



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: June 16, 2014

VE-0344 NAME Luke Sunderland
VP

Position Vice President,

Itinerary and Purpose of Travel : Client Event: ASAE, June 5, 2014-Lake Louise, C2 Montreal Conference - May 23, to May 29, 2014

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	5/23/2014	Travel	3101	2100	797999	790	Mileage to Calgary Return (260 km)	\$ 78.00	3.71	\$ 78.00
2	6/5/2014	Travel	3101	2100	797999	790	Mileage to Lake Louise Return (115 km)	\$ 34.50	1.64	\$ 34.50
3	5/23/2014	Meals	3106	2100	797999	790	Snack	\$ 4.39	0.11	\$ 4.50
4	5/23/2014	Meals	3106	2100	797999	790	Snack	\$ 12.20	0.30	\$ 12.50
5	5/25/2014	Meals	3106	2100	797999	790	Snack	\$ 8.37	0.20	\$ 8.57
6	5/26/2014	Meals	3106	2100	797999	790	Dinner	\$ 8.18	0.20	\$ 8.38
7	5/26/2014	Meals	3106	2100	797999	790	Snack	\$ 2.45	0.05	\$ 2.50
8	5/26/2014	Meals	3106	2100	797999	790	Snack	\$ 4.89	0.11	\$ 5.00
9	5/27/2014	Travel	3101	2100	797999	790	Taxi	\$ 8.00		\$ 8.00
10	5/27/2014	Travel	3101	2100	797999	790	Taxi	\$ 20.00		\$ 20.00
11	5/27/2014	Travel	3101	2100	797999	790	Taxi	\$ 12.00		\$ 12.00
12	5/27/2014	Travel	3101	2100	797999	790	Taxi	\$ 50.00		\$ 50.00
13	5/27/2014	Travel	3101	2100	797999	790	Taxi	\$ 15.00		\$ 15.00
14	5/27/2014	Travel	3101	2100	797999	790	Taxi	\$ 14.80		\$ 14.80
15	5/27/2014	Meals	3106	2100	797999	790	Snack	\$ 4.43	0.11	\$ 4.54
16	5/28/2014	Meals	3106	2100	797999	790	Dinner	\$ 22.30	0.68	\$ 22.98
17	5/29/2014	Travel	3101	2100	797999	790	Taxi	\$ 10.00		\$ 10.00
18	5/29/2014	Travel	3101	2100	797999	790	Parking (Airport from May 23 to May 29, 2014)	\$ 114.45	5.45	\$ 114.45
19	5/29/2014	Meals	3106	2100	797999	790	Dinner	\$ 30.26	0.74	\$ 31.00
20	5/29/2014	Travel	3101	2100	797999	790	Fuel			\$ -
21	5/29/2014	Meals	3106	2100	797999	790	Snack	\$ 6.25		\$ 6.25
22	5/29/2014	Meals	3106	2100	797999	790	Lunch	\$ 13.11	0.32	\$ 13.43
23	5/29/2014	Travel	3101	2100	797999	790	Conference Fee	\$ 2,415.00	115.00	\$ 2,415.00
24	5/29/2014	Accommodation	3105	2100	797999	790	Hotel le Germain, Montreal	\$ 742.33	32.86	\$ 779.45
25	5/30/2014	Meals	3106	2101	797999	790	Breakfast	\$ 7.18	0.43	\$ 7.61
26	5/31/2014	Meals	3106	2102	797999	790	Lunch	\$ 25.66	1.78	\$ 27.44
27	6/1/2014	Meals	3106	2103	797999	790	Dinner	\$ 24.35	1.36	\$ 25.71
28	6/2/2014	Meals	3106	2104	797999	790	Breakfast	\$ 7.18	0.43	\$ 7.61
Total Expenses : A								\$ 3,580.56	\$ 158.62	3,739.22

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			345.99	10.16	356.15
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			746.59	32.86	779.45
3106	2100	Meals			181.20	6.82	188.02
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
3120		CONFERENCE			2,300.00	115.00	2,415.00
Total					3,695.28	43.94	3,739.22

Travel Advance (positive)	B	\$		1
	6132-2100	\$		
	A-B	\$		3,739.22

12/6/2014
 Claimant's Signature _____ Date
 Claimant's Supervisor _____ Date
 JUN 17 2014
 Financial Services _____ Date

Return to Requestor _____
 Department _____
 Cost Centre Code _____
 Prepared By _____

ENTERED JUN 17 2014

Reid, Rosalind

From: Sunderland, Luke
Sent: Wednesday, June 11, 2014 3:09 PM
To: [REDACTED]
Subject: Two other expense portions

Mileage

1. Banff to Calgary Airport return
Departure: Friday, May 23rd
Return: Thursday, May 29th *3,53.8 Return KMS*
Round up to 260 @ parking etc.
Km.

