



Expense Claims Forms

Date: February 3, 2014

EMPLOYEE#

VE-0342

NAME

Carolyn Warren

Position

VP Arts

DEPT

Executive Office

Mailing Address :

Itinerary and Purpose of Travel : Matching Fund Event - Waterous, Calgary (January 14, 2014) / Meetings in Edmonton (January 15-17, 2014)

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 Locn	Description	NET Amount	GST Amount	Total Amount
1	1/14/2014	Accommodation	3105	2100	270900	690				Hotel Elan, Calgary	\$ 279.55	12.82	\$ 279.55
2	1/15/2014	Meals	3106	2100	270900	690				Normand's Bistro, Edmonton	\$ 48.81	1.00	\$ 48.81
3	1/15/2014	Accommodation	3105	2100	270900	690				Union Bank Inn, Edmonton	\$ 550.42	21.44	\$ 550.42
4	1/15/2014	Accommodation	3105	2100	270900	690				Union Bank Inn, Edmonton	\$ 467.52	18.44	\$ 467.52
5	1/16/2014	Meals	3106	2100	270900	690				Holes Greenhouse & Garden, Edmonton	\$ 94.90	1.95	\$ 94.90
6	1/17/2014	Meals	3106	2100	270900	690				Union Bank Inn Restaurant, Edmoton	\$ 26.47		\$ 26.47
7	1/21/2014	Travel	3101	2100	270900	690				Banff Airporter	\$ 50.74	2.42	\$ 50.74
8	1/27/2014	Travel	3101	2100	270900	690				Explore Rockies Tours	\$ 57.75	2.75	\$ 57.75
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
<b>Total Expenses : A</b>											<b>\$ 1,576.16</b>	<b>60.82</b>	<b>1,576.16</b>

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel					103.32	100.49	5.17	108.49
3102	2100	Travel-BOG								
3105	2100	Accommodation					1,244.79	1,092.49	52.70	1,297.49
3106	2100	Meals					167.23	170.10	2.95	170.18
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
<b>Total</b>								<b>1,576.16</b>	<b>60.82</b>	<b>1,576.16</b>

Travel Advance (positive)	B 6132-2100	\$
	A-B	\$ 1,576.16

ENTERED FEB 12 2014

Date: Feb 3 2014

Date: FEB 11 2014

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carignan



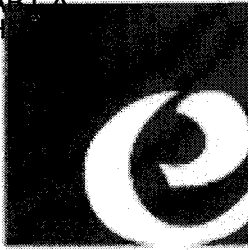
**Diners Club : Statement**

[Close Window](#)

<b>Account Name :</b>	CAROLYN WARREN THE BANFF CENTRE	<b>Currency :</b>	CAD
<b>Card Number :</b>	[REDACTED]	<b>Previous Balance :</b>	\$ 1,342.77
<b>Statement Date :</b>	28-Jan-2014	<b>Payments :</b>	\$ -1,300.00
<b>Payment Due Date :</b>	24-Feb-2014	<b>New Transactions :</b>	\$ 1,576.16
		<b>Balance Due :</b>	\$ 1,618.93
		<b>Past Due Balance :</b>	\$ 42.77

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN [REDACTED]		
02-Jan-2014	PAYMENT RECEIVED -- THANK, YOU, CAN	\$ -600.00	0000 009766
14-Jan-2014	HOTEL ELAN,CALGARY, AB,CAN CUST SVC PH: 4034574322 ARRIVE: 01/14/14 DEPART: 01/14/14 FOLIO NBR: 000005528 LOCATION PH: 4032292040	\$ 279.55 /	043631099653
15-Jan-2014	UNION BANK INN,EDMONTON,AB,CAN CUST SVC PH: 7804233600 ARRIVE: 01/15/14 DEPART: 01/15/14 FOLIO NBR: 000005528 LOCATION PH: 7804233600	\$ 550.42 /	043645003706
15-Jan-2014	UNION BANK INN,EDMONTON,AB,CAN CUST SVC PH: 7804233600 ARRIVE: 01/15/14 DEPART: 01/15/14 FOLIO NBR: 000005528 LOCATION PH: 7804233600	\$ 467.52 /	043645003680
15-Jan-2014	NORMAND'S BISTRO,EDMONTON,AB,CAN	\$ 48.81 /	800178893062
16-Jan-2014	HOLES GREENHOUSE & GAR,ST ALBERT,AB,CAN	\$ 94.90 /	041020110254
17-Jan-2014	UNION BANK INN-RESTAUR,EDMONTON,AB,CAN	\$ 26.47 /	043645003771
21-Jan-2014	BANFF AIRPORTER INC,403-762-3330,AB,CAN	\$ 50.74 /	000266815233
27-Jan-2014	EXPLORE ROCKIES TOURS,BANFF,AB,CAN	\$ 57.75 /	041018024357
27-Jan-2014	PAYMENT RECEIVED -- [REDACTED]	\$ -700.00	0000 009766
		\$ -1,300.00	
		<b>\$ 1,576.16</b>	

