

JUN 28 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE June 20, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson

DINERS MAY 28/18

DEPT Executive Office

Permanent Mailing Address:

Itinerary and business rationale for expense:

Media Meetings in Toronto 24th - 27th April , Ottawa 17th - 19th May prior to Board Meeting in Winnipeg

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	18/04/25	3101	2100	830900	690					Taxi in Toronto	\$ 11.50		\$ 11.50
2	18/04/26	3101	2100	830900	690					Taxi in Toronto	\$ 29.25		\$ 29.25
3	18/04/27	3101	2100	830900	690					Taxi in Toronto	\$ 72.45		\$ 72.45
4	18/04/27	3101	2100	830900	690					Taxi in Toronto	\$ 13.75		\$ 13.75
5	18/04/27	3101	2100	830900	690					Shuttle from Calgary to Banff	\$ 83.25		\$ 83.25
6	18/04/29	3106	2100	830900	690					Food on Flight	\$ 18.62		\$ 18.62
7	18/05/06	3101	2100	830900	690					Air Canada Luggage	\$ 26.25	1.25	\$ 26.25
8	18/05/14	3185	2100	830900	690					Software for computer	\$ 61.95	2.95	\$ 61.95
9	18/05/17	3101	2100	830900	690					Taxi Calgary	\$ 36.24		\$ 36.24
10	18/05/17	3101	2100	830900	690					Parking in Ottawa	\$ 10.00		\$ 10.00
11	18/05/17	3101	2100	830900	690					Air Canada Luggage	\$ 26.25	1.25	\$ 26.25
12	18/05/18	3105	2100	830900	690					Hotel in Calgary re [redacted] - One Night 18th May	\$ 331.29	15.27	\$ 331.29
13	18/05/18	3101	2100	830900	690					Parking in Ottawa	\$ 21.00		\$ 21.00
14	18/05/19	3101	2100	830900	690					Car Rental in Ottawa	\$ 225.16	9.96	\$ 225.16
15	18/05/19	3101	2100	830900	690					Taxi in Winnipeg	\$ 22.04		\$ 22.04
16	18/05/19	3105	2100	830900	690					Hotel in Ottawa,	\$ 477.49	20.32	\$ 477.49
17	18/05/19	3101	2100	830900	690					Air Canada Luggage	\$ 28.25	1.25	\$ 28.25
18	18/05/19	3101	2100	830900	690					Gas in Ottawa	\$ 31.06		\$ 31.06
19	18/05/20	3471	2100	830900	690					Globe & Mail Subscription	\$ 2.06		\$ 2.06
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
<b>Total Expenses : A</b>											<b>1,475.61</b>	<b>52.25</b>	<b>\$ 1,527.86</b>

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
3471	2100	830900	690				2.06		\$ 2.06
3185	2100	830900	690			59.00	61.95	2.95	\$ 61.95
3106	2100	830900	690				18.62		\$ 18.62
3105	2100	830900	690			275.79	808.78	35.59	\$ 808.78
3101	2100	830900	690			622.74	636.45	13.71	\$ 636.45
	2100								
	2100								
	2100								
<b>Total</b>							<b>1475.61</b>	<b>52.25</b>	<b>\$ 1,527.86</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,527.86

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)  V  Mail to Claimant

Requestor Name (if RTR) \_\_\_\_\_

Requestor Dept (if RTR) \_\_\_\_\_

Prepared by (if not Claimant) \_\_\_\_\_

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 0- C  
 2-06 +  
 59-00 +  
 18-62 +  
 773-19 +  
 622-74 +  
 1-475-61 \*

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE July 17, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Rosemary Thompson **DINERS JUN 28/18** DEPT

VP Marketing

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Governor General Awards Ottawa June 1st - 4th, Shaw Festival Ontario June 5th - 10th.