2. June 5th
Fairmont Chateau Lake Louise (return)
Client Event: ASAE *114.2 KMS return*
Thank you, *Round up to 115. KM*

Luke
Luke Sunderland
Vice President, Business Development
The Banff Centre
Direct (403) 762-6225
Cell (403) 431-0025
Luke_Sunderland@BanffCentre.ca



BanffCentre.ca
<http://www.banffcentre.ca/>



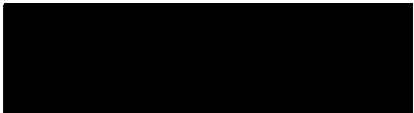
(3)

Hudson News

PO BOX 65
CALGARY, AB
T2E6W5
CANADA

STORE: 00338 REG: 003 CASHIER
CUSTOMER RECEIPT COPY

DARE REALFRUIT MEDLEY
55653218302 1 @ 4.29 4.29
SUBTOTAL 4.29
GOODS AND SERVICES TAX .21
TOTAL 4.50
AMOUNT TENDERED

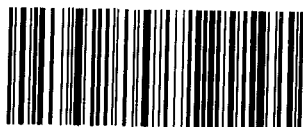


APPROVAL: 046190

TOTAL PAYMENT 4.50
GOODS AND SERVICES TAX ANALYSIS
CODE RATE% TAXABLE TAX
GST 5.00000 4.29 .21
Transaction: 427595 5/23/2014 5:52 PM

Comments/Inquiries? (800)326-7711
or Email comments@hudsongroup.com
Thank You for shopping with us.

*** ONLINE HOLIDAY SALE ***
www.HudsonBooksellers.com
New Deals All Season Long



4275950033800305232014

(3)

Luke Sunderland

HUDSON NEWS
1601 AIRPORT RD. NE LOAD DK
CALGARY, AB, T2E6Z8
403-250-0255

Merchant ID: 17511330029 Ref #: 027
Term ID: 202

Sale



Entry Method: Chip

05/23/14 17:51:31
Inv #: 000027 Appr Code: 046190
Apprvd Batch#: 000167
Total: \$ 4.50

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

Retain this copy for statement verification.

Application Label:
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

Customer Copy

JUGO JUICE Calgary Airport - Departures Gate D

Tbl:0

Ref:409607

Chk:409615

5/23/2014 5:31 pm

Add Wrap/Flatbrd 5.95
.Abundant Acai 5.95

SubTotal 11.90
.GST 0.60

Total 12.50

12.50

Amount Paid 12.50

JUGO JUICE Calgary International Airport
2000 Airport Road NE, Concourse D
Calgary, AB T2E 6W5
Canada

(403) 717-9706

Thanks for visiting Jugo Juice
Please come again

G.S.T. # 808483515RT0001

Proud sponsor of the Scotiabank
Calgary Marathon Jugo Juice 10K

5

Luke Sunderland

Jean Coutu #250
980,rue Ste-Catherine O.
Montreal PQ

PROP:BITAR,SAVOIE-ROSAY
9125-2205 Quebec Inc.
REMBOURSEMENT 30 JOURS AVEC FACTURE

EXCEL MENTHE \$2.47 FP
064900409424
AMANDES SALEES \$4.99 FP
623157000312

SOUS-TOTAL \$7.46
TPS (5%) TAXE \$0.37
TVQ (9.975%) TAXE \$0.74

TOTAL \$8.57

ARRONDISSEMENT \$0.02-

TOTAL ARRONDI \$8.55

ARGENT \$10.00

MONNAIE \$1.45

SAVIEZ-VOUS QU'AVEC AIR MILES VOUS
POUVEZ VOUS RECOMPENSER
INSTANTANEMENT CHEZ JEAN COUTU ?

ADHEREZ AU PROGRAMME AIR MILES
CHEZ JEAN COUTU
DES AUJOURD'HUI ET ACCUMULEZ
DES MILLES DE RECOMPENSE !
1-888-AIR-MILES
WWW.AIRMILES.CA

Lun 14/05/26 19:29:23
0250 004 2798 0430938
SELON POLITIQUE DE RETOUR,514-866-7791
30 DAY REFUND WITH BILL/RETURN POLICY
TPS: 144839941 TVQ: 120 273 6188

SUKIYAKI
977,Ste-Catherine Ouest,Local 207
QUEBEC, H3B 4W3, (514) 985-9287
#TPS: 819671546 RT0001
#TVQ: 1211578838 TQ0001

