 25.74	\$ -	\$ 25.74
13	9/24/2018	3101	2100	890900	800				TGE	Edmonton taxi from hotel to lunch with [redacted]	\$ 42.40	\$ -	\$ 42.40
14	9/24/2018	3101	2100	890900	800				TGE	Edmonton taxi from airport to hotel	\$ 79.00	\$ -	\$ 79.00
15	9/24/2018	3610	2100	890900	800				EH	lunch with [redacted]	\$ 39.36	\$ 4.78	\$ 44.14
16	9/25/2018	3105	2100	890900	800				TGE	2 nights Calgary hotel	\$ 364.20	\$ 17.52	\$ 381.72
17	9/25/2018	3106	2100	890900	800				TGE	Calgary hotel personal meal	\$ 41.00	\$ 4.85	\$ 45.85
18	9/25/2018	3101	2100	890900	800				TGE	parking for meeting with [redacted]	\$ 43.00	\$ 2.15	\$ 45.15
19	9/25/2018	3101	2100	890900	800				TGE	Edmonton taxi from hotel to meeting with [redacted]	\$ 17.02	\$ -	\$ 17.02
20	9/25/2018	3101	2100	890900	800				TGE	Edmonton taxi from meeting with [redacted] to airport	\$ 55.80	\$ -	\$ 55.80
21	9/25/2018	3101	2100	890900	800				TGE	YYC parking	\$ 55.90	\$ 2.80	\$ 58.70
22	9/26/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to Bha meeting	\$ 66.08	\$ -	\$ 66.08
23	9/26/2018	3106	2100	890900	800				TGE	personal meal	\$ 19.55	\$ -	\$ 19.55
24			2100	890900	800						\$ -	\$ -	\$ -
Total Expenses : A											1,962.30	74.59	\$ 2,036.89

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
#REF!	2100	890900					161.48	0.85	\$ 162.33
	2100	890900					19.55		\$ 19.55
3610	2100	890900					39.36	1.70	\$ 41.06
3451	2100	890900					229.99	11.50	\$ 241.49
3106	2100	890900					282.68	12.61	\$ 295.29
3105	2100	890900					420.10	20.32	\$ 440.42
3105	2100	900250	800				335.83	15.55	\$ 351.38
3101	2100	890900					473.31	12.06	\$ 485.37
Total							\$1,962.30	\$ 74.59	\$ 2,036.89

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,036.89

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of



Return to Requestor (RTR)

Requestor Name (if RTR) _____

Requestor Dept (if RTR) _____

Prepared by (if not Claimant) _____

Mail to Claimant

EXPENSE CLAIM FORM
PRESIDENT AND CEO
 (All expenses)

DATE November 5, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Janice Price

DINERS OCT/18

DEPT

President & CEO

Permanent Mailing Address:

[Redacted]

Itinerary and business rationale for expense: *diners card claim for local business and for trips to Montreal, Ottawa, Toronto and Edmonton to attend events and discuss donor/stakeholder relations*

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	9/26/2018	3101	2100	890900	800				TGE	flight change fee	\$ 75.00	\$ 3.75	\$ 78.75
2	9/28/2018	3101	2100	890900	800				TGE	parking for Banff Business Forum	\$ 28.57	\$ 1.43	\$ 30.00
3	9/29/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 122.34	\$ 6.12	\$ 128.46
4	9/30/2018	3101	2100	890900	800				TGE	Montreal taxi from airport to hotel	\$ 47.15	\$ -	\$ 47.15
5	10/1/2018	3106	2100	890900	800				TGE	personal meal	\$ 14.47	\$ -	\$ 14.47
6	10/2/2018	3101	2100	890900	800				TGE	Montreal taxi from hotel to airport	\$ 45.10	\$ -	\$ 45.10
7	10/2/2018	3101	2100	890900	800				TGE	Ottawa taxi from airport to hotel	\$ 37.77	\$ -	\$ 37.77
8	10/3/2018	3106	2100	890900	800				TGE	personal meal	\$ 10.36	\$ -	\$ 10.36
9	10/3/2018	3105	2100	890900	800				TGE	2 night Montreal hotel stay	\$ 466.68	\$ 21.22	\$ 487.90
10	10/3/2018	3106	2100	890900	800				TGE	personal meal	\$ 71.47	\$ -	\$ 71.47
11	10/4/2018	3101	2100	890900	800				TGE	Ottawa taxi from hotel to airport	\$ 38.01	\$ -	\$ 38.01
12	10/4/2018	3105	2100	890900	800				TGE	2 night Ottawa hotel stay	\$ 834.90	\$ 37.10	\$ 872.00
13	10/4/2018	3106	2100	890900	800				TGE	personal meal	\$ 32.16	\$ -	\$ 32.16
14	10/4/2018	3106	2100	890900	800				TGE	personal meal	\$ 28.60	\$ -	\$ 28.60
15	10/4/2018	3101	2100	890900	800				TGE	YYC airport parking	\$ 119.95	\$ 6.00	\$ 125.95
16	10/8/2018	3740	2100	854020	800				TGE	credit card rewards fee	\$ 99.00	\$ -	\$ 99.00
17	10/9/2018	3101	2100	890900	800				TGE	Toronto taxi to dinner with [Redacted]	\$ 20.75	\$ -	\$ 20.75
18	10/9/2018	3101	2100	890900	800				TGE	Toronto taxi from airport to hotel	\$ 73.20	\$ -	\$ 73.20
19	10/9/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to airport	\$ 67.20	\$ -	\$ 67.20
20	10/10/2018	3105	2100	890900	800				TGE	1 night Toronto hotel stay	\$ 302.14	\$ 13.99	\$ 316.13
21	10/10/2018	3101	2100	890900	800				TGE	Edmonton taxi from airport to meeting with [Redacted]	\$ 64.20	\$ -	\$ 64.20
22	10/10/2018	3105	2100	890900	800				TGE	erroneous charge by Executive Hotel Cosmopolitan Toronto	\$ 20.00	\$ -	\$ 20.00
23	10/10/2018	3101	2100	890900	800				TGE	YYC airport parking	\$ 65.90	\$ 3.30	\$ 69.20
24			2100	890900	800						\$ -	\$ -	\$ -
Total Expenses : A											2,684.92	92.91	\$ 2,777.83

