



EXPENSE SHEET FOR: Gatenby, Deborah

APRIL 30, 2016

Date	Activity	Expense	Rationale
Apr 14	Park personal vehicle at Pearson airport while travel to NYC re: CORE Committee	\$ 66.00	Board approved budget; staff travel expense.
Apr 14	Deposit on room at OMNI Resort for CORE Conference in July 2016 \$227.55 USD = \$300.94	\$ 300.94	Board approved budget; staff travel expense.
Apr 18	Meals at EVEN Hotel NYC re: CORE Committee \$42.84 USD = \$56.21 CDN	\$ 56.21	Board approved budget; staff travel expense.
Apr 18	Return transportation from EVEN Hotel NYC to Newark airport re: CORE Committee \$90 USD = \$118.10 CDN	\$ 118.10	Board approved budget; staff travel expense.
Apr 20	Use of personal PDA for business related calls/data	\$ 102.55	Board approved reimbursement rate of 75%
Apr 28	Use of personal transponder for business related travel	\$ 81.61	Board approved reimbursement rate of 100%
TOTAL		\$ 725.41	

OK'D

SIGNED OFF

November 30, 2013



EXPENSE SHEET FOR: Gatenby, Deborah MAY 31, 2016

Date	Activity	Expense	Rationale
May 17	Return airfare from Toronto to Orlando re: CORE Committee Meetings & Conference \$90 USD = \$118.10 CDN	\$ 673.68	Board approved budget; staff travel expense.
May 20	Use of personal PDA for business related calls/data	\$ 99.33	Board approved reimbursement rate of 75%
May 28	Use of personal transponder for business related travel	\$ 144.80	Board approved reimbursement rate of 100%
TOTAL		\$ 917.81	

OK'D		SIGNED OFF	
------	--	------------	---

November 30, 2013



EXPENSE SHEET FOR: Gatenby, Deborah JUNE 30, 2016

Date	Activity	Expense	Rationale
June 03	Return travel from Hope Place Centres, Hornby (*closest site) to Denovo Treatment Centre, Sundridge (*mileage form attached)	\$ 254.32	Board approved budget; staff travel expense.
June 20	Use of personal PDA for business related calls/data	\$ 90.35	Board approved reimbursement rate of 75%
June 28	Use of personal transponder for business related travel	\$ 259.56	Board approved reimbursement rate of 100%
TOTAL		\$ 604.23	

OK'D		SIGNED OFF	
-------------	--	-------------------	---

November 30, 2013

HOPE

Coded by SM 7B

Auth by DB

Tot Inv \$ 604.23 99

HF Code Amount

Deborah June	78.44
Expenses	
	555.78

 APRIL 25, 2017



EXPENSE SHEET FOR: Gatenby, Deborah **JULY 31, 2016**

Date	Activity	Expense	Rationale
July 20	Use of personal PDA for business related calls/data	\$ 101.87	Board approved reimbursement rate of 75%
July 28	Use of personal transponder for business related travel	\$ 148.33	Board approved reimbursement rate of 100%
TOTAL		\$ 250.20	

OK'D 	SIGNED OFF 
---	---

November 30, 2013



EXPENSE SHEET FOR: Gatenby, Deborah

AUGUST 31, 2016

Date	Activity	Expense	Rationale
August 17	One (1) night accommodation at Residence Inn Toronto RE: Panel Presentation at Telus "Healthy Minds, Bright Futures" event	\$ 277.24	Board approved budget – staff travel expense
August 18 and 19	GO Train to/from Bronte GO (work site) to Union Station (\$9.85 + \$9.85)	\$ 19.70	Board approved budget – staff travel expense
	Taxi fare from Union Station to Residence Inn Toronto RE: Panel Presentation at Telus "Healthy Minds, Bright Futures" event	\$ 10.00	Board approved budget – staff travel expense
August 18	Dinner from Bahn Mi Boys Restaurant in Toronto RE: Panel Presentation at Telus "Healthy Minds, Bright Futures" event	\$ 22.04	Board approved budget – staff travel expense
August 20	Use of personal PDA for business related calls/data	\$ 105.94	Board approved reimbursement rate of 75%
August 28	Use of personal transponder for business related travel	\$ 142.54	Board approved reimbursement rate of 100%
TOTAL		\$ 577.46	

OK'D		SIGNED OFF	
-------------	---	-------------------	---



EXPENSE SHEET FOR: Gatenby, Deborah

SEPTEMBER 30, 2016

Date	Activity	Expense	Rationale
Sept 09	'Hands-free' ear buds with microphone for mobile use of PDA	\$ 33.89	Board approved reimbursement rate of 75%
Sept 09	Four (4) beverages purchased from Starbucks (Milton) for planning meeting re: 'Men's Recovery Weekend'	\$ 16.84	Board approved budget – CEO hospitality expense
Sept 17	Two (2) bags of ice for food service at special event re: 'Men's Recovery Weekend'	\$ 5.90	Board approved budget – staff travel expense
Sept 20	Use of personal PDA for business related calls/data	\$ 80.69	Board approved reimbursement rate of 75%
Sept 28	Use of personal transponder for business related travel	\$ 196.36	Board approved reimbursement rate of 100%
TOTAL		\$ 333.68	

OK'D		SIGNED OFF	
-------------	--	-------------------	--

November 30, 2013



EXPENSE SHEET FOR: Gatenby, Deborah

NOVEMBER 03, 2016 (Oct)

