

Expense Claims Forms

Date: July 7, 2014

EMPLOYEE#

VE-0342

NAME

Carolyn Warren - DINERS

Position

VP, Arts

DEPT

Arts Programming

Mailing Address :

Itinerary and Purpose of Travel : Banff World Media Festival meetings, Banff Springs Hotel and Canadian Arts Summit meetings in Toronto

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	6/5/2014	Travel	3101	2100	270900	690				Change Fee for Flight Pass from Melanson	\$ 125.00	\$ 6.25	\$ 131.25	
2	6/10/2014	Meals	3106	2100	270900	690				Lunch	\$ 19.75	\$ 0.99	\$ 20.74	
3	6/10/2014	Hosting	3610	2100	270900	690				Dinner hosting Alliance Francais	\$ 66.52	\$ 3.28	\$ 69.85	
4	6/19/2014	Meals	3106	2100	270900	690				Dinner in Toronto	\$ 64.41	\$ 3.22	\$ 67.63	
5	6/19/2014	Meals	3106	2100	270900	690				Lunch in Calgary airport	\$ 30.00	\$ 1.50	\$ 31.50	
6	6/20/2014	Accommodation	3105	2100	270900	690				Hotel in Toronto	\$ 211.05	\$ 10.55	\$ 221.60	
7				2100								9.52	\$ -	
8				2100									\$ -	
9				2100									\$ -	
10				2100									\$ -	
11				2100									\$ -	
12				2100									\$ -	
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29				2100									\$ -	
30				2100									\$ -	
31				2100									\$ -	
32				2100									\$ -	
33				2100									\$ -	
34				2100									\$ -	
35				2100									\$ -	
<b>ENTERED JUL - 9 2014</b>													15.77	\$ -
<b>Total Expenses : A</b>											<b>\$ 546.73</b>	<b>\$ 25.84</b>	<b>542.57</b>	

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						125.00	6.25	131.25
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation					211.05	10.55	221.60	
3106	2100	Meals					114.16	5.71	119.87	
3610	2100	Hosting					66.52	3.33	69.85	
3611	2100	Hosting-Alcohol					-	-	-	
3107	2100	Incidentals					-	-	-	
6132	2100	Travel Advance					526.80	15.77	-	
<b>Total</b>								<b>546.73</b>	<b>25.84</b>	<b>542.57</b>

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	542.57

July 7, 2014  
Date

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Date

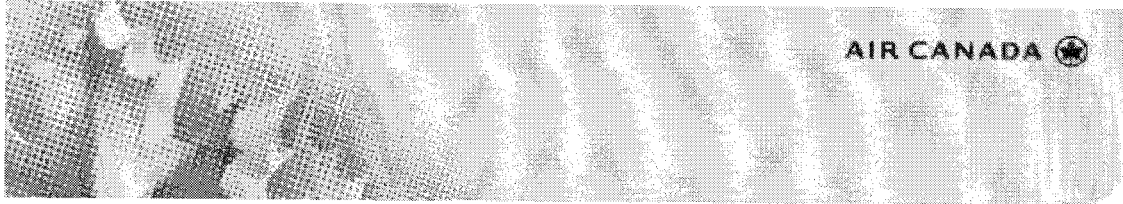
Date

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**Ross, Tamara**

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**From:** Receipt.Recu@aircanada.ca on behalf of Receipt Recu <Receipt.Recu@aircanada.ca>  
**Sent:** Thursday, June 05, 2014 4:36 PM  
**To:** [REDACTED]  
**Subject:** Your Name Change Confirmation Receipt



Dear Mr. Jeffrey Melanson,

Our records indicate that you requested a name change effective 05 June 2014 on your East West Connector Flight Pass 0140851310065.

Passenger name added: Ms Carolyn Warren AE 760830869

Name change fee: 125.00CAD

Taxes: 6.25CAD

Total charged: 131.25CAD

Credit card holder: Carolyn Warren CA [REDACTED]

Sincerely,  
Air Canada

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Please do not reply to this message as replies will not be received by Air Canada

~~XXXXXXXXXX~~  
 W: [Redacted] se  
**Cosmo**  
 8 Colborne Street  
 Toronto, Ontario  
 Tel: (416) 350-8188  
 Check #: 31525

4

**Duplicate**

Server: [Redacted] Date: 06/19/2014  
 Table: 14 Time: 23:32  
 Client: 1

-----  
 1 Salmon 27.00  
 2 GL-Saltram Shiraz 24.00  
 -----  
 SUB-TOTAL: 51.00  
 HST: 6.63  
 -----  
**TOTAL: 57.63**  
 =====

Room: \_\_\_\_\_ Tip: \_\_\_\_\_  
 Total: 67.63

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_

www.cosmo.com

5

HMSHOST *lunch*  
 BUBBLES  
 CALGARY INT'L AIRPORT  
 CHECK: 3467  
 TABLE: 1/1  
 SERVER: 297137 [Redacted]  
 DATE: JUN19'14 11:38AM  
 CARD TYPE: [Redacted]  
 ACCT #: [Redacted]  
 AUTH CODE: 056921  
 -----  
 TOTAL: 27.50  
 TIP: 4.00  
 -----  
 TOTAL: 31.50 ~~4.00~~ ~~24.00~~

X  
 I AGREE TO PAY THE ABOVE AMOUNT  
 IN ACCORDANCE WITH THE CARD  
 ISSUER'S AGREEMENT.

Fairmont Banff Springs  
 Castle Pantry  
 405 Spray Avenue  
 Banff, Alberta T1L 1J4  
 416.860.5044  
 CHECK: 870  
 TABLE: 1/4  
 GST CHKID: G  
 SERVER: 2106 Alyssa  
 DATE: JUN10'14 1:40PM  
 CARD TYPE: [Redacted]  
 AUTH CODE: 011548  
 CAROLYN WARREN

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SUBTOTAL: 20.74

Fairmont Banff Springs  
 Rundle  
 405 Spray Avenue  
 Banff, Alberta T1L 1J4  
 403-762-2211  
 CHECK: 9038  
 TABLE: 15/2  
 GST CHKID: 15/0H  
 SERVER: 3062 Broghan  
 DATE: JUN10'14 7:23PM  
 CARD TYPE: [Redacted]  
 ACCT #: [Redacted]  
 EXP DATE: [Redacted]  
 AUTH CODE: 098341  
 CAROLYN WARREN

3  
*Emergence  
 World Festival  
 5 people*

SUBTOTAL: 59.85  
10.00  
 69.85

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Carolyn Ms Warren



Room Number : 2603  
 Arrival Date : 19-06-14  
 Departure Date : 20-06-14  
 Page : 1 of 1  
 Confirmation : 1090485  
 CRS No. : [REDACTED]  
 Folio No. : 110051

Company Name : 1 Travel Leaders Group

20-06-14

Date	Description	Charges	Credits
19-06-14	Consortia	190.40	
19-06-14	HAF Rooms	5.71	
19-06-14	HST Rooms	24.75	
19-06-14	HST Rooms	0.74	
20-06-14	[REDACTED]		221.60
<b>Total</b>		<b>221.60</b>	<b>221.60</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

HST Registration # 871574554-RT0002

HST Room	HST F&B	HAF	Total
\$25.49	\$0.00	\$0.00	\$ 31.20

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges.

Guest Signature: \_\_\_\_\_