

JAN 15 2014



Expense Claims Forms

Date: January 10, 2014

EMPLOYEE#

VE0342

NAME

Carolyn Warren

Position

VP Arts

DEPT

Executive Office

FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : Meetings in Toronto (December 3-4, 2013)

Please leave the colored cells for Financial Services

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	12/3/2013	Meals	3106	2100	270900	690				Holt Renfrew Bloor Café	\$ 29.71		\$ 29.71
2	12/3/2013	Meals	3106	2100	270900	690				The Keg Steakhouse & Bar	\$ 58.98		\$ 58.98
3	12/4/2013	Accommodation	3105	2100	270900	690				Intercontinental Toronto Yorkville	\$ 194.88	7.40	\$ 194.88
4	12/4/2013	Meals	3106	2100	270900	690				Intercontinental Toronto Yorkville	\$ 27.73		\$ 27.73
5	12/5/2013	Meals	3106	2100	270900	690				Intercontinental Toronto Yorkville	\$ 15.82		\$ 15.82
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
Total Expenses : A											\$ 327.12		327.12

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation					186.48	194.88	8.40	194.88
3106	2100	Meals						132.24	-	132.24
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								327.12		327.12

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	327.12

ENTERED JAN 16 2013

Date: January 13, 2014
 Date: JAN 16 2014

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carignan



Diners Club : Statement

[Close Window](#)

Account Name :	CAROLYN WARREN THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 1,765.65
Statement Date :	28-Dec-2013	Payments :	\$ -750.00
Payment Due Date :	24-Jan-2014	New Transactions :	\$ 327.12
		Balance Due :	\$ 1,342.77
		Past Due Balance :	\$ 1,015.65

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN ACCOUNT NUMBER [REDACTED]		
03-Dec-2013	HOLT RENFREW BLOOR CAF,TORONTO,ON,CAN	\$ 29.71	800136402207
03-Dec-2013	THE KEG YORK STREET,TORONTO,ON,CAN	\$ 58.98	461683428761
05-Dec-2013	INTERCONTINENTAL HOTEL,TORONTO,ON,CAN	\$ 15.82	800102866326
05-Dec-2013	INTERCONTINENTAL HOTEL,TORONTO,ON,CAN	\$ 222.61	800102865443
24-Dec-2013	PAYMENT RECEIVED -- THANK, YOU,CAN	\$ -750.00	0000 009766
	[REDACTED]	\$ -750.00	
		\$ 327.12	

HOLT RENFREW BLEUR
CAFE#400
50 BLOOR STREET WEST
TORONTO ON

HOLT RENFREW
holt's cafe
50 Bloor Street West
Toronto, Ontario
Tel: (416) 960-7817

DATE 2013/12/03
TIME 2376 14:08:59
SERV ID Gabor
CHECK # 58987
TABLE # 17
RECEIPT NUMBER
CB2003693-001-001-098-0

Server: [redacted] Check: 58987
Table: 17 Date: 03/12/2013
Guests: 1 Time: 2:14:50 PM

1 Chicken Truffle 18.00
1 illy Cappuccino 4.75

PURCHASE AMOUNT \$25.71
TIP \$4.00
TOTAL

Subtotal: 22.75
HST: 2.96
TOTAL: 25.71

lunch
\$29.71

HST Registration #: 102385036

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Thank you for choosing Holt's Café

Join us for our amazing Weekend Brunch

Did you know Holt's Café is an Event Venue
Choose us for your next event!

Contact Nigel Mahabir at 416-960-2587
for details!

CHECK # 636969 DATE 12/03/13
TABLE # 116 TIME 6:50PM

BAR [redacted]
ITEMS ORDERED AMOUNT
2 LRG RICKARDS 15.00
2 GS DECOY CAB 31.00

Subtotal: 46.00
TAX (HST) 5.98

TOTAL DUE 51.98

Joel Ivany / Against the Grain

Thank you for visiting

The Keg Steakhouse & Bar - York Street

Restaurant # 508

Review your experience at

www.KegFeedback.com

and

receive a CHANCE to WIN

a \$100 Gift Card!

* See www.kegfeedback.com

for complete contest rules

HST # R122833890

MasterCard
A0000000041010
199CA109ED892BB4
0000008000-E800
3946679511C5DCC7

APPROVED

AUTH# 070054 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

①

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INTERCONTINENTAL
TORONTO YORKVILLE

5

01-10-14

PR / Ms. Carolyn Warren Royal Conservatory Canada	Folio No. :	406472	Room No. :	9060
	A/R Number :		Arrival :	12-04-13
	Group Code :		Departure :	12-04-13
	Company :		Conf. No. :	
	Membership No.:		Rate Code :	
	Invoice No. :		Page No. :	1 of 1
	Cashier No. :	47	HST# :	855206975
	User ID :	PACHECO		

Date	Description	Charges	Credits
12-04-13	Mini-Bar - Beverage Gin	10.17	
12-04-13	Mini-Bar - Beverage Ginger Ale	5.65	
12-04-13	[REDACTED]		15.82
Total		15.82	15.82
Balance		0.00	CAD

Approval Code 061032		0.00 CAD
Approval Amount 15.82	HST 13% on Rooms	0.00 CAD
	HST 13% on MiniBar	1.82 CAD
	DF HST (13%)	0.00 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.