18:45:17 2014/05/26
TABLE 100 Client 1
FACTURE# 59-0000

1 SUKIYAKI POULET 7.29
Sous-Total 7.29
TPS 0.36
TVQ 0.73

Total 8.38
TOTAL ARRONDI: 8.40
ARGENT: 10.00
CHANGE 1.62
CHANGE ARRONDIE 1.60
Fermer en - ARGENT

TPS: 0.36 \$ TVQ: 0.73 \$

Total : 8.38 \$

PAIEMENT RECU



2014-05-26 18:59:17 MEV:12574601-10092634
SUKIYAKI UN DELICE JAPONAIS
977-R-7, RUE SAINTE-CATHERINE O MONTREAL
C F C P A I R M I L E S C A

7

SUL POSTO

DATE 26/05/2014 LUN
BIG CHOCOLATE \$2.21
SUBTOTAL \$2.21
TPS TX \$0.11
HST TX \$0.18
TOTAL \$2.50
CASH \$20.00
CHANGE \$17.50
REG01

Burgundy Lion

WED 28 MAY 2014

CHECK #855260-1

TABLE #55

CUSTOMER # 1

Personnel

1 FISH CHIPS	\$16.00
1 BURGUNDY LION	\$5.66
SUB-TOTAL	: \$21.66
T.P.S.	\$1.08
T.V.Q.	\$2.16
TOTAL	\$24.90

T.P.S. # 818738759 RT0001
 T.V.Q. # 1213620092 TQ0001

19.24

Time: 20:40 1 CUSTOMER
 2 CHECKS

MERCI DE VOTRE VISITE
 AU PLAISIR DE VOUS REVOIR

YOU HAVE BEEN SERVED

TPS: 1,08 \$ TVQ: 2,16 \$

Total : 24,90 \$

FACTURE ORIGINALE



2014-05-28 20:40:37 MEV:11970501-10486448
 PUB BURGUNDY LION

2496, RUE NOTRE-DAME O MONTREAL

W * * * * * C I - - - * X * X

RECEIPT
GST NO. R122556194

EXIT No. A2
 IN: 05/23/14 17:07
 OUT: 05/29/14 21:45
 DURATION: 6 04: 38
 PAID: \$ 114.45
 (GST INCLUDED)

YOUR VISIT

Calgary International Airport Parkade

==TRANSACTION RECORD==
 =RELEVÉ DE TRANSACTION=

POS28003639 RETLR51322903
 PUB BURGUNDY LION
 2496 RUE NOTRE-DAME O
 MONTREAL , QC

CARD/CARTE: VISA

AID: A0000000031010
 SEQ.: 035 BATCH/LOT: 189
 REFERENCE NB.: 010511
 2014/05/28 20:41:21 CA1

PURCHASE/ACHAT \$24.90
 TIP/POURBOIRE \$3.74
TOTAL \$28.64
 AUTHOR./AUTOR.: 036649

*- 5.60
 = 22.98*

OO APPROVED - THANK YOU

Keep this copy for
 your records.

COPY : CARDHOLDER



DATE: *29/3/14* \$ *10 00*

DE/FROM:

ANTO: *3123*
 N° Vignette / Cum No. N° permis de travail / Work permit No.

NIP
 Sign
 Sign
 5470

*Luke
 Sun 28/05/14*

HMSHOST
MOE'S DELI & BAR
AÉROPORT DE MONTRÉAL

263030

107/1 TPS 1
8621
MAI29'14 4:11PM

EN SALLE

*** SIÈGE 1 ***
1 JUS BAR 3.79
JUS ORANGE
1 PLT FUMÉE VIAN 16.00
FRITE
1 JUS BAR 3.79
JUS ORANGE
23.58 T.P.S. 217010 1.18
23.58 T.V.Q. 217101 2.35
MONTANT DQ \$27.11

SOUS-TOTAL 23.58
23.58 T.P.S. 217010 1.18
23.58 T.V.Q. 217101 2.35
MONTANT DQ \$27.11

-----Imprimé : MAI29 04:33PM-----

TPS: 1.18 \$ TVQ: 2.35 \$
Total : 27.11 \$

FACTURE ORIGINALE



2014-05-29 16:30:44 MEV:12642901-10258257
MOE'S

975-275, BOUL. ROMEO-VACHON DORVAL

→ ← ≥ ≡ ' 7 1 6 2 8 4 7

Be... la

HMSHOST
MOE'S DELI & BAR
AÉROPORT DE MONTRÉAL
FACTURE : 8621
TABLE : 107/1
SERVEUR : 263030-Danielle
DATE : MAI29'14 4:35PM

CODE DAUTORO59431
LUKE SUNDERLAND

TOTAL : 27.11

POURBOIRE/TIP: 4.00

TOTAL : 31.00

CI-DESSUS D'APRÈS LE RECORD
DE LA CARTE DE CRÉDIT.

