

EXPENSE CLAIM FORM - President, VP, Board

DATE February 11, 2015

VENDOR/STAFF#
(as applicable)

VE-0342

NAME
(Claimant/Payee)

Carolyn Warren (Diners)

Position

VP, Arts

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Toronto: Walrus Gala and Development

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	1/17/2015	Travel-Meals	3106	2100	270900	690				Meal	\$ 14.50	\$ 0.73	\$ 15.23
2	1/21/2015	Travel-General (Pres,VP)	3107	2100	270900	690				Taxi			\$ 77.00
3	1/22/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 18.25
4	1/22/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 14.75
5	1/22/2015	Hosting	3610	2100	270900	690				Meal			\$ 105.40
6	1/23/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 22.50
7	1/23/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Taxi			\$ 69.50
8	1/23/2015	Other1	3472	2100	270900	690				Meal Donation			\$ 100.00
9	1/23/2015	Hosting	3610	2100	270900	690				Taxi			\$ 26.00
10	1/23/2015	Travel-General (Pres,VP)	3101	2100	270900	690				Parking			\$ 7.88
11	1/24/2015	Travel-Accomm.	3105	2100	270900	690				Accommodation	654.69	27.70	\$ 682.39
12	1/24/2015	Travel-General (Pres,VP)	3101	2100	270900	690				*Personal Charge: to be reimbursed			\$ 141.31
13	1/25/2015	Travel-Meals	3106	2100	270900	690				Meal			\$ 11.87
14			#N/A	2100	270900	690							\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A													1,292.08

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100					300.19	-	300.19
3102	Travel-General (BOG)		2100					77.00	-	77.00
3105	Travel-Accommodation		2100					654.69	27.70	682.39
3106	Travel-Meals		2100					26.37	0.73	27.10
3107	Travel-Incidentals		2100					-	-	-
3610	Hosting		2100					105.40	-	105.40
3611	Hosting (Alcohol)		2100					-	-	-
6132	Travel Advance		2100					-	-	-
	Other1		2100					100.00	-	100.00
	Other2		2100					-	-	-
	Other3		2100					-	-	-
Total										1,292.08

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,292.08

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

Feb. 11. 15

_____ date

_____ date

_____ date

_____ date

_____ date

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

16-Jan-2015	NYC-TAXI,BROOKLYN,NY,USA USD 39.63 @ 1.204391 INCLUDE FOREIGN TRANSACTION FEE 1.19	\$ 48.92	452301304502	
16-Jan-2015	MILLENNIUM BROADWAY F/,NEW YORK,NY,USA USD 36.57 @ 1.204541 INCLUDE FOREIGN TRANSACTION FEE 1.10 CUST SVC PH: 2127684400 ARRIVE: 01/16/15 DEPART: 01/16/15 FOLIO NBR: 000005528 LOCATION PH: 2127684400	\$ 45.15	072008310968	
16-Jan-2015	MILLENNIUM BROADWAY,NEW YORK,NY,USA USD 1,306.09 @ 1.204504 INCLUDE FOREIGN TRANSACTION FEE 39.32 CUST SVC PH: 2127684400 ARRIVE: 01/11/15 DEPART: 01/16/15 FOLIO NBR: 000005528 LOCATION PH: 2127684400	\$ 1,612.51	072008310323	
17-Jan-2015	PAYPAL *COUNCILFORB,4029357733,ON,CAN	\$ 709.95	502933658363	
17-Jan-2015	AIR CANADA ON BOARD CA,MISSISSAUGA,ON,CAN	\$ 15.23	463605866352	1
21-Jan-2015	AIRFLIGHT SERVICES,CONCORD,ON,CAN	\$ 77.00	800105245764	2
22-Jan-2015	CO-OP CABS - 1977,TORONTO,ON,CAN	\$ 18.25	462685289651	3
22-Jan-2015	SQ *KAI TONG NG,Toronto,ON,CAN	\$ 14.75	000667551535	4
22-Jan-2015	TUTTI MATTI CORP,TORONTO,ON,CAN	\$ 105.40	920208228005	5
23-Jan-2015	DIAMOND TAXI CAB DISPA,TORONTO,ON,CAN	\$ 22.50	004072031612	6
23-Jan-2015	PAYMENT RECEIVED -- THANK, YOU	\$ -2.152.42	7047088	
23-Jan-2015	LIMO AND TAXI SERVICES,TORONTO,ON,CAN	\$ 69.50	800143890489	7
23-Jan-2015	THE WALRUS FOUNDATION,TORONTO,ON,CAN	\$ 100.00	800151836531	8
23-Jan-2015	GTA TAXI SERVICES,TORONTO,ON,CAN	\$ 26.00	000497313010	9
23-Jan-2015	THE CALGARY AIRPORT AU,CALGARY,AB,CAN	\$ 7.88	043606138534	10
24-Jan-2015	INTERCONTINENTAL,TORONTO,ON,CAN	\$ 682.39	800102955793	11
25-Jan-2015	BANFF WINE STORE,BANFF,AB,CAN - <i>personal: to be reimbursed</i>	\$ 141.31	000312235420	12
25-Jan-2015	AIR CANADA ON BOARD CA,MISSISSAUGA,ON,CAN	\$ 11.87	463619038253	13
	TOTAL PURCHASE CREDIT	\$ -2.152.42		
	TOTAL PURCHASE DEBITS	\$ 4,237.93		



