# The Banff Centre inspiring creativity EMPLOYEE#

## **Expense Claims Forms**

Date:

March 11, 2014

NAME

Susan Peterson

Position

DEPT Board of Governors

FIRST MIDDLE LAST

Mailing Address: 700 Sussex Drive, Penthouse One, Ottawa, Ontario K1N 1K4

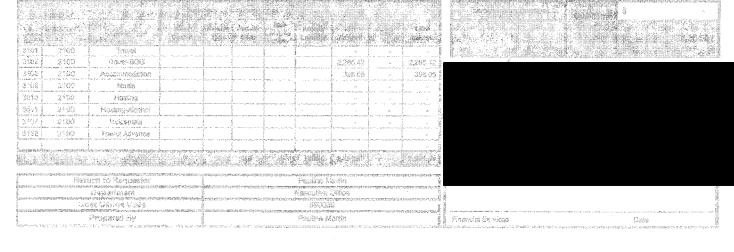
Itinerary and Purpose of Travel: Travel expenses: 1) January 2014 BOG Meeting; 2) Mtg in Montreal with BOG candidate

				·	Please lea	ve the color	ed cells for l	Financial Ser	vices						
topt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub- activity Code	Activity Locn	Description (XX)	, 254	NET nount	GST Amount	Į.,	Total Imount
1	7/7/2014	Travel-BOG	3102	2100	890030	800				Return Air Canada Flight (BOG mtg)		.031.88	150/230	/3\$	2,031.
2	29/01/2014	Travel-BOG	3102	2100	890030	800				Blueline taxi-to Ottawa airport from home (BOG)	\$	46.00		\$	46.
3	31/01/2014	Travel-BOG	3102	2100	890030	800				Taxi from airport to home (BOG)	\$	44.00	ł	\$	44.
4	29/01/2014	Travel-BOG	3102	2100	890030	800				Taxi from airport to hotel (Calgary) (BOG)	\$	46.00	ł	\$	46.
5	29/01/2014	Accommodation	(3105)	2100	890030	800				Hotel Germain (BOG) 318 · c	2\$	396:05	18.03	\$	396.
6	5/2/2014	Travel-BOG	3102	2100	890030	800			Ĺ	taxi from home to train station	\$	10.00	-	\$	10.
7	5/2/2014	Travel-BOG	3102	2100	890030	800				parking (pick up at train station)	\$	12.00	ł	\$	12.0
8	5/2/2014	Travel-BOG	3102	2100	890030	800				taxi - Montreal	\$	10.00		\$	10.0
9	5/2/2014	Travel-BOG	3102	2100	890030	800				train fare (Ottawa-Mtl, return) 58.00	\$	65:54	7.54	\$	65.
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35				2100							40	42	127.2	1)\$	
I		l		2100							<i>Y</i>		d	\$	
										Total Expenses: A	\$ 2.6	61.47	\$ -	2	.661.

Summary by Expense Type						Travel Advance (positive)	6132-2100	. \$ -						
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub- activity Code	Activity Location	NET Amount	GST	Total Amount		A-B	<b>\$</b> 2	.661.4
3101	2100	Travel						-	-	- 1				
3102	2100	Travel-BOG						2,265.42	-	2,265.42				
3105	2100	Accommodation						396.05	-	396.05				
3106	2100	Meals						-	-	-			<del>-//</del>	
3610	2100	Hosting						•	-	-			14	/.
3611	2100	Hosting-Alcohol						-	-	-			Buch	ls //
3107	2100	Incidentals		T				-		-			Theres	<del>///</del>
6132	2100	Travel Advance		1				w42	1 add					,
							24	1040	751	-,				_>
							Total	2,881,47		2.661.47			***************************************	

Return to Requestor	Pauline Martin	Date
Department	Executive Office	9
Cost Centre Code	890030	LAAR 1 3 20)
Prepared By	Pauline Martin	Date