Po Box 1020, Stn 18  
Banff AB CA  
T1L 1H



# HOTELELAN

## Check-out Receipt

Name: Carolyn Warren  
Check-in: Tuesday Jan 14, 2014  
Check-out: Wednesday Jan 15, 2014  
Confirmation #: 188543829  
Invoice number: 1167

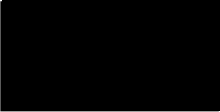
①

Date	Description of services	Cost(CAD)
2014/01/14	Unit 401: Alpine King Hotel Room - GDS - Travelclick	249.00

HOTEL ELAN  
1122 16TH AVE SW  
CALGARY AB T2R0T6  
4032292040

Merchant ID: 97515210011  
Term ID: 001 Ref #: 009

### Pre-Auth Compl



Entry Method: Chip

01/15/14 10:01:44  
Inv #: 000009 Appr Code: 035395  
Apprvd Batch#: 000077

Original Pre-Auth Amount: \$ 379.55  
Total: \$ 279.55

I agree to pay above total amount  
according to card issuer agreement  
(Merchant agreement if credit voucher).  
Retain this copy for statement  
verification.

Application Label: MasterCard  
AID: A0000000041010  
TVR: 00 00 00 00 00  
TSI: E8 00

Customer Copy

Sub-total	249.00
ABTX	10.26
GST	12.82
DMF	7.47
Total	279.55
	279.55
Amount owing (CAD)	0.00

Customer signature: \_\_\_\_\_

2

NORMAN'S BISTRO  
9828 101 AVE  
EDMONTON AB

# NORMAN'S BISTRO

10177 99 STREET  
EDMONTON AB  
T5J 3C6  
780-425-1008  
GST # RT0001-816007504

DATE 2014/01/15  
TIME 5023 15:55:04  
CLERK ID 102  
INVOICE # 351  
RECEIPT NUMBER  
CB5000615-001-358-005-0

PURCHASE  
AMOUNT \$41.81  
TIP \$7.00  
TOTAL

**\$48.81**

FAE6F31D0A4E41A5  
0000008000-E800  
F5C8C9BBC41A087F

**APPROVED**

AUTH# 051566 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Check: 27  
Table: 35-1  
01/15/2014 02:26PM  
Guests: 4

2 QUICHE VEG 24.00  
DAY SALAD  
1 SOUP & SALAD 11.00  
SPINACH  
1 COFFEE 2.75  
1 TEA 2.75  
1 CAFE LATTE 3.75  
Open Manager % -4.43

Subtotal 39.82  
Discount -4.43  
G.S.T. 1.99  
**Total Due \$41.81**

!! HAPPY HOUR MARTINI \$6.00 !!  
4-6 p.m. EVERY DAY  
\*\*\*\*PLEASE PAY SERVER\*\*\*\*  
\*\*THANK YOU & SEE YOU SOON\*\*

DINE HERE COFFEE TO GO \$1.00

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

3

GUEST ACCOUNT

**ROSS TAMARA**

PO BOX 1020 STATION 18

BANFF, AB

T1L 1H5

HOLIDAY STAYCATION/BANFF CTRE

Room # 313 Invoice # 111375

Arrive 01/15/14 Depart 01/17/14

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
01/15/14	XXX	7-Madisons	114/2042/GST 5.50	77.50
01/15/14	MN	2-Room Charg		179.00
01/15/14	MN	41-Tourism Le	On Room Charge	7.16
01/15/14	MN	42-DMF		5.37
01/15/14	MN	41-Tourism Le	On DMF	0.21
01/15/14	MN	9-Parking Pa	UBI 24 hours	30.00
01/16/14	XXX	7-Madisons	109/2029	4.00
01/16/14	MN	2-Room Charg		179.00
01/16/14	MN	41-Tourism Le	On Room Charge	7.16
01/16/14	MN	42-DMF		5.37
01/16/14	MN	41-Tourism Le	On DMF	0.21
01/16/14	MN	9-Parking Pa	UBI 24 hours	30.00
01/17/14	XXX	7-Madisons	144/2017	4.00
01/17/14	OK			-550.42
			GST On DMF	0.54
			GST On Parking Pass	3.00
			GST On Room Charge	17.90
			<b>Tax Reg. # R897343794</b>	

