

EXPENSE CLAIM FORM - VP - DINERS

DATE November 4, 2016

VENDOR/STAFF#
(as applicable)



NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST

MIDDLE

LAST

Permanent Mailing Address:

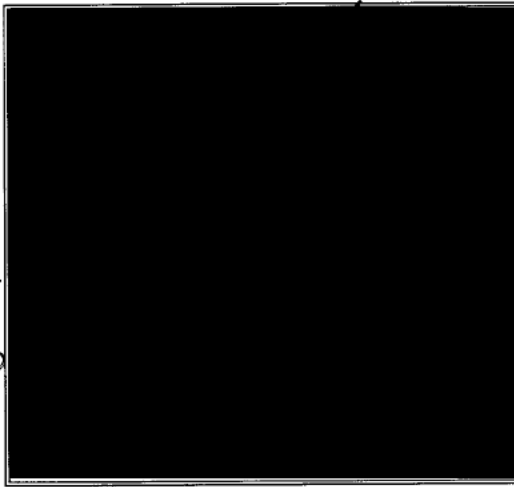
Itinerary and Purpose of Travel/Expense: UAPP meeting (Oct 17/16, Edmonton)

Rcpt 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	10/17/2016	Travel-Meals	3106	2100	890050	800				Lunch - Renaissance Edmonton	226.68 21.78	\$ 0.90	\$ 22.68
2	10/17/2016	Travel-Accomm.	3105	2100	890050	800				Overnight accommodation (Renaissance Edmonton)	\$ 192.82	\$ 9.27	\$ 202.09
3	10/16/2016	Travel-Meals	3106	2100	890050	800				Dinner - Renaissance Edmonton	\$ 43.34		\$ 43.34
4	10/17/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Overnight parking	\$ 14.29	\$ 0.71	\$ 15.00
5			#N/A	2100									\$ -
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A											272.23	9.98	283.11

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				14.29	0.71	15.00
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				192.82	9.27	202.09
3106	Travel-Meals	890050	2100	800				65.12	0.90	66.02
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										283.11

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 283.11

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)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not claimant)			

EXPENSE CLAIM FORM - President, VP, Board

DATE November 4, 2016

VENDOR/STAFF# (as applicable) VE 0584 NAME (Claimant/Payee) Bruce Byford Position VP, CFO

FIRST MIDDLE LAST

Permanent Mailing Address: PO Box 1020, Stn #18, Banff AB T1L 1H5

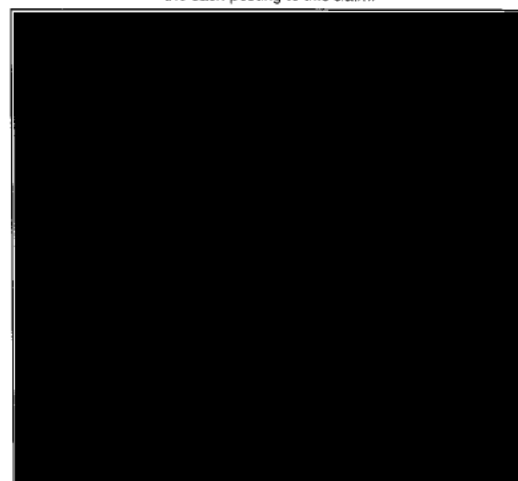
Itinerary and Purpose of Travel/Expense: Advanced Education Meeting (Fri, Oct 14), UAPP Sponsors Meeting (Mon, Oct 17), BC Foundation Meeting (Wed, Oct 26)

Receipt 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	10/14/2016	Travel-Meals	3106	2100	890050	800				Muffin and Coffee	\$ 6.67	\$ 0.33	\$ 7.00
2	10/14/2016	Travel-Meals	3106	2100	890050	800				Coffee	\$ 2.45	\$ 0.13	\$ 2.58
3	10/14/2016	Travel-Meals	3106	2100	890050	800				Dinner	\$ 26.31	\$ 1.14	\$ 27.45
4	10/15/2016	Travel-Meals	3106	2100	890050	800				Breakfast	\$ 8.62	\$ 1.38	\$ 10.00
5	10/15/2016	Travel-Meals	3106	2100	890050	800				Coffee	\$ 2.45	\$ 0.13	\$ 2.58
6	10/15/2016	Travel-Meals	3106	2100	890050	800				Dinner	\$ 20.32	\$ 1.02	\$ 21.34
7	10/16/2016	Travel-Meals	3106	2100	890050	800				Snack	\$ 5.00	\$ 0.25	\$ 5.25
8	10/17/2016	Travel-Meals	3106	2100	890050	800				Coffee	\$ 2.45	\$ 0.12	\$ 2.57
9	10/26/2016	Travel-Meals	3106	2100	890050	800				Coffee	\$ 2.45	\$ 0.12	\$ 2.57
10	10/26/2016	Travel-Meals	3106	2100	890050	800				Coffee	\$ 2.35	\$ 0.12	\$ 2.47
11			#N/A	2100									\$ -
Total Expenses : A													83.81

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890050	2100	800				-	-	-
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				70.07	4.74	83.81
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
3040	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										83.81

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 83.81

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.



