

EXPENSE CLAIM FORM - President, VP, Board

DATE April 3, 2017

VENDOR/STAFF# (as applicable) **VE-0269**

NAME (Claimant/Payee)

Neil Johnston **DINERS MAR 28/17**

Position

VP Development

Permanent Mailing Address:

FIRST MIDDLE LAST

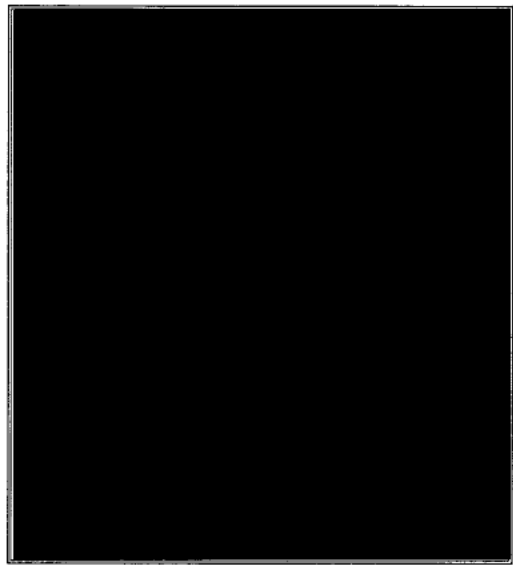
Itinerary and Purpose of Travel/Expense: Travel to Vancouver with President & CEO for a donor stewardship event

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	03/07/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Taxi from Vancouver hotel to donor stewardship event			\$ 8.30
2	03/07/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Train from the Vancouver airport to hotel			\$ 7.75
3	03/08/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Train from Vancouver hotel to the airport			\$ 4.00
4	03/08/2017	Travel-Accomm.	3105	2100	820250	800	DEV805	One night accommodation in Vancouver	\$ 257.20	\$ 11.59	\$ 268.79
5			#N/A	2100							\$ -
6			#N/A	2100							\$ -
7			#N/A	2100							\$ -
8			#N/A	2100							\$ -
9			#N/A	2100							\$ -
10			#N/A	2100							\$ -
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											288.84

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820250	2100	800	DEV805	-	-	20.05
3102	Travel-General (BOG)	820250	2100	800	DEV805	-	-	1
3105	Travel-Accommodation	820250	2100	800	DEV805	257.20	11.59	268.79
3106	Travel-Meats	820250	2100	800	DEV805	-	-	-
3107	Travel-Incidentals	820250	2100	800	DEV805	-	-	-
3610	Hosting	820250	2100	800	DEV805	-	-	-
3611	Hosting (Alcohol)	820250	2100	800	DEV805	-	-	-
6132	Travel Advance	820250	2100	800	DEV805	-	-	-
	Other1	820250	2100	800	DEV805	-	-	-
	Other2	820250	2100	800	DEV805	-	-	-
	Other3	820250	2100	800	DEV805	-	-	-
Total						257.20	11.59	268.84

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 288.84

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)	

EXPENSE CLAIM FORM - President, VP, Board

DATE May 12, 2017

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Neil Johnston

MAY 18 2017

Position VP Development

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense:

DINERS APR 28/17 FINANCIAL SERVICES

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	03/31/2017	Travel-Accomm.	3105	2100	820250	800	DEV806	Calgary accommodation for campaign consultant - stakeholder interviews with Calgary supporters	\$ 362.06	\$ 17.40	\$ 379.46
2	03/31/2017	Travel-Meals	3106	2100	820250	800	DEV806	Travel meals for campaign consultant - stakeholder interviews in Calgary; breakfast Mar 30 + 31			\$ 46.00
3	04/04/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from hotel for Foundation Board meeting			\$ 5.80
4	04/04/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Calgary accommodation - Foundation Board meeting		7.16	\$ 156.06
5	04/19/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Toronto accommodation - Cosmopolitan hotel April 20-22 (\$20 credit card guarantee deposit and balance of \$468.45)		24.42	\$ 488.45
6	04/19/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in Calgary - meeting with events consultant			\$ 3.00
7	04/19/2017	Hosting	3610	2100	820130	800	DEV805	Meeting with events consultant in Calgary			\$ 2.57
8	04/19/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi to NMC event in Calgary			\$ 7.26
9	04/20/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Union Pearson Express - travel from Pearson airport to downtown Toronto			\$ 12.00
10	04/19/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Accommodation in Calgary - NMC event and travel to Toronto the next morning - 10.45 REBATE	\$ 223.88	\$ 10.76	\$ 234.64
11	04/20/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto			\$ 30.47
12	04/20/2017	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast at the Calgary airport	\$ 13.91	\$ 0.70	\$ 14.61
13	04/21/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from donor meeting at St. Clair East to donor meeting at Queen St. West			\$ 18.98
14	04/21/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto			\$ 37.69
15	04/21/2017	Hosting	3610	2100	820130	800	DEV805	Donor meeting in Toronto			\$ 2.31
16	04/21/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from donor meeting downtown to donor meeting uptown			\$ 32.25
17	04/21/2017	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast in Toronto			\$ 12.49
18	04/21/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	public transit day pass			\$ 12.50
19	04/21/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi downtown from donor meeting uptown			\$ 30.25
20	04/22/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking at Calgary airport		4.19	\$ 88.05
21	04/21/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Union Pearson Express - travel from downtown to Pearson airport			\$ 12.00
22	04/22/2017	Travel-Meals	3106	2100	820130	800	DEV805	Lunch at Calgary airport	\$ 10.11	\$ 0.51	\$ 10.62
23	04/27/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from Edmonton airport to the hotel	1628.55		\$ 55.02
Total Expenses : A									1990.44	63.93	1,692.48