Date	Activity	Expense	Rationale
Sept 22, 30	Google Play	(\$ 27.44) (\$ 13.72)	Personal charges billed to HPC PayPal in error
Oct 20	Use of personal PDA for business related calls/data	\$ 93.32	Board approved reimbursement rate of 75%
Oct 28	Use of personal transponder for business related travel	\$ 141.78	Board approved reimbursement rate of 100%
Nov 01	Toner cartridges for printing HPC materials at home (\$24.38 + \$46.94 + HST)	\$ 48.35	Prorated 60% HPC use; Board approved budget office supplies
Nov 03	One (1) night accommodations at Hotel Metro, downtown London, ON to attend IDEAS Q1 Course	\$ 220.49	Board approved travel expense
TOTAL		\$ 462.78	

OK'D		SIGNED OFF	
-------------	--	-------------------	--

November 30, 2013



EXPENSE SHEET FOR: Gatenby, Deborah

NOVEMBER 30, 2016

Date	Activity	Expense	Rationale
Nov 10	Celebration supplies (candy bottles) for Accreditation Team Building Event	\$ 64.27	Board approved budget CEO 'Entertainment Expenses'
Nov 15	One (1) night parking and one breakfast at Holiday Inn, Toronto airport to attend AMHO Community of Practice Event (hotel prepaid)	\$ 42.16	Board approved travel expense (*Note: arrived back from vacation at 4am – having travelled for 8 hours, so meal charge higher)
Nov 20	Use of personal PDA for business related calls/data	\$ 72.04	Board approved reimbursement rate of 75%
Nov 28	Use of personal transponder for business related travel	\$ 166.64	Board approved reimbursement rate of 100%
TOTAL		\$ 345.11	

OK'D

November 30, 2013

SIGNED OFF



EXPENSE SHEET FOR: Gatenby, Deborah

DECEMBER 31, 2016

Date	Activity	Expense	Rationale
Dec 01	Return airfare to Fort Myers, FLA (nearest airport) + rental car for CORE meetings in Naples, FLA (Jan 29-Feb 01). Original cost \$393.23; cost per person based on 2 and earlier flight (Jan 26-Feb 01) \$364.88	\$ 364.88	50% of cost for 2 people (airfare/rental car) ended up being \$28.35 cheaper than 100% cost for 1 person. Board approved travel expense
Dec 20	Use of personal PDA for business related calls/data	\$ 108.91	Board approved reimbursement rate of 75%
Dec 28	Use of personal transponder for business related travel	\$ 170.48	Board approved reimbursement rate of 100%
TOTAL		\$ 644.27	

OK'D	 JAN 12 / 17	SIGNED OFF	
-------------	---	-------------------	--

November 30, 2013



EXPENSE SHEET FOR: Gatenby, Deborah JANUARY 31, 2017

Date	Activity	Expense	Rationale
Jan 20	Use of personal PDA for business related calls/data	\$ 72.04	Board approved reimbursement rate of 75%
Jan 28	Use of personal transponder for business related travel	\$ 103.23	Board approved reimbursement rate of 100%
Jan 30	Dinner while at AXIS Conference in Naples, FLA (50% of \$30.08 USD @ 74¢ CDN)	\$ 20.32	Board approved reimbursement rate for travel meal "dinner" (*under \$30 maximum)
Jan 31	Dinner while at AXIS Conference in Naples, FLA (50% of \$31.64 USD @ 74¢ CDN)	\$ 21.38	Board approved reimbursement rate for travel meal "dinner" (*under \$30 maximum)
TOTAL		\$ 216.97	

OK'D		SIGNED OFF	
-------------	---	-------------------	--

November 30, 2013





EXPENSE SHEET FOR: Gatenby, Deborah **FEBRUARY 28, 2017**

Date	Activity	Expense	Rationale
Feb 01	Dinner while at AXIS Conference in Naples, FLA (\$6.15 USD @ 74¢ CDN)	\$ 8.31	Board approved reimbursement rate for travel meal "dinner" (*under \$30 maximum)
Feb 02	Taxi (X2) to/from Union Station to HQO Committee Planning Day (\$20.00 + \$10.00)	\$ 30.00	Board approved reimbursement for travel expense
Feb 20	Use of personal PDA for business related calls/data	\$ 104.25	Board approved reimbursement rate of 75%
Feb 27	Parking and dinner at Marriott hotel – overnight stay for Greenshield Canada Grantee Training Day	\$ 29.08	Board approved reimbursement rate for travel meal "dinner" (*under \$30 maximum)
		\$ 45.20	Board approved reimbursement for travel expense
Feb 28	Use of personal transponder for business related travel	\$ 108.07	Board approved reimbursement rate of 100%
TOTAL		\$ 324.91	

7
=

OK'D		SIGNED OFF	
-------------	--	-------------------	--

November 30, 2013





EXPENSE SHEET FOR: Gatenby, Deborah

MARCH 31, 2017

Date	Activity	Expense	Rationale
Mar 20	Use of personal PDA for business related calls/data	\$ 84.75	Board approved reimbursement rate of 75%
Mar 23	Dinner while at AMHO Meeting downtown Toronto (Residential Sector – Shared Scorecard)	\$ 15.81	Board approved reimbursement rate for travel meal "dinner" (*under \$30 maximum)
Mar 28	Use of personal transponder for business related travel	\$ 91.26	Board approved reimbursement rate of 100%
TOTAL		\$ 191.82	

OK'D

SIGNED OFF

November 30, 2013