BILLING INSTRUCTIONS

BALANCE DUE

0.00

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

ATTENTION

X

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

4

GUEST ACCOUNT

**WARREN CAROLYN**

PO BOX 1020 STATION 18

BANFF, AB

T1L 1H5

HOLIDAY STAYCATION/BANFF CTRE

Room # 312 Invoice # 111374

Arrive 01/15/14 Depart 01/17/14

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
01/15/14	MN	2-Room Charg		179.00
01/15/14	MN	41-Tourism Le	On Room Charge	7.16
01/15/14	MN	42-DMF		5.37
01/15/14	MN	41-Tourism Le	On DMF	0.21
01/16/14	XXX	7-Madisons	109/2032/GST 0.25	7.20
01/16/14	XXX	7-Madisons	103/1044/GST 2.40	58.40
01/16/14	MN	2-Room Charg		179.00
01/16/14	MN	41-Tourism Le	On Room Charge	7.16
01/16/14	MN	42-DMF		5.37
01/16/14	MN	41-Tourism Le	On DMF	0.21
01/17/14	OK			-467.52
			GST On DMF	0.54
			GST On Room Charge	17.90
			<b>Tax Reg. # R897343794</b>	

UNION BANK INN  
10053 JASPER AVENUE  
EDMONTON AB T5J1S5  
780-423-3600

Merchant ID: 97016120016  
Term ID: 001  
Clerk ID: 7

Ref #: 035

Pre-Auth Compl

**BALANCE DUE** → 0.00

Entry Method: Chip

01/17/14 10:44:56  
Inv #: 000014 Appr Code: 000630  
Apprvd Batch#: 000317  
Original Pre-Auth Amount: \$ 300.00  
Total: \$ 467.52

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X \_\_\_\_\_

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

Customer Copy

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).

Retain this copy for statement verification.

Application La  
AID: A000000000000000  
TVR: 00 00 00 00 00  
TSI: E8 00

5

HOLDS GREENHOUSE  
& GARDEN  
101 RIEL DRIVE  
ST ALBERT, AB T8N3X4  
7804196800

MERCHANT ID: 97212870018 TERM ID: 017  
CLERK: 14

SALE

[REDACTED]

METHOD: CHIP  
01/16/14 18:50:34  
INV #: 000014 APPR CODE: 010513  
BATCH #: 000636  
REF #: 014

AMOUNT \$81.90  
TIP \$13.00

TOTAL \$94.90  
- 26.00

PIN VERIFIED BY CARD ISSUER  
CARDHOLDER AGREES TO PAY ABOVE  
TOTAL AMOUNT IN ACCORDANCE WITH  
CARD ISSUER'S AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION  
MERCHANT COPY  
APPROVED

APPLICATION LABEL [REDACTED]  
AID: A0000000041010  
TUR: 00 00 00 80 00  
TSI: E8 00

Bistro  
at the ENJOY CENTRE  
101 Riel Drive, St. Albert, AB  
T8N 3X4  
780-651-7361  
GST # 121986236RT

*Tamera & Carolyn*

12 [REDACTED]

Tbl 7/1 Chk 1006 Gst 2  
Jan16'14 05:38PM  
\*\*\* Reprint \*\*\*

1 BRUSSEL SPROUTS 8.00  
1 PASTA 17.00  
PASTA SPCL  
1 OPEN FOOD 19.00  
1 PICKUP TABLE 0.00  
1 HL MALBEC 26.00  
1 GL MALBEC 8.00

Subtotal 78.00  
78.00 GST 3.90  
Amount Due 81.90

- 26.00

GIFT CARDS AVAILABLE  
BOOK YOUR PARTY  
780-651-7361  
\*\*PLEASE PAY SERVER\*\*

6

UNION BANK INN-  
RESTAURANT  
10053 JASPER AVENUE  
EDMONTON, AB T5J1S5  
7864233600

**SALE**

Server #: 000001  
MIC: 97016120024  
TID: 002 REF#: 00000005  
Batch #: 007 10:22:04  
01/17/14



