l	The Banff Centre inspiring creativity
ı	inspiring creativity

Expense Claims Forms

LAST

Date:

June 25, 2013

EMPLOYEE#

VE-0342

NAME

Carolyn Warren MIDDLE

Position

VP, Arts

DEPT

Executive Office

Mailing Address:

Itinerary and Purpose of Travel: Governor General Performing Arts Award Celebration in Ottawa (May 31 - June 2) / Montreal to Calgary (June 2-4) / World Media Festival Events-Banff

		Turierary a	nu Purpose or Tra	Sprin	gs Hotel (Jur	e 9- 12, 201	3)			Calgary (June)	2-4) / VV OIIC	i wiedia restiva	Events	3-Banti
				Please	leave the col	red cells for F	Financial Sen	rices						
Rcpt no.	Date	Expense Type	Acet	und Con	re Type	Activity Code	Sub- activity Code	Activity Locn	Description	,	NET Amount	GST Amount		otal nount
	5/31/2013	Accommodation		1 00 2709					Hotel Santa Marina	\$	2,822.27		\$ 2	,822.27
2	6/1/2013	Travel	 	100 2709					Blue Line Taxi	\$	26.00		\$	26.00
3	6/1/2013	Travel	 	100 2709					Blue Line Taxi	\$	28.00		\$	28.00
4	6/2/2013	Travel		100 2709					Blue Line Taxi	\$	10.00		\$	10.00
5	6/2/2013	Travel		1 00 2709					Taxi Diamond	\$	10.00		\$	10.00
6	6/2/2013	Travel		1 00 2709					Greyhound	\$	38.99	4.49	\$	38.99
7	6/2/2013	Travel	3101 2	1 00 2709	00 690				Via Rail Canada	\$	39.55	4.55	\$1	39.55
8	6/2/2013	Accommodation	3105 2	1 00 2709	690				Lord Elgin	\$	331.75	13.40	18	331.75
9	6/3/2013	Travel	3101 2	100 2709	00 690				Holt Renfrew Montreal	\$	31.59	10.10	\$	31.59
10	6/3/2013	Travel	3101 2	100 2709	00 690				Taxi Coop	\$	13.00		\$	13.00
11	6/3/2013	Travel	3101 2	100 2709	00 690				Taxi Atlas	\$	8.50		\$	8.50
12	6/3/2013	3/C/Meals	3106 2	100 2709	00 690				Taxi Pontiac	\$	14.00		\$	14.00
13	6/4/2013	Travel	3101 2	100 2709	00 690				Starbucks Montreal	\$	11.49		\$	11.49
14	6/4/2013	Travel	3101 2	100 2709	00 690				Taxi Coop	\$	16.00		\$	16.00
15	6/4/2013	Travel	3101 2	100 2709	00 690				Taxi Champlain	\$	15.00		\$	15.00
16	6/4/2013	Travel	3101 2	100 2709	00 690				Taxi Coop	\$	47.00		\$	47.00
17	6/4/2013	Travel	3101 2	100 2709	00 690	1		1	Banff Airporter	\$	56.85		\$	56.85
18	6/9/2013	Travel	3101 2	100 2709	00 690			<u> </u>	Taxi Taxi	\$	10.00		\$	10.00
19	6/9/2013	Travel	3101 2	100 2709	00 690			<u> </u>	Taxi Taxi	\$	10.50		\$	10.50
20	6/10/2013	Travel	3101 2	100 2709	00 690	1			Banff Taxi	\$	12.00		\$	12.00
21	6/12/2013	Travel	3101 2	100 2709	00 690			<u> </u>	Banff Taxi	- \$	11.00		\$	11.00
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Summary by Expense Type												Travel Advance (positive)	B 6132-2100	\$
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub- activity Code	Activity Location	NET Amount	GST	Total Amount		The second se	A-B	\$
3101	2100	Travel						400.43	9.04	_ <i>409.41</i>	7	4.		
3102	2100	Travel-BOG						-	-	1	l			
3105	2100	Accommodation						314:62	13,40	3,154.02				
3106	2100	Meals						T			<u> </u>	-		
3610	2100	Hosting						T -						7
3611	2100	Hosting-Alcohol						-	-	-				Tur
3107	2100	Incidentals	•					-	-	-		Calmant's Signature/		Car.
6132	2100	Travel Advance								-				
								3,541.0	22.44	-				
							Total	3,560:49	_	3,563.49				
						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1	I		-	Claimant's Supervisor	75	

