

FEB 13 2014

**The Banff Centre**  
inspiring creativity

**Expense Claims Forms**

Date: February 5, 2014

EMPLOYEE# VP 0005 NAME Jill Gardiner Position Board of Gov DEPT President's Office

Mailing Address [REDACTED]

Itinerary and Purpose of Travel: Board of Governors/Banff Centre Foundati on (January 29-31, 2014)

Please leave the colored cells for Financial Services

Rept. no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Code	Activity Locn	Activity Desc	Net Amount	GST Amount	Total Amount
1	1/29/2014	Travel-BOG	3102	2100	890030	800		Allied Limo	\$ 60.72		\$ 60.72
2	1/31/2014	Travel-BOG	3102	2100	890030	800		Surdell Taxi	\$ 43.44		\$ 43.44
3	1/31/2014	Accommodation	3105	2100	890030	800		Hotel Le Germain, Calgary	\$ 305.00		\$ 305.00
4	1/31/2014	Travel-BOG	3102	2100	890030	800		Air Canada flight	\$ 215.25		\$ 215.25
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							\$ -

ENTERED FEB 19 2014

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	2100	Travel				-	-	-
3102	2100	Travel-BOG				319.41	-	319.41
3105	2100	Accommodation				305.00	-	305.00
3106	2100	Meals				-	-	-
3610	2100	Hosting				-	-	-
3611	2100	Hosting-Alcohol				-	-	-
3107	2100	Incidentals				-	-	-
6132	2100	Travel Advance				-	-	-

Travel Advance (positive)	319.41	
		624.41

[REDACTED]

FEB 5/14  
Date

[REDACTED]

FEB 12/14  
Date

[REDACTED]

[REDACTED]

Date

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

2

SURDELL TAXI 093  
12975 84TH AVE V3M1B3  
SURREY BC  
20359703

1111 PURCHASE 1111  
01-31-2014 19:50:30

Name: JILL GARDNER  
A0000000031010 VISA

Trace # 400603 Operator 493  
FB2035970301  
Inv. # 1275  
Auth # 089616 RRN 001535803

Purchase \$36.20  
Tip \$7.24  
Total \$43.44

(00) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

1

ALLIED LING/ASSOCIATED  
307 41 AVENUE NE T2E2N4  
CALGARY AB  
21640631

1111 PURCHASE 1111  
01-29-2014 15:24:33

Name: [REDACTED]  
A0000000031010 VISA

Trace # 020628  
FV2164063157  
Inv. # 2725  
Auth # 030430 RRN 001003699

Purchase \$50.60  
Tip \$10.12  
Total \$60.72

(00) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy



3

# Credit Card Account Details

[FAQs](#) [Print](#)

### Related Services:

[Go to RBC Rewards](#)

[Add Authorized User\(s\)](#)

[Visa Infinite Avion Benefits](#)

**Current Balance:**

**Available Credit ? :**

**Last Statement Balance:**

**Pay Now:**

**Minimum Payment:**

**Last Payment:**

**Previous Statements:**

[View](#)

Select Payment Option

**Continue**

### Authorized Transactions ? : \$343.44 as of February 02, 2014 at 5:28 p.m.

Date	Description	Pending Debits	Pending Credits
[REDACTED]			

### Posted Transactions ?

Date	Description	Debits	Credits
Jan 31, 2014	HOTEL LE GERMAIN-CALGA CALGARY AB	305.00	
[REDACTED]			
Jan 29, 2014	ALLIED LIMOUSINE/ASSOCIATCALGARY AB	60.72	



Booking Reference: **QBQ4S5**

**Customer Care**  
**Air Canada**  
1-888-247-2262  
**Flight Arrivals and**  
**Departures**  
1-888-422-7533

4

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**  
Ms Jill V Gardiner



**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* [Can my booking be changed online?](#)



**Additional passenger information is required**

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC548	<b>Vancouver, Vancouver Int'l (YVR)</b> Fri 24-Jan 2014 16:00 - Terminal M	<b>New York, Newark Int'l (EWR)</b> Sat 25-Jan 2014 00:11 - Terminal A	0	5hr11	<u>319</u>	<u>Tango, A</u>	
AC705	<b>New York, LaGuardia (LGA)</b> Wed 29-Jan 2014 08:45 - Terminal B	<b>Toronto, Pearson Int'l (YYZ)</b> Wed 29-Jan 2014 10:29 - Terminal 1	0	7hr42	<u>E90</u>	<u>Tango, K</u>	

Banff Centre/ Banff Centre Foundation  
Jan 2014 Meeting Expenses  
Jill Gardiner

DATE	DESCRIPTION	AMOUNT
Jan 29, 2014	Taxi (airport to hotel)	\$60.72
Jan 31, 2014	Hotel	\$305.00
Jan 31, 2014	Taxi (airport to condo)	\$43.44
Jan 31, 2014	Flight (Cal to Vcr)	\$215.25
<b>TOTAL</b>		<b>\$624.41</b>

NOTES:

Hotel: Forgot to check out so dont have a receipt - sending page from my visa statement that shows amount.

Flight: Charged for flight 3, plus 1/3 surcharge, plus Cda airport fee, plus ATSC, plus seat charge, plus gst