

Heather Robertson (VP, Central Programming & Innovation) - 2009/10 2nd Quarter Expense Report
 July 1, 2009 to September 30, 2009

Date	Purpose	Cost
08-Jul-09	Purchase office supplies at Business Depot	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$0.00
	Other	\$23.14
	Total	\$23.14



09-Jul-09	Travel to ACTO to meet with Clinic Staff	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$12.00
	Other	\$0.00
	Total	\$12.00

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$12.00
Other	\$23.14
Total Expenses (Q2 - 2009/10)	\$35.14

Signature: _____ **Date:** _____

**STATEMENT OF TRAVELLING AND
OUT-OF-POCKET EXPENSES**

RECEIVED
JUL 23 2009
ACCOUNTING DEPT.

NAME		Heather Robertson				AREA			862001		
PURPOSE OF TRIP OR EXPENDITURE											
DATE 2009	TRAVELLED		PARTICULARS OF EXPENSE	EXPENSE CODE	KILOMETRES		MEALS			AMOUNT	
	FROM	TO			S.ONT @\$.40	N.ONT @\$.41	B	L	S		
July 9/09			Taxi to ACTO	61100						12	
July 8/09			Office supplies	64200						23.14	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
NOTE PLEASE ATTACH ORIGINALS OF ALL RECEIPTS					TOTAL KILOMETRES		0	0	TOTAL KM COST		0
									(LESS ADVANCE)		0
									TOTAL AMOUNT		35.14
FOR PROVINCIAL OFFICE USE					CERTIFIED CORRECT						
APPROVED			SIGNATURE		 CLAIMANT'S SIGNATURE						
DATE			TITLE		July 9, 2009 DATE		 SUPERVISOR'S SIGNATURE				

PAID
JUL 23 2009

134016
KC
07/21/09

CHARGE \$23.14

STAPLES Business Depot
Store # 25
375 University Avenue
Toronto, ON M5G2J5
416-598-4818

Sale 00016 5 001 11326
0025 07/09/09 08:40

1	OPTIFLOW LIQ IN BK	
	718103023238	8.56B
1	N/BK 11 x 8-1/2	
	043100062622	16.19B
1	N/BK 11 x 8-1/2	
	043100062622	16.19B
Subtotal		40.94
PST 8.00%		3.28
GST 5.00%		2.05
Total		\$46.27
Cash		50.00
Cash Change		3.73

Thank you for shopping at
STAPLES Business Depot!
We will not be undersold!

FOR CUSTOMER SERVICE CALL 1-866-STAPLES
OR EMAIL customer_service@staples.ca

INTERESTED IN EXPLORING A CAREER WITH US?
VISIT www.Staplesville.ca

New! Visit easy.staples.ca,
your information destination for
Students, Teachers, and Small Biz!

WARNING - DATA REMOVAL
CUSTOMERS ARE RESPONSIBLE FOR THE
REMOVAL AND BACK-UP OF ALL DATA
(INCLUDING PERSONAL INFORMATION)
FROM RETURNED PRODUCTS.

GST No. 126152586



FARE# NR DATE: 08/07/09
 CAB NO.: PS 20 AMOUNT \$: 12.00
 DRIVER'S NAME: ACTO
 FROM: 40 DUNDAS AVE W.
 TO: 425 ADELAIDE ST. W.

NOTE: AMOUNT SHOWN ABOVE INCLUDES G.S.T.

Driver is an Independent Contractor, any G.S.T. Input Credit may be
claimed as "NOTIONAL" or applied to DRIVER'S Registration
Number, not CO-OP CABS.

Driver's G.S.T. # (if applicable)

RECEIPT