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	6/1/2018	3101	2100	830900	690					Air Canada extra luggage fee	\$ 26.25	1.25	\$ 26.25
2	6/1/2018	3101	2100	830900	690					Taxi Ottawa	\$ 42.42		\$ 42.42
3	6/1/2018	3101	2100	830900	690					Taxi Ottawa	\$ 42.98		\$ 42.98
4	6/1/2018	3106	2100	830900	690					Starbucks at Calgary Airport	\$ 8.56		\$ 8.56
5	6/2/2018	3101	2100	830900	690					Taxi Ottawa	\$ 5.38		\$ 5.38
6	6/3/2018	3101	2100	830900	690					Air Canada Change Fee re delayed flight due to weather	\$ 78.75	3.75	\$ 78.75
7	6/3/2018	3105	2100	830900	690					Accommodation in Ottawa re GGPAW June 1st - 3rd	\$ 409.56	19.42	\$ 409.56
8	6/3/2018	3101	2100	830900	690					Taxi Ottawa	\$ 42.06		\$ 42.06
9	6/3/2018	3101	2100	830900	690					Taxi Ottawa	\$ 10.09		\$ 10.09
10	6/4/2018	3106	2100	830900	690					Marriott Calgary Airport Breakfast	\$ 21.52		\$ 21.52
11	6/4/2018	3105	2100	830900	690					Marriott Calgary Airport Hotel on 3rd June re delayed returning flight	\$ 245.87	11.28	\$ 245.87
12	6/6/2018	3101	2100	830900	690					Air Canada extra luggage fee	\$ 26.25	1.25	\$ 26.25
13	6/6/2018	3101	2100	830900	690					Air Canada flights re Shaw Festival Ontario	\$ 1,255.98	56.25	\$ 1,255.98
14	6/6/2018	3105	2100	830900	690					On flight food	\$ 7.30		\$ 7.30
15	7/6/2018	3101	2100	830900	690					Parking Town of Niagra	\$ 6.50		\$ 6.50
16	6/9/2018	3101	2100	830900	690					Air Canada Change fee	\$ 105.00		\$ 105.00
17	6/9/2018	3101	2100	830900	690					Air Canada extra luggage fee	\$ 28.25	1.25	\$ 28.25
18	6/9/2018	3610	2100	830900	690					Peller Estates Winery	\$ 230.67		\$ 230.67
19	6/10/2018	3101	2100	830900	690					Enterprise Rent a Car Ontario re Shaw Festival	\$ 525.61	20.08	\$ 525.61
20	6/11/2018	3101	2100	830900	690					Parking Banff	\$ 33.00		\$ 33.00
21	6/13/2018	3101	2100	830900	690					Parking Calgary Airport	\$ 58.70	2.80	\$ 58.70
22	6/17/2018	3471	2100	830900	690					Globe & Mail Subscription	\$ 25.16	1.20	\$ 25.16
23	6/18/2018	3602	2100	830900	690					Calgary Flag Shop re Indigenous Peoples Day	\$ 241.40		\$ 241.40
24			2100										\$
<b>Total Expenses : A</b>											<b>3,477.24</b>	<b>116.53</b>	<b>\$ 3,477.24</b>

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3610	2100	830900	690				230.67		\$ 230.67
3602	2100	830900	690				241.40		\$ 241.40
3471	2100	830900	690			23.96	25.16	1.20	\$ 25.16
3106	2100	830900	690				30.08		\$ 30.08
3105	2100	830900	690			634.03	662.73	28.70	\$ 662.73
3101	2100	830900	690			2200.57	2287.20	86.63	\$ 2,287.20
	2100								
	2100					3,360.71		116.53	
<b>Total</b>							<b>\$ 3,477.24</b>	<b>\$ -</b>	<b>\$ 3,477.24</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 3,477.24

Return to Requestor (RTR)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			

(5)

O. C  
 3,360.71 +  
 116.53 +  
 3,477.24 \*

AUG 14 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE August 8, 2018

VENDOR/STAFF#  
 (as applicable)



NAME  
 (Claimant/Payee)

Rosemary Thompson

*DINERS JULY 28/18*

DEPT VP Mkt/Coms/Board Rlns

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*

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	6/28/2018	3101	2100	830900	690					Air Canada	\$ 14.63	\$ -	\$ 14.63
2	7/15/2018	3040	2100	830900	690					Globe and Mail membership/subscription	\$ 24.70	\$ 0.46	\$ 25.16
3	7/18/2018	3040	2100	830900	690					Adobe Acrobat Pro membership/subscription (US\$26.24)	\$ 35.65	\$ 1.20	\$ 35.65
4	7/20/2018	3101	2100	830900	690					Enterprise toll	\$ 14.98	\$ -	\$ 14.98
5			2100								\$ -	\$ -	\$ -
6			2100								\$ -	\$ -	\$ -
7			2100								\$ -	\$ -	\$ -
8			2100								\$ -	\$ -	\$ -
9			2100								\$ -	\$ -	\$ -
10			2100								\$ -	\$ -	\$ -
11			2100								\$ -	\$ -	\$ -
12			2100								\$ -	\$ -	\$ -
13			2100								\$ -	\$ -	\$ -
15			2100								\$ -	\$ -	\$ -
16			2100								\$ -	\$ -	\$ -
17			2100								\$ -	\$ -	\$ -
18			2100								\$ -	\$ -	\$ -
19			2100								\$ -	\$ -	\$ -
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
23			2100								\$ -	\$ -	\$ -
24			2100								\$ -	\$ -	\$ -
25			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<i>89.22</i>	<i>1.20</i>	<b>90.42</b>

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
	2100								
3101	2100	830900	690				29.61		\$ 29.61
3040	2100	830900	690				60.35	0.46	\$ 60.81
	2100						<i>59.61</i>	<i>1.20</i>	
	2100								
	2100								
	2100						<i>89.22</i>	<i>1.20</i>	
<b>Total</b>							<b>\$ 89.96</b>	<b>\$ 0.46</b>	<b>\$ 90.42</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 90.42

