

NOV 25 2013

The Banff Centre
inspiring creativity

Expense Claims Forms

Date: November 25, 2013

EMPLOYEE# [REDACTED] NAME **Bruce Bentley** Position **Board of Gov** DEPT **President's Office**

Mailing Address [REDACTED]

Itinerary and Purpose of Travel: **Banff Centre Foundation meeting in Calgary (October 31, 2013)**

Please leave the colored cells for Financial Services

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Description	Department	NET Amount	GST Amount	Total Amount
1	10/31/2013	Accommodation	3105	2100	890030	800			Hotel Le Germain, Calgary		\$ 282.44	\$ 13.34	\$ 295.78
2	10/30/2013	Travel-BOG	3102	2100	890030	800			Associated Cab		\$ 45.00		\$ 45.00
3				2100									\$ -
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
Total Expenses: A											\$ 327.44		327.44

ENTERED NOV 27 2013

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Description	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						45.00	-	45.00
3105	2100	Accommodation						282.44	13.34	295.78
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								327.44		327.44

Total Expenses (positive)	327.44	\$	
	A-2	\$	327.44

[REDACTED]

Date **Nov 25/13**

[REDACTED]

Date **NOV 25/13**

[REDACTED]

Date **NOV 26 2013**

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	890030
Prepared By	Leanne Carignan

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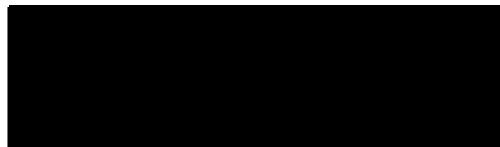


HOTEL LE GERMAIN
CALGARY

Company **BANFF CENTRE**

DATE: 10-31-13
TIME: 09:41
ROOM: 1204
ARRIVAL: 10-30-13
DEPARTURE: 10-31-13
CONF. NO.: 2551089
PAGE: 1 of 1

Mr BRUCE BENTLEY



DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
10-30-13	Room Charge		259.00	
10-30-13	DMF - Destination Marketing Fe		7.77	
10-30-13	Alberta Tourism Tax		10.67	
10-30-13	GST		13.34	
10-31-13	Breakfast Charge	Room# 1204 : CHECK# 9804	5.00	
10-31-13				295.78
TOTAL			295.78	295.78
BALANCE			0.00 CAD	

DMF 7.77
GST: 848120796 13.34
ATT 10.67

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Drive [REDACTED] Date 30 OCT 2013
Car # 375 Amount 45 \$
GST Included # _____

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