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	Leanne Carignan

Date

Date

\$ 3,563.49

3,563.49

3,563.49

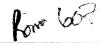
Total Expenses: A





Hotel Santa Marina, Venice

Mon 27/May/2013 - Fri 31/May/2013 | Itinerary # 1568-3852-0135



Hotel Santa Marina

Mon 27/May/2013 - Fri 31/May/2013, 1 room | 4 nights

CONFIRMED Confirmation #

343808821

We have confirmed your hotel reservation with the property.



Campo Santa Marina 6068, Venice, VE, 30122 Italy

Tel: 39 (041) 5239202, Fax: 39 (041) 52039

Checking in

- Check-in time starts at 1 PM
- A tax is imposed by the city and will be collected at the property (check Mandatory Fees and Taxes section for fee details). This tax does not apply to residents of Venice City and children under 10 years of age. Further exemptions may apply, subject to submission of proper documents to the property, to patients, their companions and people staying in the city for specific purposes/duties. 30% reduction applies for 2012: from 1 to 31 December; for 2013: from 1 to 31 January and from 1 to 31 December.
- · Your room will be guaranteed for late arrival

Important Hotel Information

This reservation is non-refundable and cannot be cancelled.

· View your online itineraryfor additional rules and restrictions.

Annex Room

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$2.00 per C\$1,000 of travel services purchased.

Includes: Breakfast Buffet Confirmation #: 343808821 Carolyn Warren

1 adult

Room

Reserved for

Price Summary

Total

C\$2,822.27

Collected by Expedia

Stay 3 Nights and Save 15% on Your

Prices shown after C\$452.77 savings

Room Price	C\$2,822.27
4 nights	C\$641.43
	avg./night
Mon May 27	C\$195.78
Tue May 28	C\$721.28
Wed May 29	C\$824.32
Thu May 30	C\$824.32
Taxes & Fees	C\$256.57

All prices quoted in CAD.

Additional Hotel Services

Unless otherwise indicated, the charges below are not included in the overall room price. If not included in the overall room price, they will be charged by the property at check-in or checkout. Charges can vary, for example, based on length of stay or the room you book. This property told us they will charge you for the following:

· A tax is imposed by the city: EUR 4 per person, per night for adults; EUR 2 per night for guests aged 10-15

Requests One Double Bed, non-smoking room

years old. This tax does not apply to children under 10 years of age.

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Need help with your reservation?

Call us at 1(888) EXPEDIA (+1 888-397-3342) / (+1 613-780-1386)

For faster service, mention itinerary # 1568-3852-0135

613-238-1111 CAR 1200 TAXI TAB

06/01/2013 15:01:16 PURCHASE

Transaction # Card Tupe:

1 Visa

Entry: Terminal ID:

Swiped 29R31937 29RRRR

000144

Merchant ID: Batch: Trace Number:

808000 26.09

Auth.Code: Response:

Bse Amt:

014092 APPROVED

CUSTOMER COPY

CUSTOMER SERVICE 1 866 565 8294 help@taxitab.com DRIVER #



613-238-1111 1393 TAXI TAB

06/01/2013 12:04:48 PURCHASE

Transaction # Card Tupe:

1 Visa

Entry: Terminal ID: Merchant ID:

Swiped 29R31135 29RRRR 001154

Batch: Trace Number: Bse Amt:

006889 28.00

Auth.Code: Response:

013499 APPROVED

CUSTOMER COPY

CUSTOMER SERVICE 1 866 565 8294 help@taxitab.com DRIVER #



3041988 ORCHR R300601 \Box

\$0.00

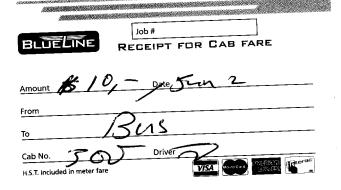
ENBRIDGE Presents/Presente GGPAA- PGGAS 2013

20:00 NAC Southam CNA

Sat sam June 1 juin 2013 HST R886722560 TVH

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)T REFUNDABLE OR EXCHANGEABLE/AUCUN ÉCHANGE NI REMBOURSEMENT







JUNE 1 · 1 er JUIN PANORAMA ROOM **able 26**

Cocktail: 5:00 p.m.



