



**APRIL 2020 EXPENSE CLAIM: Deborah Gatenby, CEO**

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Apr 17	Catered lunch for Admissions Team at CTC re: WTC Intake (bill to COVID-19)	\$ 103.95	\$ 10.70	Board-approved COVID-19 expense
Apr 18	McAfee protection for <i>personal</i> laptop, while HPC equipment on back-order (bill to COVID-19)	\$ 39.99	\$ 0.00	Board-approved COVID-19 expense
Apr 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Apr 21	Catered lunch for Admissions Team at CTC re: MTC Intake (bill to COVID-19)	\$ 81.07	\$ 8.64	Board-approved COVID-19 expense
Apr 28	Use of personal transponder for business related travel	\$ 96.71	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 402.23</b>	<b>\$ 28.60</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST  
<sup>ii</sup> Amount of HST included in total expense claimed

**Hope Place Centres**

Created by \_\_\_\_\_ Entered by \_\_\_\_\_  
 Auth by \_\_\_\_\_ Date \_\_\_\_\_  
 Ref Inv \$ \_\_\_\_\_ Dept Code \_\_\_\_\_

6th Code	Amount
HST 1301/1300	



**MAY 2020 EXPENSE CLAIM: Deborah Gatenby, CEO**

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Apr 16	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
May 04	Monthly cost (pro-rated) for MS Office license on personal laptop – being used for HPC work during pandemic	\$ 10.26	\$ 1.18	Board-approved COVID-19 expense
May 14	Catered lunch for Admissions Team at CTC re: WTC Intake <b>(bill to COVID-19)</b>	\$ 49.59	\$ 5.13	Board-approved COVID-19 expense
May 16	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	
May 19	Catered lunch for Admissions Team at CTC re: MTC Intake <b>(bill to COVID-19)</b>	\$ 51.10	\$ 5.48	Board-approved COVID-19 expense
May 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
May 28	Use of personal transponder for business related travel	\$ 27.93	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 237.45</b>	<b>\$ 23.13</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST  
<sup>ii</sup> Amount of HST included in total expense claimed



**JUNE 2020 EXPENSE CLAIM: Deborah Gatenby, CEO**

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
June 04	Monthly cost (pro-rated) for MS Office license on personal laptop – being used for HPC work during pandemic	\$ 10.26	\$ 1.18	Board-approved COVID-19 expense
June 16	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
June 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
June 22	Program materials (anti-black racism theme) purchased online for 3 sites; \$75 + \$6.10* (*pro-rated % shipping) = \$81.10 USD @ 1.3972 exchange rate	\$ 113.31	\$ 0.00	Board-approved COVID-19 expense
June 26	Customs clearing fee for Amazon order re: UV sanitizers	\$ 21.28	\$ 0.00	Board-approved COVID-19 expense
June 28	Use of personal transponder for business related travel	\$ 92.52	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 326.91</b>	<b>\$ 11.48</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST

<sup>ii</sup> Amount of HST included in total expense claimed



**JULY 2020 EXPENSE CLAIM: Deborah Gatenby, CEO**

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
July 04	Monthly cost (pro-rated) for MS Office license on personal laptop – being used for HPC work during pandemic	\$ 10.26	\$ 1.18	Board-approved COVID-19 expense
July 13	COVID-themed t-shirts for MTC Team Members + Rick Mpir + Karen Stolee	\$ 198.66	\$ 0.00	Board-approved COVID-19 expense
July 16	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
July 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
July 28	Use of personal transponder for business related travel	\$ 95.49	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 393.95</b>	<b>\$ 11.48</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST  
<sup>ii</sup> Amount of HST included in total expense claimed



**AUGUST 2020 EXPENSE CLAIM: Deborah Gatenby, CEO**

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Aug 16	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Aug 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Aug 28	Use of personal transponder for business related travel	\$ 136.47	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 226.01</b>	<b>\$ 10.30</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed **including** HST  
<sup>ii</sup> Amount of HST included in total expense claimed



