

# DINERS

## EXPENSE CLAIM FORM - President, VP, Board

DATE February 10, 2017

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Neil Johnston

DINERS 2789

Position

VP Development

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Travel to Toronto for Walrus Gala and donor meetings; staff-related and donor meetings in Banff and Calgary

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description & Reason	NET Amount	GST Amount	Total Amount
1	01/14/2017	Travel-General (Pres,VP)	3101 3610	2100	820250	800	DEV805	JK Bakery Café - meeting with prospective employee			\$ 7.36
2	01/16/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	UP Express Pearson - train from Pearson airport to downtown Toronto			\$ 12.00
3	01/16/2017	Travel-Meals	3106	2100	820250	800	DEV805	Marche Restaurant - dinner in Toronto			\$ 29.43
4	01/17/2017	Travel-Meals	3106	2100	820250	800	DEV805	Starbucks - Breakfast in Toronto			\$ 12.49
5	01/17/2017	Travel-Meals	3106	2100	820250	800	DEV805	Marche Restaurant - lunch in Toronto			\$ 29.34
6	01/18/2017	Travel-Meals	3106	2100	820250	800	DEV805	Starbucks - lunch in Toronto			\$ 14.97
7	01/18/2017	Travel-Meals	3106	2100	820250	800	DEV805	Starbucks - Breakfast in Toronto			\$ 8.70
8	01/18/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	Beck taxi - taxi from Walrus Gala to hotel			\$ 7.25
9	01/19/2017	Travel-Accomm.	3105	2100	820250	800	DEV805	Executive Hotel Cosmopolitan - hotel stay in Toronto - room charges		24.09	\$ 591.75
9	01/19/2017	Travel-Meals	3106	2100	820250	800	DEV805	Executive Hotel Cosmopolitan - hotel stay in Toronto - meal charges			\$ 14.58
10	01/19/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV805	UP Express Union - train to Pearson airport			\$ 12.00
11	01/19/2017	Travel-Meals	3106	2100	820250	800	DEV805	Balzac's UPEXPRESS - breakfast at the airport in Toronto			\$ 2.89
12	01/24/2017	Hosting	3610	2100	820250	800	DEV805	Caffe Artigiano - coffee meeting with events consultant			\$ 3.85
13	01/25/2017	Hosting	3610	2100	820250	800	DEV805	Western Calgary Banquets - coffee meeting with <span style="background-color: black; color: black;">[REDACTED]</span>			\$ 8.09
<b>Total Expenses : A</b>											<b>754.70</b>

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	-	-	38.61
3102	Travel-General (BOG)	820250	2100	800	DEV805	-	-	31.25
3105	Travel-Accommodation	820250	2100	800	DEV805	569.66	24.09	591.75
3106	Travel-Meals	820250	2100	800	DEV805	-	-	112.40
3107	Travel-Incidentals	820250	2100	800	DEV805	-	-	19.30
3610	Hosting	820250	2100	800	DEV805	-	-	11.94
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	730.01	-	-
<b>Total</b>								<b>754.70</b>

Travel Advance	B	<span style="background-color: black; color: black;">[REDACTED]</span>
Balance Due to Claimant	A-B	\$ 754.70

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.



FEB 11 2017

<b>Return to Requestor (RTR)</b>		<b>Mail to Claimant</b>	
<b>Requestor Name (if RTR)</b>			
<b>Requestor Dept (if RTR)</b>			
<b>Prepared by (if not claimant)</b>			





## EXPENSE CLAIM FORM - President, VP, Board

DATE April 3, 2017

VENDOR/STAFF# (as applicable) [REDACTED]

NAME  
(Claimant/Payee)

Neil Johnston

Position VP Development

FIRST MIDDLE LAST

Permanent Mailing Address:

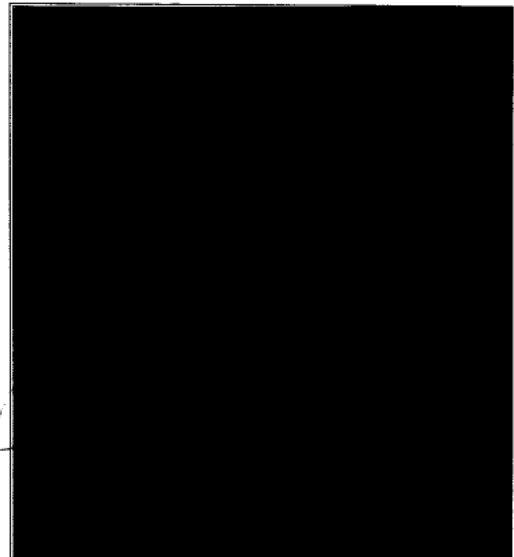
Itinerary and Purpose of Travel/Expense: Travel to Vancouver with President & CEO for a donor stewardship event

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/25/2017	Travel-Accomm.	3105	2100	820250	800	DEV805	Hotel in Calgary for Foundation Board dinner and meeting	\$ 249.52	\$ 12.06	\$ 261.58
2	01/30/2017	Hosting	3610	2100	820250	800	DEV805	Working dinner with Director, External and Community Relations			\$ 45.89
3	02/04/2017	Travel-Meals	3106	2100	820250	800	DEV805	Dinner in Calgary - Banff Centre hosting donors at Filumena opera opening night	\$ 29.81	\$ 1.29	\$ 31.10
4	02/04/2017	Travel-General (Pres/VP)	3101	2100	820250	800	DEV805	Taxi from Calgary hotel to Filumena opera event			\$ 13.80
5	02/05/2017	Travel-Meals	3106	2100	820250	800	DEV805	Breakfast in Calgary - Banff Centre hosting donors at Filumena opera opening night	\$ 11.00	\$ 0.55	\$ 11.55
6	02/05/2017	Travel-Accomm.	3105	2100	820250	800	DEV805	Hotel in Calgary - Banff Centre hosting donors at Filumena opera opening night	\$ 211.77	\$ 6.96	\$ 218.73
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							\$ -
<b>Total Expenses : A</b>											<b>582.65</b>

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	-	-	13.80
3102	Travel-General (BOG)	820250	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820250	2100	800	DEV805	461.29	19.02	480.31
3106	Travel-Meals	820250	2100	800	DEV805	40.81	1.84	42.65
3107	Travel-Incidentals	820250	2100	800	DEV805	-	-	-
3610	Hosting	820250	2100	800	DEV805	-	-	45.89
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	-	-	-
<b>Total</b>						<b>502.10</b>	<b>23.86</b>	<b>582.65</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 582.65

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)		