

JUL - 4 2018

**EXPENSE CLAIM FORM**  
**BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF**  
**DIRECTORS OF THE BANFF CENTRE FOUNDATION**  
*(Regular Board and Committee meeting related expenses only)*

DATE June 19, 2018

VENDOR/STAFF# (as applicable) [REDACTED] NAME (Claimant/Payee) Carolyn Campbell DEPT Board of Governors

Permanent Mailing Address [REDACTED]

Itinerary and business rationale for expense: Board of Governors meetings: in Banff February 2018, in Winnipeg May 2018

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	2/14/2018	3102	2100	890030	800				TGE	round trip car travel to Banff (836km@46.5 cents)	\$370.22	\$ 18.52	\$ 388.74
2	2/14/2018	3102	2100	890030	800				TGE	round trip airfare Edmonton-Winnipeg	\$183.25	\$ 9.16	\$ 192.41
3	5/21/2018	3102	2100	890030	800				TGE	airline bag check	\$ 25.00	\$ 1.25	\$ 26.25
4	5/25/2018	3102	2100	890030	800				TGE	airline bag check	\$ 25.00	\$ 1.25	\$ 26.25
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										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
<b>Total Expenses : A</b>											<b>603.47</b>	<b>30.18</b>	<b>\$ 633.65</b>

GL Codes Summary (please summarize by unique GL string) - DO  
 NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				603.47	30.18	\$ 633.65
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 603.47</b>	<b>\$ 30.18</b>	<b>\$ 633.65</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 633.65

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

Return to Requestor (RTR) [REDACTED] Mail to Claimant [REDACTED]

Requestor Name (if RTR) [REDACTED]

Requestor Dept (if RTR) [REDACTED]

Prepared by (if not Claimant) [REDACTED]

**EXPENSE CLAIM FORM**  
**BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF**  
**DIRECTORS OF THE BANFF CENTRE FOUNDATION**  
*(Regular Board and Committee meeting related expenses only)*

DATE September 12, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Carolyn Campbell

DEPT Board

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Board meeting expenses\_July 2018

If non-employee, describe Banff Centre involvement

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/07/18	3102	2100	890030	800				TGE	Taxi (from Residence to Edmonton Airport)	\$ 59.53	\$ 2.57	\$ 62.10
2	18/07/18	3102	2100	890030	800				TGE	Airfare one way from Edmonton to Calgary ( Air Canada flight)	\$ 223.78		\$ 223.78
3	18/07/18	3102	2100	890030	800				TGE	Transfer from Calgary airport to Banff Centre (Banff Airporter)	\$ 74.01	\$ 3.35	\$ 77.36
4	18/07/22	3102	2100	890030	800				TGE	Mileage (from Banff Centre to Residence, 418km @ \$0.475/km)	\$ 198.55		\$ 198.55
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
<b>Total Expenses : A</b>											<b>555.87</b>	<b>5.92</b>	<b>\$ 561.79</b>

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				555.87	5.92	\$ 561.79
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 555.87</b>	<b>\$ 5.92</b>	<b>\$ 561.79</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 561.79

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

Return to Requestor (RTR)		Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		
Prepared by (if not Claimant)		