

DINERS MARCH 28/17

MAR 30 2017

EXPENSE CLAIM FORM - President, VP, Board

DATE March 30, 2017

VENDOR/STAFF# (as applicable) VE-0342

NAME (Claimant/Payee) Carolyn Warren
FIRST MIDDLE LAST

Position Senior Arts Advisor

Permanent Mailing Address:

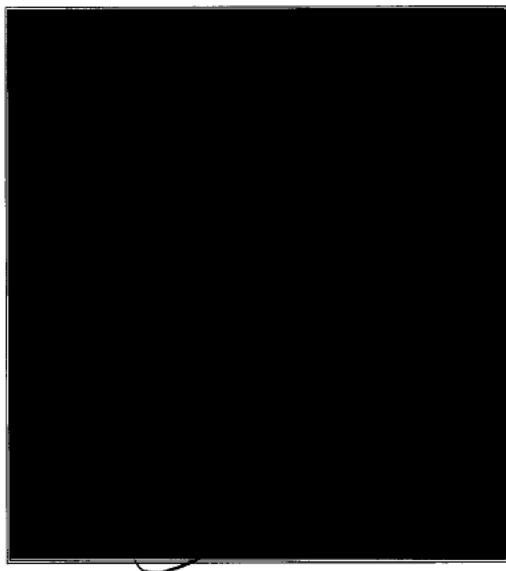
Itinerary and Purpose of Travel/Expense: Montreal

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	02/03/2017	Other1	3120	2100	270900	690		Council for the Arts in Canada Conference	\$ 769.95		\$ 769.95
2	12/03/2017	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi from Airport to Hotel	\$ 46.00		\$ 46.00
3	13/03/17	Travel-Meals	3106	2100	270900	690		Food on Air Canada Flight	\$ 8.35		\$ 8.35
4	13/03/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 15.00		\$ 15.00
5	13/03/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 17.00		\$ 17.00
6	15/03/17	Travel-Meals	3106	2100	270900	690		Dinner in Montreal	\$ 29.52		\$ 29.52
7	16/03/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 23.00		\$ 23.00
8	17/03/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 17.00		\$ 17.00
9	17/03/17	Travel-General (Pres,VP)	3101	2100	270900	690		Taxi	\$ 45.00		\$ 45.00
10	17/03/17	Travel-Accomm.	3105	2100	270900	690		Hotel in Montreal	\$ 932.65	37.32	\$ 932.65
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A											1,903.47

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	270900	2100	690		163.00	-	163.00
3102	Travel-General (BOG)	270900	2100	690		-	-	-
3105	Travel-Accommodation	270900	2100	690		835.33	932.65	37.32
3106	Travel-Meals	270900	2100	690		37.87	-	37.87
3107	Travel-Incidentals	270900	2100	690		-	-	-
3610	Hosting	270900	2100	690		-	-	-
3611	Hosting (Alcohol)	270900	2100	690		-	-	-
6132	Travel Advance	270900	2100	690		-	-	-
3120	Other1	270900	2100	690		769.95	-	769.95
	Other2	270900	2100	690		-	-	-
	Other3	270900	2100	690		-	-	-
Total						1,903.47	-	1,903.47

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,903.47

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.



2017
30, 2017

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