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820130	2100	800	DEV805	272.92	4.19	277.11
3102	Travel-General (BOG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805	836.81	42.34	879.15
3106	Travel-Meals	820130	2100	800	DEV805	-	-	105.88
3107	Travel-Incidentals	820130	2100	800	DEV805	-	-	-
3610	Hosting	820130	2100	800	DEV805	-	-	4.88
3611	Hosting (Alcohol)	820130	2100	800	DEV805	-	-	-
6132	Travel Advance	820130	2100	800	DEV805	-	-	-
3105	Other1	820250	2100	800	DEV806	362.06	17.40	379.46
3106	Other2	820250	2100	800	DEV806	-	-	46.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,692.48

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 MAY 29 2017

1,628.55 / 63.93 / 1,692.48

ENTERED MAY 29 2017

RECEIVED

EXPENSE CLAIM FORM - President, VP, Board

DATE June 19, 2017

JUN 20 2017

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Neil Johnston

FINANCIAL SERVICES

Position

VP Development

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Donor/funder meetings in Calgary and Edmonton

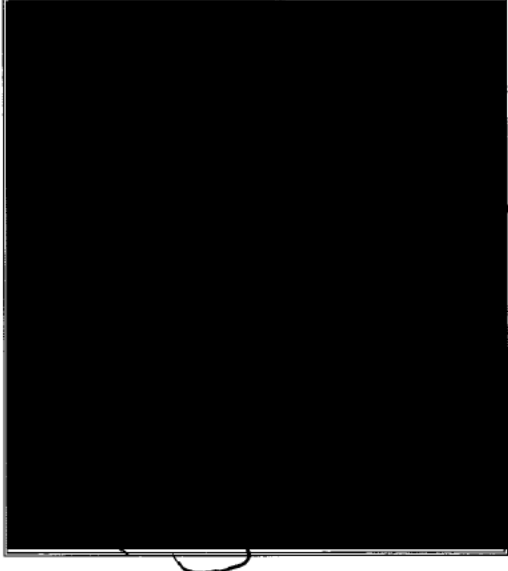
Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	04/28/2017	Travel-General (Pres, VP)	3101	2100	820250	800	DEV806	Airport parking - trip to Edmonton for meeting with a donor and hosting donors at Citadel opening of Sense and Sensibility			\$ 29.35
2	04/28/2017	Travel-Accomm.	3105	2100	820250	800	DEV806	Hotel accommodation in Edmonton - donor meeting and hosting donors at Citadel opening of Sense and Sensibility	\$ 223.88	\$ 10.76	\$ 234.64
3	04/28/2017	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast at Edmonton airport	\$ 13.47	\$ 0.67	\$ 14.14
4	04/28/2017	Travel-General (Pres, VP)	3101	2100	820130	800	DEV805	Taxi to Edmonton airport			\$ 52.00
5	05/09/2017	Hosting	3610	2100	820130	800	DEV805	Coffee meeting with a donor and Janice Price	\$ 14.15 14.96	\$ 0.71	\$ 14.96
6	05/09/2017	Travel-Meals	3106	2100	820130	800	DEV805	Working lunch with Janice Price - in Calgary for multiple meetings with donors	\$ 38.20	\$ 1.65	\$ 39.85
7	05/10/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner on return trip from Edmonton - Neil Johnston, Bruce Byford and [redacted]	\$ 22.25	\$ 1.11	\$ 23.36
8			#N/A	2100	820130	800	DEV805				
9			#N/A	2100	820130	800	DEV805				
10			#N/A	2100	820130	800	DEV805				
11			#N/A	2100	820130	800	DEV805				
12			#N/A	2100	820130	800	DEV805				
13			#N/A	2100	820130	800	DEV805				
14			#N/A	2100	820130	800	DEV805				
Total Expenses : A											408.30

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GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	820130	2100	800	DEV805	-	-	#REF!
3102	Travel-General (BOG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805			66.96
3106	Travel-Meals	820130	2100	800	DEV805			#REF!
3107	Travel-Incidentals	820130	2100	800	DEV805			-
3610	Hosting	820130	2100	800	DEV805	14.96	0.71	#REF!
3611	Hosting (Alcohol)	820130	2100	800	DEV805			-
6132	Travel Advance	820130	2100	800	DEV805			-
	Other1	820250	2100	800	DEV806			29.35
	Other2	820250	2100	800	DEV806			234.64
	Other3	820250	2100	800	DEV806			-
Total						14.96	0.71	#REF!

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 408.30

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.



7

19/17

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