TPS# 137512901 TVQ# 1019856077

*Removed
By Luke
Sunderland
Fuel/Personal*

JUGO JUICE
43 TARALEA PLACE NE
CALGARY, AB

REPRINT

Term ID: 28803824

Purchase

Entry Method: H

Total: \$ 6.25

2014/05/29 21:26:10

Seq #: 0010471240

Appr Code: 083107

Resp Code: 01/027

A0000000031010
2A 9E D2 0D B2 EA 21 0E
00 00 00 00 00
00 00

**APPROVED
Thank You**

Customer Copy

- IMPORTANT -
retain this copy for your records

S2131

RELAY - PIERRE E TRUDEAU INTERNATIONAL AIRPORT
PIERRE TRUDEAU INTERNATIONAL AIRPORT - D0100D, Departure
Adresse courriel: ADover@1strna.com

Courriel: 514-631-4508 ex Terminal: S2131-002
Date: 05-29-14 Transaction: 0000090316
Heure: 17:37 De reçu #: 42129
TPS #: 821177177 RT0001 Associé: 12967
TVQ #: 1221375161 TQ0001

COMMENTAIRES:

Article/UPC	Qté	\$ Unité	\$ Total
DARE RF GUMMIES TROPICAL 12/1806			
055653218609	1	3,69	3,69 Q
BAW GRMT ALMONDS ROASTED SALTED			
628653000026	1	7,99	7,99 Q

Sous-total: 11,68
TPS (%) 5,000 0,58
TVQ (%) 9,975 1,17
Total Taxes: 1,75
Total: 13,43
Payé: 13,43
Paiement par carte Credit

Montant épargné: 0,00

Merci d'avoir magasiné chez nous
Visitez notre site www.1strna.com

T

CUSTOMER COPY

SLIP # 9831601 TERM 2131LC02
** Purchase **
CAD \$ 13.43

CHIP

DATE 05/29/2014 TIME 17:37:45
RESP 001 ISO 00
AUTH # 023697 REF # 105001001081
AID: A0000000031010
TUR: 0080008000

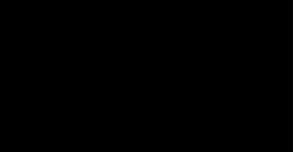
Approved

BY ENTERING A VERIFIED PIN, CARDHOLDER
AGREES TO PAY ISSUER SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S AGREEMENT WITH
CARDHOLDER



HÔTEL LE GERMAIN
MONTRÉAL

Mr LUKE SUNDERLAND



Guest Name :
Company Name : BANFF CENTRE
A/R Number :
Group Name :

Date : 29-05-14
Time : 14:32
Room No. : 1504
Arrival : 26-05-14
Departure : 29-05-14
Conf. No. : 2717952
Page No. : 1 of 1
Invoice :
PO :
Custom Ref. :

INFORMATION INVOICE

Date	Description	Reference	Charges	Credits
26-05-14	Lunch	2120140526222630	36.00	
26-05-14	GST/TPS Resto	2120140526222630	2.07	
26-05-14	PST/TVQ Resto	2120140526222630	4.13	
26-05-14	Lunch	2120140526222630	5.40	
26-05-14	Room Charge		205.00	
26-05-14	Lodging Tax		7.18	
26-05-14	GST/TPS		10.61	
26-05-14	PST/TVQ		21.16	
27-05-14	Room Charge		205.00	
27-05-14	Lodging Tax		7.18	
27-05-14	GST/TPS		10.61	
27-05-14	PST/TVQ		21.16	
28-05-14	Room Charge		205.00	
28-05-14	Lodging Tax		7.18	
28-05-14	GST/TPS		10.61	
28-05-14	PST/TVQ		21.16	
LODGING TAX		21.54		
GST: RT119365591		33.90		
PST:1002762966		67.61		
			Total	0.00
			Balance	779.45 CAD

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.

2050 Rue Mansfield, Montréal (Québec) H3A 1Y9
TEL 514 849-2050 FAX 514 849-1437 1 877-333-2050
www.germainmontreal.com reservations@germainmontreal.com

23

Sunderland, Luke

From: Équipe C2MTL <Info@c2mtl.com>
Sent: Friday, June 13, 2014 1:35 PM
To: Sunderland, Luke
Subject: Registration Confirmed - C2MTL 2015



Dear Luke,

Your registration has been confirmed for the Event C2MTL 2015. Please save this email for future reference.