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)	

SEP - 6 2018

**EXPENSE CLAIM FORM**  
**VICE PRESIDENT**  
 (All expenses)

DATE September 6, 2018

VENDOR/STAFF#  
 (as applicable)

NAME  
 (Claimant/Payee)

Rosemary Thompson

*DINERS Aug 28/18*

DEPT VP Mkt/Coms/Board Rlns

Permanent Mailing Address:



MIDDLE

LAST

Itinerary and business rationale for expense: diners card claim for local business to 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	8/8/2018	3101	2100	830900	690				TGE	parking during Calgary meetings	\$ 30.00	\$ 1.50	\$ 31.50
2	8/13/2018	3040	2100	830900	690				TGE	Globe and Mail membership/subscription	\$ 23.96	\$ 1.20	\$ 25.16
3			2100								\$ -	\$ -	\$ -
4			2100								\$ -	\$ -	\$ -
5			2100								\$ -	\$ -	\$ -
6			2100								\$ -	\$ -	\$ -
7			2100								\$ -	\$ -	\$ -
8			2100								\$ -	\$ -	\$ -
9			2100								\$ -	\$ -	\$ -
10			2100								\$ -	\$ -	\$ -
11			2100								\$ -	\$ -	\$ -
12			2100								\$ -	\$ -	\$ -
13			2100								\$ -	\$ -	\$ -
15			2100								\$ -	\$ -	\$ -
16			2100								\$ -	\$ -	\$ -
17			2100								\$ -	\$ -	\$ -
18			2100								\$ -	\$ -	\$ -
19			2100								\$ -	\$ -	\$ -
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
23			2100								\$ -	\$ -	\$ -
24			2100								\$ -	\$ -	\$ -
25			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											53.96	2.70	\$ 56.66

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
	2100								
3101	2100	830900	690				30.00	1.50	\$ 31.50
3040	2100	830900	690				23.96	1.20	\$ 25.16
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							\$ 53.96	\$ 2.70	\$ 56.66

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 56.66

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash outlay 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**  
**VICE PRESIDENT**  
 (All expenses)

DATE July 19, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Rosemary Thompson

CASH MAY/JUNE 2018

DEPT

VP Marketing

Permanent Mailing Address:

Itinerary and business rationale for expense: Shaw Festival Ontario June 6th - 10th.

CASH EXPENSES to be REIMBURSED

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	6/9/2018	3105	2100	830900	690					Hotel in Niagara re Shaw Festival (diners not working)	\$ 1,149.21		\$ 1,149.21
2	6/21/2018	3602	2100	830900	690					Payment for Flag Raising, National Indigenous Day	\$ 100.00		\$ 100.00
3	6/6/2018	3106	2100	830900	690					Daily Per Diem June 6th	\$ 51.00		\$ 51.00
4	6/7/2018	3106	2100	830900	690					Daily Per Diem June 7th	\$ 51.00		\$ 51.00
5	6/8/2018	3106	2100	830900	690					Daily Per Diem June 8th	\$ 51.00		\$ 51.00
6	6/9/2018	3106	2100	830900	690					Daily Per Diem June 9th	\$ 51.00		\$ 51.00
7	6/10/2018	3106	2100	830900	690					Daily Per Diem June 10th	\$ 51.00		\$ 51.00
8	5/26/2018	3106	2100	830900	690					Breakfast in Winnipeg re BOG	\$ 15.43		\$ 15.43
9	5/26/2018	3106	2100	830900	690					Lunch at Airport on way home from BOG	\$ 10.97		\$ 10.97
10			2100	830900	690								\$ -
11			2100	830900	690								\$ -
12			2100	830900	690								\$ -
13			2100	830900	690								\$ -
14			2100	830900	690								\$ -
15			2100	830900	690								\$ -
16			2100	830900	690								\$ -
17			2100	830900	690								\$ -
18			2100	830900	690								\$ -
19			2100	830900	690								\$ -
20			2100	830900	690								\$ -
21			2100	830900	690								\$ -
22			2100	830900	690								\$ -
23			2100	830900	690								\$ -
24			2100										\$ -
<b>Total Expenses : A</b>											1,530.61	-	\$ 1,530.61

ENTERED JUL 25 2018

1,479.76 50.85

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

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3602	2100	830900	690				100.00		\$ 100.00
3106	2100	830900	690				281.40		\$ 281.40
3105	2100	830900	690				1,098.36	50.85	\$ 1,149.21
	2100								
	2100	830900	690						
	2100								
	2100								
	2100								
<b>Total</b>							\$ 1,530.61	\$ -	\$ 1,530.61

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,530.61

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