Diners Club : Statement

[Close Window](#)

Account Name :	CAROLYN WARREN THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 2,152.42
Statement Date :	28-Jan-2015	Payments :	-\$ 2,152.42
Payment Due Date :	24-Feb-2015	New Transactions :	\$ 4,237.93
		Balance Due :	\$ 4,237.93
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN ACCOUNT NUMBER: [REDACTED]		
11-Jan-2015	SAJU,NEW YORK,NY,USA USD 49.55 @ 1.194148 INCLUDE FOREIGN TRANSACTION FEE 1.47	\$ 60.64	109195710312
12-Jan-2015	MERCER KITCHEN,NEW YORK,NY,USA USD 35.99 @ 1.199223 INCLUDE FOREIGN TRANSACTION FEE 1.07	\$ 44.23	987126144027
12-Jan-2015	NYC-TAXI,LONG IS CITY,NY,USA USD 14.30 @ 1.199301 INCLUDE FOREIGN TRANSACTION FEE 0.42	\$ 17.57	464169184193
12-Jan-2015	NYC TAXI 5P28,LONG ISLAND,NY,USA USD 12.30 @ 1.199187 INCLUDE FOREIGN TRANSACTION FEE 0.36 DESC: MERCHANDISE	\$ 15.11	090681364821
13-Jan-2015	MET MUS PETRIE13239447,NEW YORK,NY,USA USD 27.64 @ 1.199350 INCLUDE FOREIGN TRANSACTION FEE 0.82	\$ 33.97	937310805286
13-Jan-2015	LINCOLN RISTORANTE,NEW YORK,NY,USA USD 94.75 @ 1.199262 INCLUDE FOREIGN TRANSACTION FEE 2.84	\$ 116.47	000926250335
13-Jan-2015	NYC TAXI 9G67,FLUSHING,NY,USA USD 12.80 @ 1.199219 INCLUDE FOREIGN TRANSACTION FEE 0.38 DESC: MERCHANDISE	\$ 15.73	090763753718
13-Jan-2015	NYC TAXI CCRMT,LONG IS CITY,NY,USA USD 13.80 @ 1.199277 INCLUDE FOREIGN TRANSACTION FEE 0.41	\$ 16.96	462406908002
14-Jan-2015	LATTANZI,NEW YORK,NY,USA USD 88.94 @ 1.199461 INCLUDE FOREIGN TRANSACTION FEE 2.66	\$ 109.34	001087006774
15-Jan-2015	AIR CAN,NEW YORK,NY,USA USD 25.00 @ 1.238801 INCLUDE FOREIGN TRANSACTION FEE 0.77 PASSENGER: WARREN/CAROLYN MS TICKET: 0142142581914 DEPART: 01/16/15 LGA TO YUL CLASS: Y YUL TO YYC CLASS: Y	\$ 31.74	618000265735
15-Jan-2015	TODD ENGLISH FOOD HALL,NEW YORK,NY,USA USD 54.73 @ 1.204459 INCLUDE FOREIGN TRANSACTION FEE 1.64	\$ 67.56	072002543367

AIR CANADA

AirCanada Café / Café AirCanada

Flight / Vol: ACO187 YUL-YYC
Departure / Depart: 2015-01-16
Order no / Commande: YYC 370909/5/13
Name: CAROLYN WARREN
Date: 2015-01-16
Time / Heure: 21:18:10
Tran type / Type trans.: Sale / Vente

Name / Nom: CAROLYN WARREN
Total amount / Montant Total: CAD 15.23

CUSTOMER COPY / COPIE DU CLIENT

AIR CANADA

1 Pretzel Hummus / Pretzels et ho 4.50
1 Cheese & Cracke / Fromage & Cr aa 4
1 Red Wine / Vin rouge 6.50
1 Bar combo duo -0.50

