

EXPENSE CLAIM FORM
BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF
THE BANFF CENTRE FOUNDATION
 (All expenses EXCLUDING regular Board and Committee meetings)

DATE October 11, 2018

VENDOR/STAFF#
 (as applicable)



NAME
 (Claimant/Payee)

John Snow

DEPT BOG

Permanent Mailing Address:



Itinerary and business rationale for expense: Board related events on campus: 1) Dinner and private opera performance with [redacted] June 27, 2018

2) Indigenous Arts launch + panel, September 10, 2018

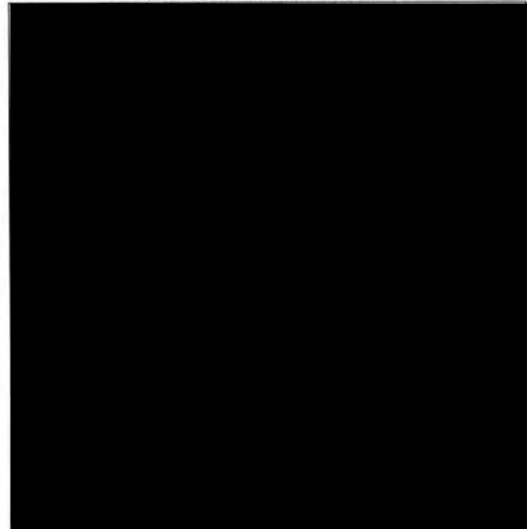
If non-employee, describe Banff Centre involvement

Rept 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	18/06/28	3102	2100	890030	800				TGE	Mileage reimbursement: Attended a dinner and private opera performance at President's house, June 27, 121km x 2 @0.465/km	\$ 112.53	5.36	\$ 112.53
2	18/09/03	3102	2100	890030	800				TGE	Mileage reimbursement: Attended Indigenous Arts launch + panel, September 10, 121km x 2 @0.475/km	\$ 114.95	5.47	\$ 114.95
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
Total Expenses : A											227.48	10.83	\$ 227.48

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
3102	2100	890030	800				227.48	10.83	\$ 227.48
	2100						216.65		
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 227.48	\$ -	\$ 227.48

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 227.48

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)		

NOV 19 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 14, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

John Snow

DEPT

Board

Permanent Mailing Address



Itinerary and business rationale for expense: November BOG meeting (November 8-9, 2018)

If non-employee, describe Banff Centre involvement

Rept 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	11/08/18	3102	2100	890030	800				TGE	Mileage reimbursement: Attended Board of Governors meeting, November 8 2018, 121km x 2 @0.485/km	\$ 117.37		\$ 117.37
2	11/09/18	3102	2100	890030	800				TGE	Mileage reimbursement: Attended Board of Governors meeting, November 9 2018, 121km x 2 @0.485/km	\$ 117.37		\$ 117.37
3													\$ -
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											234.74	-	\$ 234.74

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
3102	2100	890030	800				234.74		\$ 234.74
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 234.74	\$ -	\$ 234.74

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 234.74

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or cash position to this claim.



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