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AGENT NUMBER: 4170 SALES DATE: 02Jun13 OTTAWA

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00101 OTTAWA ON OTTT104 BOOKING AGENCY: 00101

WARREN CAROLYN

.(150603 (838 99 (00074043 AUTHORIZATION:/ SALE AMOUNT: TRACE NUMBER: (CARDMEMBER ACKNOWLEDGES RECEIPT OF THE TICKETS, GOODS OR SERVICES DESCRIBED HEREIN IN THE TOTAL AMOUNT SHOWN AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH IN THE CARDMEMBER'S AGREEMENT WITH THE CARD ISSUER. CARDMEMBER ACKNOWLEDGES THAT THIS PURCHASE MAY BE NON-REFUNDABLE AND/OR ANY REFUND MAY INVOLVE A CANCELLATION FEE OR PENALTY.





BOARDING PASS

Important: Skip the ticket counter! To board the train directly, PRINT your e-boarding pass or DISPLAY IT on your smartphone or tablet.



Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

Name: Carolyn Warren (Adult)

Carrier: VIA Rail Canada

From: OTTAWA

Departure : Sun. Jun 2, 2013 14:13 PM

To: MONTRÉAL

Arrival: Sun. Jun 2, 2013 16:07 PM

Train: 54

Class: Economy - escape fare (Web only)

Car: 3

Seat: 8D Window

Booking confirmation: **ZJI129**

FTR:

REFUND/EXCHANGE CONDITIONS

Non-exchangeable and non-refundable.

BAGGAGE ENTITLEMENT

C2 BH

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing VIA Rail Canada.



BOOKING CONFIRMATION: ZJI129

CAROLYN WARREN

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

ITINERARY # 1

TRAIN 54 | info

From: OTTAWA Sun. Jun 2, 2013

Departure: 14:13 PM

To: MONTRÉAL Sun. Jun 2, 2013

Arrival: 16:07 PM

Class: Economy - escape fare (Web

Car: 3 Seat: 8D Window

only)

Remarks: Operated by: VIA Rail Canada. Route: Toronto-Ottawa-Montréal

BAGGAGE ENTITLEMENT*

Carry-on baggage

OPTION 1 (Recommended in sleeping cars)

- 2 articles Maximum 11.5 kg (25 lb.) each 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.)

- 1 personal article Maximum 11.5 kg (25 lb.) 43 x 15 x 33 cm (17 x 6 x 13 in.)

For this option, articles of more than 11.5 kg (25 lb.) are not allowed on board.

OR

OPTION 2 (NOT recommended in sleeping cars)

- 1 article Maximum 18 kg (40 lb.) 158 linear cm (62 linear in.) (length + width + height)

- 1 personal article Maximum 11.5 kg (25 lb.) 43 x 15 x 33 cm (17 x 6 x 13 in.)

For this option, an article between 41 and 50 lb. (19 and 23 kg) is allowed on board, but is

subject to a surcharge of \$20 (taxes included, per one-way trip) for excess weight. An artic, weighing more than 50 lb. is not allowed on board.

Checked baggage

- 3 checked articles (no charge) Maximum 23 kg (50 lb.) each 158 linear cm (62 linear in.) (length + width + height) each

- Excess baggage: \$20 per article and per train used Up to 3 additional articles per person Maximum 23 kg (50 lb.) each 158 linear cm (62 linear in.) (length + width + height) each

- Oversized or overweight baggage: \$20 per article and per train used Charges apply to each baggage weighing between 23 and 32 kg (50 and 70 lb.) or between 120 and 180 cm (47 and 71 in.)

Articles exceeding 32 kg (70 lb.) are not accepted.

Outdoor sport equipment (canoes, kayaks etc.) is accepted.