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## Flight Itinerary

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC453	Ottawa, Ottawa Int'l (YOW) Wed 29-Jan 2014 13:00	Toronto, Pearson Int'l (YYZ) Wed 29-Jan 2014 14:18 - Terminal 1	0	7hr27	<u>E90</u>	<u>Latitude,</u> B	
AC125	Toronto, Pearson Int'l (YYZ) Wed 29-Jan 2014 16:00 - Terminal 1	<b>Calgary (YYC)</b> Wed 29-Jan 2014 18:27	0		<u>320</u>	<u>Latitude,</u> B	F
AC124	<b>Calgary (YYC)</b> Fri 31-Jan 2014 18:00	Ottawa, Ottawa Int'l (YOW) Fri 31-Jan 2014 23:59	0	3hr59	<u>E90</u>	<u>Latitude</u> , B	F

F: <u>Food for purchase on board</u> All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

## **Passenger Information**

1: Mrs Susan Daquino : Adult (16+), Ticket Number: 0142129431393						
Air Canada - Aeroplar :		Meal Preference :	None			
Payment Card:		Special Needs:	None			
Seat Selection:	AC453 <b>1A</b> , AC125 <b>1D</b> , AC124 <b>1A</b>	•				

## **Purchase Summary**

Grand Total - Canadian dollars	\$2031.88
Number of passengers	1
Total airfare and taxes before options (per passenger)	2031.88
Air Travellers Security Charge (ATSC)	14.25
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	230.13
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Taxes, Fees and Charges  Canada Airport Improvement Fee	54.00
Surcharges	46.00
Return Flight - <u>Latitude</u>	843.00
Departing Flight - <u>Latitude</u>	843.00
Air Transportation Charges	
Passenger Type	Adult
Fare Summary	

## **Payment Information**

Amount paid: **\$2031.88**The following charges (tax inclusive) will appear on your credit or debit card statement:

BLUELINE Job#
RECEIPT FOR CAB FARE
Amount 6.00 # Date 29/1/14
from How housedowne
To Ottowa singust
Cab No. Driver
H.S.T. Included in meter fare  VISA  CONTROL OF THE PROPERTY O

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RECEIPT / REÇU  Amount/Montant  Prom/De:  To/a:  To/a:  To/a:  RECEIPT / REÇU  Date:  Amount/Montant  Date:  Amount/Montant  Date:  Amount/Montant  Date:  Amount/Montant  Date:  Amount/Montant  Date:  Amount/Montant  Date:  Da
Taxi #:

ASSOCIATED CAB ALTA LTD 307 - 41 AVE NE (403) 299-1111 INSIST ON THE PROFESSIONALS

DATE: PICK-UP TIME: DROP-OFF TIME TRIP ID: LOCATION: CAR NUMBER:	2014/01/29 19:13 19:36 073000-450241 <u>0370</u> 7
AUTH:	PAY OK

OK 10

FARE (\$): 42.00 EXTRA (\$): 0.00 SUBTTL (\$): 42.00

TIP (\$):

TOTAL (\$): 46.00

FOR ONLINE TAXI BOOKINGS VISIT OUR WEBSITEGHWW ASSOCIATEDCAB CA COLCONY COLONIAL CUSTOMER'S COPY LOTEL





Ms SUSAN DAQUINO

**CANADA** 

DATE: 01-30-14 TIME: 0311

11:23

ROOM: **ARRIVAL:** 

01-29-14

**DEPARTURE: CONF. NO.:** 

01-30-14 2634091

**PAGE:** 

1 of 1

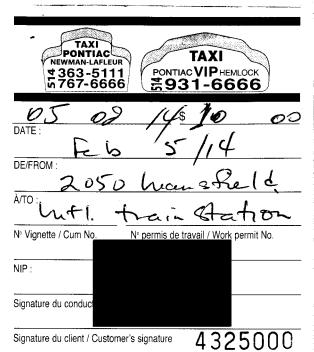
## **CUSTOM REF:**

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-29-14	Room Charge		350.10	
01-29-14	DMF - Destination Marke	eting Fe	10.50	
01-29-14	Alberta Tourism Tax		14.42	
01-29-14	GST		18.03	
01-30-14	Breakfast Charge	Room# 0311 : CHECK# 5687	3.00	
01-30-14				396.05
		TOTAL	396.05	396.05
		BALANCE	0.00 C	AD

**DMF** 10.50 GST: 848120796 18.03 ATT 14.42

> 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.