Total Before T / Avant taxes CAD 14.50
GST / TPS @ 5% 0.73

Grand Total / Total CAD 15.23

Payments / Paiements:
Credit card / Carte de crédit

Total payments / Total paiement CAD 15.23

Air Canada
GST/HST reg # 100092287 RT0001
QST reg # 1000043172 TQ1991

Air Canada
TPS/TVH reg # 100000007 RT0001

AIRFLIGHT SERVICES
3300 STEELES W
4164451999
CONCORD ON



CARD TYPE
DATE 2015/01/21
TIME 4653 17:25:46
CLERK ID 604
RECEIPT NUMBER
CB5015146-001-168-005-0

PURCHASE
AMOUNT \$70.00
TIP \$7.00
TOTAL

\$77.00



A0000000041010
70CED47C8BDB3004
000000B000-E800
0C2B9FEBECCEE9B5

APPROVED

AUTH# 064058 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

4164451999

CO-OP CABS - 1977
130 RIVALDA RD

TORONTO, ON M9M 2M8
(416) 504-2667

TERM ID: A4316992 BATCH#: 369
EMPLOYEE ID: 1703 SHIFTH: 002

Sale

INV#: 000000004
MCARD Chip
SEQ#: 369001001004
Application Label: MasterCard
AID: A0000000041010
TVR: 00 00 00 00
EST: 59 00

Amount: \$ 15.75
Tip: \$ 2.50
=====

Total: CAD\$ 18.25

APPROVED 062730 /
001/00

22-Jan -15 15:05:43

CUSTOMER COPY
THANK YOU

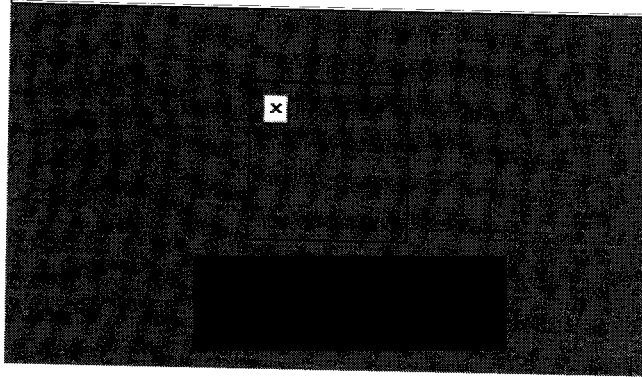
3

2

1

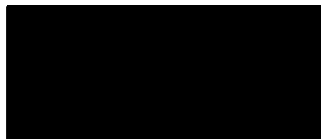
Woods, Erin

From: Square <noreply@messaging.squareup.com>
Sent: Thursday, January 22, 2015 7:54 AM
To: Warren, Carolyn
Subject: Receipt from [REDACTED]



\$ 14.75

Custom Amount	\$12.75
Subtotal	\$12.75
Tip	\$2.00
Total	\$14.75



1/22/2015, 9:52 AM
#MKYP

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*Price with
catherine fast*

TUTTI MATTI CORP
364 ADELAIDE STREE M5V1R7
TORONTO ON
21614073

**** PRE AUTH PURCHASE ****
01-22-2015 20:28:43

Name: [REDACTED]
Trace # 400019 Operator 009
FS2161407301
Inv. # 1498 CVD Resp Y
Auth # 052544 RRN 001923020

P. Auth Purchase \$90.40

Tip 15.00
Total 105.40

Retain this copy for your records
Customer copy

DIAMOND TAXI
251 QUEEN ST EAST
TORONTO ON
CAB 3260

Term Id:PS471285
Invoice #:684
M/C PURCHASE
App Label: MasterCard
AID:0000000041010
TUR: 000000000
TST: 0000

00 APPROVED 001

AMOUNT \$19.50
TIP \$3.00
=====

TOTAL \$22.50

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder

Ref. #: 0010012990
Entry Method: C
Auth. #: 042234
Date: 2015/01/23 Time: 11:05A

LIMO AND TAXI SERVICES
1094 DANFORTH AVE
TORONTO ON

[REDACTED]
DATE 2015/01/23
TIME 2036 15:25:08
RECEIPT NUMBER
085006367-001-001-989-0

PURCHASE
AMOUNT \$63.50
TIP \$6.00
TOTAL

\$69.50

[REDACTED]
A0000000041010
35F8485B26F21062
0000008000-E800
E0C2EFDA1137FDE4

APPROVED

AUTH# 052432 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

5

6

7

**RECEIPT
GST NO. R122556194**

Airport

GIA TAXI SERVICES
1110 FINCH AVE #1
TORONTO ON

TERMINAL ID.: PS357019

EXIT No. 45
IN: 01/23/15 20:22
OUT: 01/23/15 21:04
DURATION: 0 00: 42
PAID: \$ 7.88
(GST INCLUDED)