If you will check your baggage, please arrive at least 45 minutes before departure at end terminals, 30 minutes at intermediate stations.

*VIA Rail reserves the right to weigh, strictly enforce baggage allowances at any time during your trip and collect excess baggage charges.

CONDITIONS OF CONTRACT

- 1. Your rail ticket is not transferable and is valid only for travel on the train and date shown. You may exchange or refund this e-boarding pass up until the scheduled departure time indicated on this ticket, subject to the conditions of the applicable fare plan. Please advise VIA Rail in advance of any travel cancellation.
- 2. Times shown in timetable or elsewhere are not guaranteed.
- 3. In case of necessity, VIA Rail may cancel a train or substitute alternate transportation without
- 4. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
- 5. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

Other conditions apply to your travel.

FARE INFORMATION \$39.55 Carolyn Warren (Adult)

RECEIPT

TOTAL: \$39.55 **P.S.T.:** \$0.00 FARE: \$35.00 **G.S.T/H,S.T.:** \$4.55

TAX INFORMATION

Taxable fare: \$35.00

G.S.T/H.S.T. number: 105521785RT001

PAYMENT	PAYMENT AUTHORIZATION # 080081						
TRANSACTION DATE: 04/25/2013							
ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS					
OTTAWA / MONTRÉAL	ESCAPE FARE	Non-exchangeable and non-refundable.					

Other Useful Information (links)

- Seat Assignment in Economy Class
- VIA's baggage policy
- VIA Terms and Conditions

Customer Support

· For assistance or queries regarding your train booking, please contact VIA Rail for help at service@viarail.ca

Risk Free Booking

· Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of booking and before scheduled train departure, whichever comes first.

How to cancel a booking online?

- · You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia viarail.ca/cancellation/request.aspx?l=en
- · Follow the instructions

How to get a refund if paper tickets have already been issued?

- · Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.

Do you want to book a hotel room?

VIA Rail offers you special deals on hotel rooms. Whether you're travelling for business or pleasure, we can help you complete your travel plans in one stop with www.viarail.ca

Book a hotel





Warren, MRS Carolyn

Room Number: 709

Daily Rate: 143.10

Room Type: QURG No. of Guests: 1 / 0

XX

ARRIVAL	DEPART	JRE CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT	
05/31/201	3 06/02/201	3	ABC	COR	20080357875	
DATE	ROOM NO.	DESCRIPTION	REFERENCE		AMOUNT	
05/31/2013	709	ROOM CHARGE	#709 Warren, MRS Carolyn	Example 17. a decisio propositivo e escapazione de la company de la comp	\$125.10	4.25
05/31/2013	709	HST ROOM	HST ROOM		\$16.26	
06/01/2013	709	ROOM CHARGE	#709 Warren, MRS Carolyn		\$143.10	7.15
06/01/2013	709	HST ROOM	HST ROOM		\$18.60	
06/01/2013	709	DEST MARKETING FEE	DEST MARKETING FEE		\$4.29	
06/01/2013	709	HST DMF	HST DMF		\$0.56	
06/02/2013	709	RESTAURANT	709/98/00:00/RESTAURANT	1	\$23.84	
06/02/2013	709	VISA CARD	VISA CARD		-\$331.75	_
					7	

TOTAL DUE:

\$0.00



GUURINE I 1300 OUEST RUE SHERBROOKE MONTREAL QC



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De/From Š

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DATE	2013/06/03
TIME	0166 14:11:24
SERUR ID	Bric e
CHECK #	44908
TABLE #	5
RECEIPT NU	MBER
C82012108	-001-001-288-0
PURCHASE	
THUÖMA	\$27.59
TIP	\$4.00
TOTAL	
	1

VISA Desjardins A0000000031010 8FD1707331220531 0000008000-E800 838EDFE80FF16900 0000008000-F800

Meal

APPROVED

AUTH# 031084

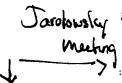
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THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

#1





Nancy

Mc Gil



TAXI ATLAS - TÉL:(514) 485-8585, FAX:(514) 485-0946

No T.V.Q./Q.S.T.