Name:	Luke Sunderland
Company:	The Banff Centre
Job function:	Vice President Business Development
City:	Banff
Country:	Canada
# in Party:	1-
Venue Address:	Arsenal 2020 Rue William, Montréal, Quebec H3J 1R8
Date:	Tuesday, May 26, 2015 Thursday, May 28, 2015 Add to Calendar
Time:	8:00 AM
Confirmation number:	DBNYBTRMHLJ

To view your online registration confirmation, click the link below. You will be asked to enter the confirmation number shown above.

[Click here to view the event summary](#)

Currently Registered for

Registration Information:

Registration Items

29 MAI 2014 à 12:25

Reçu #09ff

Encaissé par [REDACTED]

TVQ: 1217275616 TQ 0001

TPS/TVH: 829487008 RT 0001

1.15 - 2015 3 DAY	2 415,00
	\$

Total	2
	415,00
	\$

Comprend une taxe de 115,00
\$



4616

2 415,00

\$



© 2014 Square, Inc. Tous droits réservés.

[Politique de confidentialité de Square](#)



25

May 27, 2014 at 12:12PM

Receipt
#0GY5

Collected by [REDACTED]
1 - AM

QST: 1217275616 TQ 0001
GST/HST: 829487008 RT 0001

6.03 - Yogourt, granola et petits fruits	\$6.61
Tip	\$1.00

Total **\$7.61**

Includes \$0.86 Tax



4616

\$7.61



© 2014 Square, Inc. All rights reserved.
[Square Privacy Policy](#)



26

May 27, 2014 at 2:30PM
Collected by [REDACTED]
AM

Receipt
#W3mA

QST: 1217275616 TQ 0001
GST/HST: 829487008 RT 0001

6.33 - Bento **\$23.86**
Tip **\$3.58**

Total **\$27.44**
Includes \$3.11 Tax

 4616 **\$27.44**



© 2014 Square, Inc. All rights reserved.
[Square Privacy Policy](#)



27

27 MAI 2014 à 18:36

Reçu

Encaissé par [REDACTED]

#0qwO

TVQ: 1217275616 TQ 0001

TPS/TVH: 829487008 RT 0001

6.42 - Smoked meat **22,71 \$**

5.91 - Jus divers **3,00 \$**

Total 25,71
\$

Comprend une taxe de 3,35 \$ / 13%



25,71 \$



© 2014 Square, Inc. Tous droits réservés.

[Politique de confidentialité de Square](#)



28

28 MAI 2014 à 11:17

Encaissé par



Reçu

#7U5S

TVQ: 1217275616 TQ 0001

TPS/TVH: 829487008 RT 0001

6.03 - Yogourt, granola et petits **6,61 \$**

fruits

Pourboire **1,00 \$**

Total **7,61**
\$

Comprend une taxe de 0,86 \$



4616

7,61 \$



© 2014 Square, Inc. Tous droits réservés.

[Politique de confidentialité de Square](#)





TD Canada Trust
EasyWeb

Accounts

[Help](#)

Account Activity

[Print this page](#)

TD FIRST CLASS TRAVEL [REDACTED]

Last statement

Note: You are still receiving paper statements for this account. If you would like to change this, [click here](#)

Balance Date: Jun 14, 2014

Payment due date: Jun 25, 2014

Bottom

Posted Date	Description	Debit	Credit	Balance
Jun 03, 2014	CALGARY AIRPORT AUTHORITY CALGARY	114.45		\$10,622.39
Jun 02, 2014	JUGO JUICE CALGARY	6.25		\$10,120.71
Jun 02, 2014	HOTEL LE GERMAIN MONTR MONTREAL	779.45		\$10,114.46
Jun 02, 2014	HMSHOST MONTL AIRPORT DORVAL	31.11		\$9,268.33
Jun 02, 2014	PUB BURGUNDY LION MONTREAL	28.64		\$9,237.22
May 30, 2014	RELAY #2131 DORVAL	13.43		\$9,197.97
May 30, 2014	SQ *C2MTL Montreal	2,415.00		\$9,184.54
May 29, 2014	MONDE RUELE MONTREAL	59.79		\$6,769.54
May 29, 2014	SQ *C2MTL Montreal	7.61		\$6,709.75
May 28, 2014	SQ *C2MTL MONTREAL	25.71		\$6,697.69
May 28, 2014	CAFE SUL POSTO OTTAWA	2.50		\$6,671.98
May 28, 2014	SQ *C2MTL MONTREAL	27.44		\$6,669.48
May 28, 2014	SQ *C2MTL Montreal	7.61		\$6,642.04