EMV SALE

BATCH: 000001 TRN: 000404
Jan 23, 2015 09:47

MasterCard

AID: A0000000041010

TUR: 00 00 00 00 00

TSI: E8 00

TC: 68075823FF9E960E

TRAN SEQ #: 0010017230

AUTH: 003434

SALE AMT \$23.00

TIP \$3.00

REF. 88

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

01/23/2015 09:47:00

RESPONSE CODE 00

CAROLYN WARREN

BY USING A DEBITED PIN, CARDHOLDER
AGREES TO PAY BANKER'S FEE IN
ADDITION WITH ISSUER'S CURRENT AIP
CARDHOLDER

THANK YOU FOR COMING

CUSTOMER COPY



INTERCONTINENTAL.
TORONTO YORKVILLE

01-23-15

Ms. Carolyn Warren 107 Tunnel Mountain Drive, Box 1020 Banff AB T1L 1H5 Canada	Folio No. :	[REDACTED]	Room No. :	832
	A/R Number :	[REDACTED]	Arrival :	01-21-15
	Group Code :	[REDACTED]	Departure :	01-23-15
	Company :	[REDACTED]	Conf. No. :	63352540
	Membership No.:	[REDACTED]	Rate Code :	IGCOR
	Invoice No. :	[REDACTED]	Page No. :	2 of 2
	Cashier No. :	23	HST# :	855206975
	User ID :	[REDACTED]		

Date	Description	Charges	Credits
------	-------------	---------	---------

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	682.39	682.39
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Balance	0.00	CAD
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Approval Code **047896**
Approval Amount **682.39**

HST 13% on Rooms

DF HST (13%)

0.00	CAD
0.00	CAD
0.00	CAD
72.02	CAD
0.00	CAD
1.91	CAD
0.00	CAD
0.00	CAD

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

12



INTERCONTINENTAL
TORONTO YORKVILLE

01-23-15

Ms. Carolyn Warren 107 Tunnel Mountain Drive, Box 1020 Banff AB T1L 1H5 Canada	Folio No. :	[REDACTED]	Room No. :	832
	A/R Number :	[REDACTED]	Arrival :	01-21-15
	Group Code :	[REDACTED]	Departure :	01-23-15
	Company :	[REDACTED]	Conf. No. :	63352540
	Membership No.:	[REDACTED]	Rate Code :	IGCOR
	Invoice No. :	[REDACTED]	Page No. :	1 of 2
	Cashier No. :	23	HST# :	855206975
	User ID :	[REDACTED]		

Date	Description	Charges	Credits
01-21-15	*Accommodation	285.00	
01-21-15	Destination Fee @ 2.66%	7.57	<i>9.51</i>
01-21-15	DF HST (13%)	0.98	<i>14.25</i>
01-21-15	HST 13% on Rooms	37.05	
01-22-15	Room Service Brkfst - Food Line# 832 : CHECK# 246	39.75	
01-22-15	*Accommodation	269.00	<i>13 45</i>
01-22-15	Destination Fee @ 2.66%	7.14	
01-22-15	DF HST (13%)	0.93	
01-22-15	HST 13% on Rooms	34.97	
01-23-15	[REDACTED]		682.39

AIR CANADA 

AirCanada Café / Café AirCanada

Flight / Vol: ACO133 YYZ-YYZ
Departure / Depart: 2015-01-23
Order no / Commande: YYZ 383185/6/21
Name: CAROLYN WARREN
Date: 2015-01-23
Time / Heure: 00:42:34
Tran type / Type trans.:
Sale / Vente

Name / Nom: CAROLYN WARREN
Total amount / Montant Total:
CAD 11.87

CUSTOMER COPY / COPIE DU CLIENT

AIR CANADA 

1 Cheese & Cracke / Fromage & Cr
aq 4
1 Red Wine / Vin rouge 6.50

Total Before T / Avant taxes CAD
10.50
HST / TVH @ 13% 1.37

Grand Total / Total CAD 11.87

Payments / Paiements:
Credit card / Carte de crédit

Total payments / Total paiement
CAD 11.87

You have earned a total of 25
Aeroplan Miles

Vous avez accumulé un total de
25 milles Aéroplan.



Air Canada
GST/HST reg # 100092287 RT0001
QST reg # 1000043172 TQ1991

Air Canada
TF 100092287 RT0001
T