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
#REF!	2100	890900					100.53		\$ 100.53
	2100	890900					37.77		\$ 37.77
	3740	2100	854020	800			99.00		\$ 99.00
	3106	2100	890900				863.50	37.10	\$ 900.60
	3105	2100	890900				768.82	35.21	\$ 804.03
	3101	2100	890900				815.30	20.60	\$ 835.90
	3019	2100	890900	800					\$ 32.49
	2100								
Total							\$2,684.92	\$ 92.91	\$ 2,777.83

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,777.83

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of [Redacted]

[Redacted]

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

NOV 5 - 2018

EXPENSE CLAIM FORM
PRESIDENT AND CEO
 (All expenses)

DATE November 5, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Janice Price *OCT 18 - CONT*

DEPT President & CEO

Permanent Mailing Address:

Itinerary and business rationale for expense: *diners card claim for local business and for trips to Montreal, Ottawa, Toronto and Edmonton to attend events and discuss donor/stakeholder relations*

Receipt 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
			2100	890900	800				TGE	balance from Part 1 of expense claim	\$ 2,777.83	\$ -	\$ 2,777.83
24	10/10/2018	3105	2100	890900	800				TGE	1 night Calgary airport hotel stay	\$ 277.44	\$ 13.34	\$ 290.78
25	10/10/2018	3610	2100	890900	800				EH	lunch meeting with [REDACTED]	\$ 90.45	\$ -	\$ 90.45
26	10/14/2018	3105	2100	890900	800				TGE	3 night Calgary hotel stay	\$ 1,010.16	\$ 51.06	\$ 1,061.22
27	10/14/2018	3105	2100	890900	800				TGE	personal meal	\$ 46.95	\$ -	\$ 46.95
28	10/14/2018	3101	2100	900250	800				TGE	gas for President's car	\$ 108.85	\$ 5.44	\$ 114.29
29	10/17/2018	3105	2100	890900	800				TGE	refund from Executive Hotel Cosmopolitan Toronto	\$ (20.00)	\$ -	\$ (20.00)
30	10/22/2018	3101	2100	890900	800				TGE	Edmonton taxi from airport to meeting with [REDACTED]	\$ 65.00	\$ -	\$ 65.00
31	10/22/2018	3019	2100	890900	800				TGE	purchase of blue tooth headphones for work	\$ 52.49	\$ -	\$ 52.49
32	10/22/2018	3101	2100	890900	800				TGE	Edmonton taxi from meeting with [REDACTED] to airport	\$ 68.80	\$ -	\$ 68.80
33	10/22/2018	3101	2100	890900	800				TGE	YYC airport parking	\$ 27.95	\$ 1.40	\$ 29.35
34	10/24/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to dinner meeting with [REDACTED]	\$ 20.10	\$ -	\$ 20.10
35	10/24/2018	3101	2100	890900	800				TGE	Toronto taxi from hotel to lunch meeting with [REDACTED]	\$ 13.75	\$ -	\$ 13.75
36	10/24/2018	3101	2100	890900	800				TGE	Toronto taxi from dinner meeting to hotel	\$ 15.50	\$ -	\$ 15.50
37	10/25/2018	3610	2100	890900	800				EH	lunch with [REDACTED]	\$ 183.46	\$ 7.15	\$ 190.61
38	10/25/2018	3610	2100	890900	800				EH	dinner with [REDACTED]	\$ 175.83	\$ 6.85	\$ 182.68
39			2100	890900	800				TGE		\$ -	\$ -	\$ -
40			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
			2100	890900	800				TGE		\$ -	\$ -	\$ -
Total Expenses : A											4,914.66	85.24	\$ 4,999.80