No. T.P.S./G.S.T

DE/FROM:

(2)	

À/TO :

Nº permis de travail / Work permit No.

NIP:

Cie

Signature du conducteur / Driver's signature

Signature du client / Customer's signature

4167825









TAXI COOP MONTRÉAL MA	Bureau administratif Plainte ou appréciation : 725-2128
Date: 03,06,13	Montant taxes incluses
De:	
À:	
Permis de travail numéro sur photo : Signature :	Vignette # vitre à droite : Auto # :

VISA STORE

Mia)	13)
HMSHOST STARBUCKS COFFEE AÉROPORT DE MONTRÉAL	
284428 Claire	
FCT 3378 JUN04'13 4:54PM	
À EMPRTE	
1 RTE SW CHPT CHIX 9	
SOUS-TOTAL 9 9.99 T.P.S. 217010 0 9.99 T.V.Q. 217101 1 MONTANT PAYÉ 1 1 - 4 COMPTANT 12 MONNAIE 0284428 FERME JUNO4 04:55	
MERCI POUR VOTRE VISITE THANK YOU FOR YOUR BUSINE	

DITES-NOUS CE QUE VOUS PENS TELL US WHAT YOU THINK!

IAN WOOD
(514)633-9972 EXT227
COMMENTAIRESMONTREAL@HMSHOST COM

TPS# 137512901 TVQ# 1019856077

TPS: 0.50 \$ TVQ: 1.00 \$

Total: 11.49
PAIEMENT REÇU



7,00CA3 DUMESTIQUE 9/3-275, RUE ROMEO VACHON N DORVAL コ 1+ ⇔ ≳ 〒 + ↔ ⊃ 聖 ※ ペ 以

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	Signature :	Auto # :(3 \(\)
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	DATE I/d m/m a/y	I.P.S. & T.V.Q. incluse
13/	VOYAGE DE/FROM	G.S.T. & P.S.T. included
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	Sticker No. 4120 W	o. Permis de travail 2786/
	Car No G.S.T	273-4445 Signature du chauffeur Driver's signature
	ADMINISTRATION: (514) 273-3377	Driver's signature
	#1	VISA GE GIROR
	TAXI COOP MONTRÉAL 144	Bureau administratif Plainte ou appréciation : 725-2128
16	Date: 04/06/2013	Montant taxes incluses
	De:	
	À:	Hirpat
	Permis de travail numéro sur photo :	Vignette # vitre à droite : 3416
	Signature:	Auto#: 350

Airport





Activity Voucher For: 2230 YYC to Banff

Activity Information:

Confirmation Number: 19009 Status:Confirmed

Client Name: Carolyn Warren

Activity Date: Tuesday, 04 Jun 2013

Pick Up: Calgary Airport

Notes:

Activity Time: 22:30

Please be ready between 22:30 - 22:30 - 22:30

2230 YYC to Banff Passengers: 1 (ad)

\$56.85

Tax: Total:

\$9.66 \$56.85

Booking Information:

Date Booked: 2013-04-23

Payment Information:

Payment Type	Date	Amoi	unt
Gift Certificate Discount Discount Discount Discount Credit Card	2013-04-23 2013-04-25 2013-04-25 2013-04-25 2013-04-25 2013-04-25	\$6 \$6 \$8	9.69 8.53 8.53 8.53 8.53 3.25
			0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta 9

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way. We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.

Zaul Software

RECEIPT RECEIVED FROM: DATE:	(18) Bar	St Spirings	Rocky 1	A ward s
RECEIPT RECEIVED FROM: DATE: D9 06 13 THE SUM OF: 10.5 5 7. JUL, TO: B5 17 DRIVER: CAR NO. G.S.T NO. R886796911		Bank	Springs /	Rocky Awards
RECEIPT RECEIVED FROM: DATE: 06 10 3 THE SUM OF: 12 C TAXI FARE FROM: TO: DRIVER: 0 CAR NO. 9 G.S.T. NO. R106204597	20			
RECEIPT RECEIVED FROM: DATE: THE SUM OF: TAXI FARE FROM: DRIVER: CAR NO. 144 G.S.T. NO. R106204597	21)-			