SEPTEMBER 2020 EXPENSE CLAIM: Deborah Gatenby, CEO

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Sept 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Sept 28	Use of personal transponder for business related travel	\$ 120.23	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 200.74</b>	<b>\$ 9.26</b>	<b>TOTAL HST ONLY</b>

Board Signature:

CEO Signature:

January 01, 2018

<sup>i</sup> Total amount of expense claimed **including** HST  
<sup>ii</sup> Amount of HST included in total expense claimed



OCTOBER 2020 EXPENSE CLAIM: Deborah Gatenby, CEO

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Oct 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Oct 25	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Oct 28	Use of personal transponder for business related travel	\$ 203.83	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 293.37</b>	<b>\$ 10.30</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST  
<sup>ii</sup> Amount of HST included in total expense claimed





NOVEMBER 2020 EXPENSE CLAIM: Deborah Gatenby, CEO

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Nov 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Nov 25	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Nov 28	Use of personal transponder for business related travel	\$ 79.75	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 169.29</b>	<b>\$ 10.30</b>	<b>TOTAL HST ONLY</b>

Board Signature: 

CEO Signature: 

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST  
<sup>ii</sup> Amount of HST included in total expense claimed



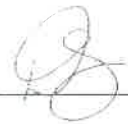




**DECEMBER 2020 EXPENSE CLAIM: Deborah Gatenby, CEO**

<b>Date</b>	<b>Activity</b>	<b>Total<sup>I</sup></b>	<b>HST<sup>II</sup></b>	<b>Rationale</b>
Dec 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Dec 25	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Dec 28	Use of personal transponder for business related travel	\$ 83.80	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 173.34</b>	<b>\$ 10.30</b>	<b>TOTAL HST ONLY</b>

Board Signature: 

CEO Signature: 

January 01, 2018

<sup>I</sup> Total amount of expense claimed *including* HST  
<sup>II</sup> Amount of HST included in total expense claimed



**JANUARY 2021 EXPENSE CLAIM: Deborah Gatenby, CEO**

Date	Activity	Total <sup>1</sup>	HST <sup>2</sup>	Rationale
Jan 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Jan 25	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Jan 28	Use of personal transponder for business related travel	\$ 43.20	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 132.74</b>	<b>\$ 10.30</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>1</sup> Total amount of expense claimed *including* HST  
<sup>2</sup> Amount of HST included in total expense claimed



**FEBRUARY 2021 EXPENSE CLAIM: Deborah Gatenby, CEO**

<b>Date</b>	<b>Activity</b>	<b>Total<sup>1</sup></b>	<b>HST<sup>1</sup></b>	<b>Rationale</b>
Feb 20	Use of personal PDA for business related calls/data	\$ 80.51	\$ 9.26	Board approved reimbursement rate of 75%
Feb 25	Monthly cost for Amazon Prime account – being used for H-PC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Feb 28	Use of personal transponder for business related travel	\$ 72.78	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 162.32</b>	<b>\$ 10.30</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>1</sup> Total amount including HST  
Amount HST included (if applicable)



MARCH 2021 EXPENSE CLAIM: Deborah Gatenby, CEO

Date	Activity	Total <sup>i</sup>	HST <sup>ii</sup>	Rationale
Mar 20	Use of personal PDA for business related calls/data	\$ 84.75	\$ 9.75	Board approved reimbursement rate of 75%
Mar 25	Monthly cost for Amazon Prime account – being used for HPC purchases during pandemic	\$ 9.03	\$ 1.04	Board-approved COVID-19 expense
Mar 28	Use of personal transponder for business related travel	\$ 83.15	\$ 0.00	Board approved reimbursement rate of 100%
<b>TOTAL CLAIMED</b>		<b>\$ 176.93</b>	<b>\$ 10.79</b>	<b>TOTAL HST ONLY</b>

Board Signature: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

January 01, 2018

<sup>i</sup> Total amount of expense claimed *including* HST  
<sup>ii</sup> Amount of HST included in total expense claimed

