

DEC - 3 2018

**EXPENSE CLAIM FORM**

**BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION**

(Regular Board and Committee meeting related expenses only)

DATE November 26, 2018

VENDOR/STAFF# (if applicable)

NAME (Claimant/Payee)

Andy Kenins

DEPT Board of Governors

Permanent Mailing Address

Itinerary and business rationale for expense: Banff Centre Foundation Meeting (Nov 6/18, Calgary) Banff Centre Board meeting expenses (Nov 7 - 8/18, Banff)

If non-employee, describe Banff Centre involvement

Receipt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	11/06/18	3102	2100	890030	800				TGE	Train to Toronto Airport	\$ 9.25		\$ 9.25
2	11/06/18	3102	2100	890030	800				TGE	Airfare Toronto - Calgary (Roundtrip, Economy flex)	\$ 1,092.85	45.00	1,092.85
3	11/06/18	3102	2100	890030	800				TGE	Taxi from Calgary airport to International Hotel	\$ 53.76		\$ 53.76
4	11/07/18	3105	2100	890030	800				TGE	Accommodation in Calgary (International Hotel, Calgary)	\$ 247.79	\$ 11.91	\$ 259.70
5	11/09/18	3102	2100	890030	800				TGE	Banff Airporter (one way, from Banff Centre to Calgary Airport)	\$ 66.09	\$ 3.35	\$ 70.34
6	11/10/18	3102	2100	890030	800				TGE	Train from Toronto Airport	\$ 9.25		\$ 9.25
7	08/02/18	3102	2100	890030	800				TGE	Park Canada Pass (Discovery pass, family/group)	\$ 120.71	\$ 15.69	\$ 136.40
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
Total Expenses : A											1,600.60	30.95	\$ 1,631.55

ENTERED NOV 30 2018

1,555.60 75.95

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3105	2100	890030	800				247.79	11.91	\$ 259.70
3102	2100	890030	800				1,307.81	64.04	\$ 1,371.85
	2100								
	2100								
	2100								
	2100								
	2100						1,555.60	75.95	
Total							\$ 1,600.60	\$ 30.95	\$ 1,631.55

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,631.55

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)	