ISA	Master	AMERIC EXPRI

ER REÇU -	RECEIP	T
05/02/2019	•	I.P.S. & T.V.Q. incluse
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TVQ/QSTCHAMPLAIN TAXIS FAX: (5 ADMINISTRATION: (514) 273-3377	14) 273-4445 Sign Driv	ature du chauffeur er's signature

METROPOLITAN PARKING

VIA RAIL OTTAWA RECEIPT/RECU C2:

Station

ENTRY/ENTREE: 02/05/14 09:31

EXIT/SORTIE:

02/05/14

16:54 PARK-DUR: D:HH:MM

DUR-STAT: J:HH:MM

0:07:23

AMOUNT/MONTANT:

CAD 12.00



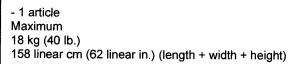
**PAYMENT / DATEMENT** •



HST Included THANK YOU TVH Inclue MERCI ET A BIENTOT TEL: 877-775-0013 HST/TVH 103653531

OR





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 article weighing more than 50 lb. is not allowed on board.

## Checked baggage

No checked baggage.

\*VIA Rail reserves the right to weigh, strictly enforce baggage allowances and collect excess baggage charges.

## **CONDITIONS OF CONTRACT**

- Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
  You must advise VIA Rail of any ticket cancellation prior to the scheduled departure of your
  train. You may exchange or refund your cancelled ticket up to one (1) year after purchase,
  subject to the conditions of your fare plan.
- For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
- 3. Your ticket receipt is required for all exchanges or refunds.
- Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
- 5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
- 6. 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.

#### RECEIPT

#### FARE INFORMATION

SUSAN DAQUINO (Adult) \$65.5

**FARE:** \$58.00 **G.S.T/H** 

G.S.T/H.S.T.: \$7.54 P.S.T.: \$0.00 TOTAL: \$65.54

## **TAX INFORMATION**

Taxable fare: \$58.00

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

AUTHORIZATION # 094354

TRANSACTION DATE: 01/16/2014

Subject: SUSAN DAQUINO: Your VIA itinerary and receipt for booking BRP543

Date: Thursday, 16 January, 2014 3:31:40 PM Eastern Standard Time

From: VIA Rail Canada

To:



# BOOKING CONFIRMATION - NOT VALID FOR TRAVEL

Thank you for choosing VIA Rail Canada.

Agency: PERFORMANCE TRAVEL SOLUTIONS

**BOOKING CONFIRMATION: BRP543** 

**SUSAN DAQUINO** 

**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 32 | info

From: OTTAWA Wed. Feb 5, 2014 Departure: 09:55 AM

To: MONTRÉAL Wed. Feb 5, 2014 Arrival: 11:48 AM

Class: Economy - Escape fare Car: 3 Seat: 9B Aisle

Remarks: Operated by: VIA Rail Canada.

## ITINERARY # 2

#### TRAIN 57 | info

From: MONTRÉAL Wed. Feb 5, 2014 Departure: 15:00 PM

To: OTTAWA Wed. Feb 5, 2014 Arrival: 16:49 PM

Class: Economy - Escape fare Car: 3 Seat: 10C Aisle

Remarks: Operated by: VIA Rail Canada.

## **BAGGAGE ENTITLEMENT\***

#### Carry-on baggage

**OPTION 1** 

- 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.