

## EXPENSE CLAIM FORM - President, VP, Board

DATE December 14, 2016

VENDOR/STAFF#  
(as applicable) VE-0481

NAME  
(Claimant/Payee) Lisa Cooke

Lisa Cooke

Position VP Marketing

FIRST

MIDDLE

LAST

Permanent Mailing Address: \_\_\_\_\_

Itinerary and Purpose of Travel/Expense: \_\_\_\_\_

| Rcpt no.                  | Date       | Expense Type             | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description         | NET Amount | GST Amount | Total Amount    |
|---------------------------|------------|--------------------------|---------|------|-------------|---------------|---------------|---------------------|------------|------------|-----------------|
| 1                         |            | Travel-General (Pres,VP) | 3101    | 2100 | 830900      | 690           |               | Mileage @ .30       |            | 50.80      | \$1,066.80      |
| 2                         |            | Travel-General (Pres,VP) | 3101    | 2100 | 83900       | 690           |               | Mileage @ .435      |            | 68.39      | \$1,436.37      |
| 3                         | 11/14/2016 | Travel-Incidentals       | 3107    | 2100 | 83900       | 690           |               | Banff Park Pass     |            | 6.60       | \$ 138.40       |
| 4                         | 11/17/2016 | Travel-Meals             | 3106    | 2100 | 83900       | 690           |               | Fairmont Royal York |            |            | \$ 53.20        |
| 5                         | 11/16/2016 | Hosting                  | 3610    | 2100 | 83900       | 690           |               | Joe Badali's        |            |            | \$ 55.45        |
| 6                         | 11/16/2016 | Travel-Meals             | 3106    | 2100 | 83900       | 690           |               | Jugo Juice          |            |            | \$ 5.41         |
| 7                         | 11/16/2016 | Travel-General (Pres,VP) | 3101    | 2100 | 83900       | 690           |               | Beck Taxi           |            |            | \$ 24.15        |
| 8                         | 11/16/2016 | Travel-Meals             | 3106    | 2100 | 83900       | 690           |               | Air Canada- Onboard |            |            | \$ 4.20         |
| 9                         | 11/17/2016 | Travel-Meals             | 3106    | 2100 | 83900       | 690           |               | Extreme Pita        |            |            | \$ 14.66        |
| 10                        | 11/16/2016 | Travel-General (Pres,VP) | 3101    | 2100 | 83900       | 690           |               | Aerofleet Services  |            |            | \$ 62.10        |
| 11                        | 11/17/16   | Travel-General (Pres,VP) | 3101    | 2100 | 83900       | 690           |               | Crown Tax           |            |            | \$ 11.75        |
| 12                        | 11/17/2016 | Travel-General (Pres,VP) | 3101    | 2100 | 83900       | 690           |               | Crown taxi          |            |            | \$ 55.00        |
| <b>Total Expenses : A</b> |            |                          |         |      |             |               |               |                     |            |            | <b>2,925.49</b> |

| GL Code Summary |                          |             |      |               |               |               |        |                 |
|-----------------|--------------------------|-------------|------|---------------|---------------|---------------|--------|-----------------|
| GL              | Expense Type             | Cost Centre | Fund | Activity Type | Activity Code | NET Amount    | GST    | Total Amount    |
| 3101            | Travel-General (Pres,VP) | 830900      | 2100 | 690           |               | 2,536.98      | 119.19 | 2,656.17        |
| 3102            | Travel-General (BOG)     | 830900      | 2100 | 690           |               | -             | -      | -               |
| 3105            | Travel-Accommodation     | 830900      | 2100 | 690           |               | -             | -      | -               |
| 3106            | Travel-Meals             | 830900      | 2100 | 690           |               | -             | -      | 77.47           |
| 3107            | Travel-Incidentals       | 830900      | 2100 | 690           |               | 129.80        | 6.60   | 136.40          |
| 3610            | Hosting                  | 830900      | 2100 | 690           |               | -             | -      | 53.45           |
| 3611            | Hosting (Alcohol)        | 830900      | 2100 | 690           |               | -             | -      | -               |
| 6132            | Travel Advance           | 830900      | 2100 | 690           |               | -             | -      | -               |
|                 | Other1                   | 830900      | 2100 | 690           |               | -             | -      | -               |
|                 | Other2                   | 830900      | 2100 | 690           |               | -             | -      | -               |
|                 | Other3                   | 830900      | 2100 | 690           |               | 2,799.70      | -      | -               |
| <b>Total</b>    |                          |             |      |               |               | <b>125.79</b> |        | <b>2,925.49</b> |

|                         |     |             |
|-------------------------|-----|-------------|
| Travel Advance          | B   |             |
| Balance Due to Claimant | A-B | \$ 2,925.49 |

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.