\*\*\*

**AMOUNT \$21.47**  
**TIP \$5.00**  
**TOTAL \$26.47**

APPROVED

AID: A0000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

THANK YOU  
PLEASE COME AGAIN

CUSTOMER COPY

MADISON'S GRILL  
10053-Jasper Ave  
Edmonton, Alberta  
780-401-2222

Server: [REDACTED] 01/17/2014  
Table 34/5 10:20 AM  
Guests: 2 20025

Coffee Tea (2 @3.75) 7.50  
Fruit Salad 8.00  
Latte 4.95

Subtotal 20.45

GST Exclusive Tax 1.02

Total 21.47

**Balance Due \$ 21.47**

GRATUITY : 5.00

TOTAL : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

ROOM #: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

THANK YOU  
Please Come Again Soon  
GS





## Activity Voucher For: 1630 YYC to Banff

**Activity Information:**

Status: Confirmed

Confirmation Number: 45029

Client Name: Carolyn Warren

Activity Date: Saturday, 22 Feb 2014

Pick Up: Calgary Airport

Notes:

Activity Time: 16:30

Please be ready between 16:30 - 16:30 - 16:30

1630 YYC to Banff

Passengers: 1 (ad)

\$56.85

Tax: \$2.42 ✓  
Total: \$56.85

**Booking Information:**

Date Booked: 2014-01-20

Booked By: Laura Vargas

Agent: Laura Vargas

**Payment Information:**

Payment Type	Date	Amount
Discount	2014-01-20	\$8.53
Credit Card	2014-01-20	\$50.74 ✓
Outstanding Balance:		\$0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta Canada

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.

3

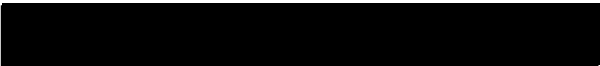


1 800 760 6934

Having problems viewing this email? [View it online here](#)

**Thank you for making us a part of your Canadian Rockies experience.  
Your confirmation details are below.**

**Confirmation Number: E475266      Amount Paid: \$57.75**



**Booking Details**

<b>First Name:</b> Carolyn	<b>Affiliate #:</b>
<b>Last Name:</b> Warren	<b>Ordered By:</b>
<b>Email:</b> <a href="mailto:leanne_carignan@banffcentre.ca">leanne_carignan@banffcentre.ca</a>	<b>Customer Ref:</b>
<b>Phone:</b> 403-431-1323	<b>Promo Code:</b> *****
<b>Country:</b> CAN	<b>Booked By:</b>
	<b>Purchase Date:</b> Jan 27, 2014

Date	Tour Name	Adults	Children	Total
19 Feb 2014	Banff to Calgary Downtown ~ 12:00pm	2 @ \$55.00	0 @ \$27.00	\$110.00
	<b>Operated By Brewster Banff Airport Express</b>			
	Less Promotional Discount: Banff Centre Staff			(55.00)
<b>PICKUP TIME: 11:30 AM - Banff Centre for the Arts    ** Please wait out front of the Professional Development Building (PDC)</b>				
Special Notes: MUST SHOW STAFF ID				

All prices in Canadian dollars

<b><u>Contact Customer Care</u></b>	<b>Tour Services</b>	<b>\$</b>	<b>55.00</b>
	<b>GST</b>	<b>\$</b>	<b>2.75</b>
<b><u>Modify/Cancel Booking Online</u></b>	<b>Total Amount Paid</b>	<b>\$</b>	<b>57.75</b>

**Pickups:** You must be at your pickup location at least 10 minutes prior to departure as the motorcoach will depart promptly at the scheduled time.

**Changes or fully refundable cancellations** for Explore Rockies Tours and Brewster Banff Airport Express can be made up to 90 minutes prior to the start of the tour at [ExploreRockies.com](http://ExploreRockies.com). All other excursions and activities are subject to individual product cancellations and policies noted in the confirmation. For more information, or to change or cancel a booking please contact Explore Rockies at [sightseeing@brewster.ca](mailto:sightseeing@brewster.ca) or by calling 1-800-760-6934.

This booking is subject to the [Terms and Conditions](#) at [www.ExploreRockies.com](http://www.ExploreRockies.com).