GL Codes Summary (please summarize by unique GL string) - **00**
 NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
#REF!	2100	890900					106.70	1.40	\$ 108.10
	2100	890900					2830.32		\$ 2,830.32
	3610	2100	890900				449.74	14.00	\$ 463.74
	3105	2100	890900				1287.60	84.40	\$ 1,352.00
	3105	2100	900250	800			108.85	5.44	\$ 114.29
	3101	2100	890900				131.35		\$ 131.35
		2100							
		2100							
Total							\$4,914.66	\$ 85.24	\$ 4,999.80

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 4,999.80

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash postcard 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 AND CEO
 (All expenses)

DATE December 5, 2018

VENDOR/STAFF# (as applicable) _____ NAME (Claimant/Payee) Janice Price DEPT President & CEO

DINERS 11/28/18

Permanent Mailing Address: _____

Itinerary and business rationale for expense: diners card claim for local business and for trips to Toronto and Vancouver to attend events and discuss donor/stakeholder relations

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	10/26/2018	3101	2100	890900	800				TGE	Calgary airport parking	\$ 83.86	\$ 4.19	\$ 88.05
2	10/27/2018	3105	2100	890900	800				TGE	3 night Toronto hotel stay	\$ 1,007.50	\$ 46.64	\$ 1,054.14
3	10/28/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 118.98	\$ 5.95	\$ 124.93
4	10/29/2018	3101	2100	890900	800				TGE	Vancouver taxi from airport to meeting with [REDACTED]	\$ 41.30	\$ -	\$ 41.30
5	10/29/2018	3101	2100	890900	800				TGE	Calgary airport parking	\$ 27.95	\$ 1.40	\$ 29.35
6	10/31/2018	3105	2100	890900	800				TGE	1 night Calgary hotel stay	\$ 305.90	\$ 15.29	\$ 321.19
7	10/31/2018	3106	2100	890900	800				TGE	personal meal	\$ 39.65	\$ -	\$ 39.65
8	11/4/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 102.65	\$ 5.13	\$ 107.78
9	11/7/2018	3101	2100	890900	800				TGE	paring for Banff Centre Foundation meeting	\$ 14.00	\$ 0.70	\$ 14.70
10	11/8/2018	3105	2100	890900	800				TGE	1 night Calgary hotel stay	\$ 314.73	\$ 16.56	\$ 331.29
11	11/8/2018	3106	2100	890900	800				TGE	personal meal	\$ 36.50	\$ -	\$ 36.50
12	11/8/2018	3106	2100	890900	800				TGE	personal meal	\$ 39.65	\$ -	\$ 39.65
13	11/8/2018	3106	2100	890900	800				TGE	personal meal	\$ 6.93	\$ -	\$ 6.93
14	11/15/2018	3101	2100	890900	800				TGE	gas for President's car	\$ 92.07	\$ 4.60	\$ 96.67
15	11/17/2018	3105	2100	890900	800				TGE	1 night Calgary hotel stay	\$ 288.16	\$ 13.93	\$ 302.09
16	11/17/2018	3106	2100	854020	800				TGE	personal meal	\$ 49.05	\$ -	\$ 49.05
17	11/18/2018	3101	2100	890900	800				TGE	Toronto taxi from airport to hotel	\$ 73.20	\$ -	\$ 73.20
18	11/19/2018	3106	2100	890900	800				TGE	personal meal	\$ 13.50	\$ -	\$ 13.50
19	11/21/2018	3101	2100	890900	800				TGE	Toronto taxi from airport to meeting with [REDACTED]	\$ 18.00	\$ -	\$ 18.00
20	11/24/2018	3105	2100	890900	800				TGE	5 night Toronto hotel stay	\$ 1,505.38	\$ 75.27	\$ 1,580.65
21	11/24/2018	3610	2100	890900	800				EH	meeting with [REDACTED]	\$ 42.16	\$ -	\$ 42.16
22	11/24/2018	3610	2100	890900	800				EH	meeting with [REDACTED]	\$ 24.30	\$ -	\$ 24.30
23	11/24/2018	3093	2100	890900	800				TGE	photocopies	\$ 1.13	\$ -	\$ 1.13
24	11/24/2018	3106	2100	890900	800				TGE	personal drink - diet coke	\$ 6.22	\$ -	\$ 6.22
Total Expenses : A											4,254.77	189.66	\$ 4,444.43

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
#REF!	2100	890900					179.73	5.13	\$ 184.86
	3610	2100					42.16		\$ 42.16
	3105	2100					746.98	31.85	\$ 778.83
	3106	2100	854020	800			49.05		\$ 49.05
	3105	2100					2626.99	137.24	\$ 2,966.23
	3101	2100					407.86	15.44	\$ 423.30
		2100							
		2100							
Total							\$4,254.77	\$ 189.66	\$ 4,444.43

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 4,444.43

Return to Requestor (RTR)

Requestor Name (if RTR) _____

Requestor Dept (if RTR) _____

Prepared by (if not Claimant) _____

Mail to Claimant