ENTERED DEC 20 2016

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

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Permanent Mailing Address:

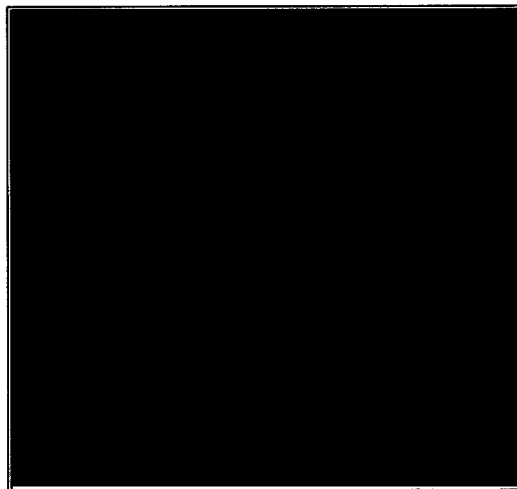
Itinerary and Purpose of Travel/Expense:

| Rcpt no.                  | Date       | Expense Type                      | GL Acct             | Fund | Cost Centre   | Activity Type | Activity Code | Description                | NET Amount    | GST Amount   | Total Amount        |
|---------------------------|------------|-----------------------------------|---------------------|------|---------------|---------------|---------------|----------------------------|---------------|--------------|---------------------|
| 1                         | 11/16/2016 | Travel-Accomm.                    | 3105                | 2100 | 830900        | 690           |               | Fairmont Royal York        | 297.50        | 13.40        | \$ 328.42<br>310.90 |
| 2                         | 11/17/2016 | Travel-General (Pres,VP)          | 3101                | 2100 | 830900        | 690           |               | ATPS Taxi                  |               |              | \$ 16.39            |
| 3                         | 11/16/2016 | Hosting<br><i>TRAVEL</i>          | <i>3101</i><br>3610 | 2100 | 830900        | 690           |               | YYC Airport                | 55.91         | 2.79         | \$ 58.70            |
| 4                         |            | <i>TRAVEL</i><br>Hosting<br>MEALS | <i>3106</i><br>3610 | 2100 | <i>830900</i> | <i>690</i>    |               | <i>FAIRMONT ROYAL YORK</i> |               |              | \$ 17.52            |
| 5                         |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 6                         |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 7                         |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 8                         |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 9                         |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 10                        |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 11                        |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| 12                        |            | Hosting                           | 3610                | 2100 |               |               |               |                            |               |              | \$ -                |
| <b>Total Expenses : A</b> |            |                                   |                     |      |               |               |               |                            | <i>387.32</i> | <i>16.19</i> | <b>403.51</b>       |

| GL Code Summary |                          |             |      |               |               |            |       |              |               |
|-----------------|--------------------------|-------------|------|---------------|---------------|------------|-------|--------------|---------------|
| GL              | Expense Type             | Cost Centre | Fund | Activity Type | Activity Code | NET Amount | GST   | Total Amount |               |
| 3101            | Travel-General (Pres,VP) | 830900      | 2100 | 690           |               | 72.30      | 2.79  | 75.09        |               |
| 3102            | Travel-General (BOG)     | 830900      | 2100 | 690           |               | -          | -     | -            |               |
| 3105            | Travel-Accommodation     | 830900      | 2100 | 690           |               | 297.52     | 13.40 | 310.90       |               |
| 3106            | Travel-Meals             | 830900      | 2100 | 690           |               | -          | -     | 17.52        |               |
| 3107            | Travel-Incidentals       | 830900      | 2100 | 690           |               | -          | -     | -            |               |
| 3610            | Hosting                  | 830900      | 2100 | 690           |               | -          | -     | -            |               |
| 3611            | Hosting (Alcohol)        | 830900      | 2100 | 690           |               | -          | -     | -            |               |
| 6132            | Travel Advance           | 830900      | 2100 | 690           |               | -          | -     | -            |               |
|                 | Other1                   | 830900      | 2100 | 690           |               | -          | -     | -            |               |
|                 | Other2                   | 830900      | 2100 | 690           |               | -          | -     | -            |               |
|                 | Other3                   | 830900      | 2100 | 690           |               | -          | -     | -            |               |
| <b>Total</b>    |                          |             |      |               |               |            |       |              | <b>403.51</b> |

|                         |     |           |
|-------------------------|-----|-----------|
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| Balance Due to Claimant | A-B | \$ 403.51 |

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.



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