

**EXPENSE CLAIM FORM**

DATE November 11, 2017

VENDOR/STAFF# (as applicable) **101010**

NAME (Claimant/Payee) **Michael Code**

DEPT **Vp, Operations**

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: **Toronto-New York Meetings with KPMB, attend Illuminations, Visit Lincoln Center, sales meetings**

(if non-employee, describe TBC involvement)

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description and Reason (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/10/2017	3101	2100	790910	790				Flight YYC-YYZ-LGA-YYC	\$ 782.07	32.21	\$ 782.07
2	19/10/2017	3101	2100	790910	790				Union Pearson Express - YYC to Downtown	\$ 12.35		\$ 12.35
3	20/10/2017	3101	2100	790910	790				Subway Tokens	\$ 9.00		\$ 9.00
4	20/10/2017	3101	2100	790910	790				Taxi - from Illuminations	\$ 15.00		\$ 15.00
5	21/10/2017	3101	2100	790910	790				Tax - to KPMB Offices	\$ 13.00		\$ 13.00
6	19/10/2017	3101 3404	2100	790910	790				Meeting - Coffee (Marche Movenpick)	\$ 15.65		\$ 15.65
7	19/10/2017	3101	2100	790910	790				Hotel - Oct 19-22 Toronto - Marriott Courtyard	\$ 901.32	39.88	\$ 901.32
8	19/10/2017	3101	2100	790910	790				Meal	\$ 9.02		\$ 9.02
9	20/10/2017	3101	2100	790910	790				Meal	\$ 13.99		\$ 13.99
10	20/10/2017	3101	2100	790910	790				Meal	\$ 2.88		\$ 2.88
11	20/10/2017	3101	2100	790910	790				Meal	\$ 2.88		\$ 2.88
12	21/10/2017	3101	2100	790910	790				Meal	\$ 10.81		\$ 10.81
13	21/10/2017	3101	2100	790910	790				Meal	\$ 3.33		\$ 3.33
14	22/10/2017	3101	2100	790910	790				Meal	\$ 10.09		\$ 10.09
15	22/10/2017	3101	2100	790910	790				Meal	\$ 3.33		\$ 3.33
<b>Total Expenses : A</b>											12.00	1,804.72

GL Codes Summary (please summarize by unique GL string)									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	790910	790				1,718.31	72.88	1,790.87

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,806.54 1,804.72

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.

782.07	12.35	9.00	15.00	13.00	15.65	901.32	9.02	15.81	2.88	2.88	10.81	3.33	10.09	3.33	1,805.54
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Return to Requestor (RTR)	Requestor Name (if RTR)	Requestor Dept (if RTR)	Prepared by (if not claimant)

ENTERED NOV 13 2017

VE-0572

EXPENSE CLAIM FORM

DATE November 14, 2017

VENDOR/STAFF# (as applicable) 101010

NAME Michael Code (Claimant/Payee)

DEPT VP, Operations

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Meetings in New York - Lincoln Center / Banff Centre sales team meeting

(if non-employee, describe TBC involvement)

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description and Reason (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount	
1	21/10/2017	3101	2100	790910	790				Metro Token		USD	\$ 9.00	
2									VOID			\$ -	
3	22/10/2017	3101	2100	790910	790				Union Pearson Express - to YYZ	\$ 12.35		\$ 12.35	
4	22/10/2017	3101	2100	790910	790				MTA NYC Transit (US\$27.20 @ 1.29283)	\$ -		\$ 35.16	
5	22/10/2017	3105	2100	790910	790				Hotel - YMCA New York (US\$343.20 @ 1.29283)	\$ -		\$ 443.70	
6	22/10/2017	3106	2100	790910	790				Meal - The Smith (US\$40.48 @ 1.29261)			\$ 52.79	
7	23/10/2017	3106	2100	790910	790				Meal - Starbucks		USD	\$ 6.10	
8	23/10/2017	3106	2100	790910	790				Meal - MSG		USD	\$ 15.50	
9	23/10/2017	3106	2100	790910	790				Meal - Starbucks 83.00 USD		USD	\$ 3.90	
10	24/10/2017	3106	2100	790910	790				Meal - Applebees @ 1.2893		USD	\$ 23.17	
11	25/10/2017	3101	2100	790910	790				Taxi - hotel to airporter bus = 107.01 CAD		USD	\$ 8.80	
12	25/10/2017	3101	2100	790910	790				Bus to Newark Airport		USD	\$ 17.00	
13	25/10/2017	3106	2100	790910	790				Meal - Newark Airport		USD	\$ 8.53	
14	25/10/2017	3101	2100	790910	790				Banff Airporter - YYC to Banff	\$ 57.11	2.72	\$ 57.11	
15	25/10/2017	3101	2100	790910	790				Wifi on Airplane - NY to YYC	\$ 20.95		\$ 20.95	
16	30/10/2017	3106	2100	790910	790				Fairmont Banff Springs	\$ 16.00	\$ .80	\$ 16.80	
<b>Total Expenses : A</b>													<b>714.06</b>

CAD 11.60

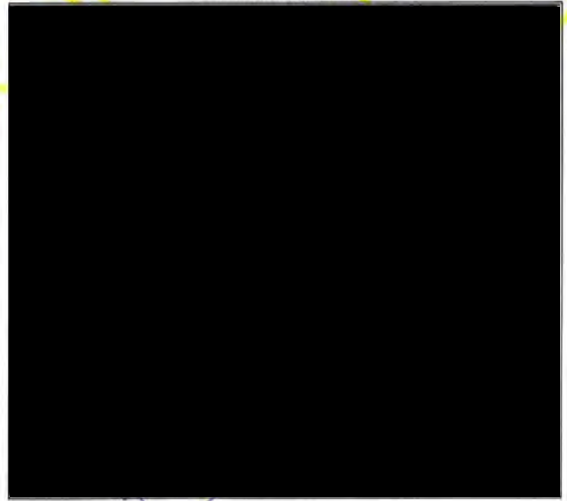
757.44

757.44

GL Codes Summary (please summarize by unique GL string)									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	790910	790						
3105	2100	790910	790						
3106	2100	790910	790						
3101	2100	790910	790				2.72		757.44
							11.60		
							12.35		
							35.16		
							443.70		
							52.79		
							107.01		
							57.11		
							20.95		
							16.80		
							757.47		

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 714.06

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)	

RECEIVED NOV 15 2017