ENTERED NOV 16 2016

Return to Requestor (RTR)	V	Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)		VP, CFO	
Prepared by (if not claimant)			

EXPENSE CLAIM FORM - President, VP, Board

DATE October 5, 2016

OCT 12 2016

VENDOR/STAFF#
(as applicable)

VE-0589

NAME
(Claimant/Payee)

Bruce Byford

Position VP, CFO

FIRST MIDDLE LAST

Permanent Mailing Address: PO Box 1020, Stn #18, Banff AB T1L 1H5

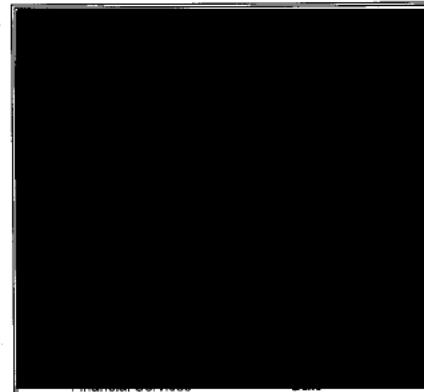
Itinerary and Purpose of Travel/Expense: SBO dinner & meeting in Red Deer (Sept 27-28), COPPOA meeting in Edmonton (Sept 30)

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	09/27/2016	Travel-Accomm.	3105	2100	890050	800				Holiday Inn Express, Red Deer	\$ 110.92	\$ 5.33	\$ 116.25
2	09/27/2016	Travel-Meals	3106	2100	890050	800				SBO Dinner (One Eleven Grill)	\$ 34.32	\$ 1.48	\$ 35.80
3	09/28/2016	Travel-Accomm.	3105	2100	890050	800				Matrix Hotel, Edmonton	\$ 353.50	\$ 17.00	\$ 370.50
4	09/30/2016	Travel-Meals	3106	2100	890050	800				Sesame Snack	\$ 1.05		\$ 1.05
5	09/28/2016	Travel-Meals	3106	2100	890050	800				Dinner (Padmanadi Vegetarian Restaurant)	\$ 25.01	\$ 1.04	\$ 26.05
6	09/28/2016	Travel-Meals	3106	2100	890050	800				Coffee (Chartwells)	\$ 2.45	\$ 0.12	\$ 2.57
7	09/29/2016	Travel-Meals	3106	2100	890050	800				Coffee (Starbucks #4857)	\$ 2.45	\$ 0.12	\$ 2.57
8	09/29/2016	Travel-Meals	3106	2100	890050	800				Lunch (Doan's Vietnamese Noodle House)	\$ 21.20	\$ 0.91	\$ 22.11
9	09/29/2016	Travel-Meals	3106	2100	890050	800				Dinner (Tres Carnales Taqueria)	\$ 20.26	\$ 0.86	\$ 21.12
10	09/30/2016	Travel-Meals	3106	2100	890050	800				Coffee (Starbucks #4857)	\$ 2.45	\$ 0.12	\$ 2.57
11	09/30/2016	Travel-Meals	3106	2100	890050	800				Coffee (Starbucks #5289)	\$ 2.45	\$ 0.12	\$ 2.57
12	09/27/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage (From Banff Centre to Holiday Inn Express Red Deer, 262km x \$0.30)	\$ 78.60	3.74	\$ 78.60
13	09/27/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage (Holiday Inn Express Red Deer to One Eleven Grill - return trip, 5.4km x \$0.30)	\$ 1.62	.07	\$ 1.62
14	09/28/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage (Holiday Inn Express Red Deer to Red Deer College, 2km x \$0.30)	\$ 0.60	.02	\$ 0.60
15	09/28/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage (Red Deer College to Matrix Hotel Edmonton, 154km x \$0.30)	\$ 46.20	2.20	\$ 46.20
16	09/30/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage (Matrix Hotel Edmonton to University of Alberta, 3.8km x \$0.30)	\$ 1.14	.05	\$ 1.14
17	09/30/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage (University of Alberta to Banff Centre, 414km x \$0.30)	\$ 124.20	5.91	\$ 124.20
18	10/03/2016	Other1	1497	2100	890050	800					\$ (69.12)		\$ (69.12)
Total Expenses : A												34.32	786.40

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				240.37	11.99	252.36
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				464.42	22.33	486.75
3106	Travel-Meals	890050	2100	800				111.64	4.77	116.41
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
1494	Other1	890050	2100	800				(69.12)	-	(69.12)
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										786.40

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 786.40

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)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		VP, COO
Prepared by (if not claimant)		

EXPENSE CLAIM FORM - President, VP, Board

DATE January 6, 2017

VE-05824

VENDOR/STAFF#
(as applicable) [REDACTED]

NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST

MIDDLE

LAST

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense:

KPMB meeting (Nov 7), UAPP Board meeting (Dec 7), Meeting with Larry Fichtner (Dec 9), Attend community event as BCCF representative (Dec 11), Mileage claims (Nov 26/15 and Nov 30/15)

Receipt 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	11/07/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Gas (Petro Canada, Burlington, ON)	\$ 10.25	\$ 0.47	\$ 10.72
2	11/07/2016	Travel-Meals	3106	2100	890050	800				Coffee (Starbucks, Burlington, ON)	\$ 2.25	\$ 0.11	\$ 2.36
3	11/07/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Parking	\$ 16.00		\$ 16.00
4	12/07/2016	Travel-Meals	3106	2100	890050	800				2 Coffees (Starbucks, Renaissance YEG)	\$ 4.90	\$ 0.24	\$ 5.14
5	12/09/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Parking in Calgary (meeting with Larry Fichtner)	\$ 4.29	\$ 0.21	\$ 4.50
6	12/11/2016	Other1	3468	2100	890050	800				Life @Altitude (asked to attend as Banff Canmore Community Foundation Representative)	\$ 20.00		\$ 20.00
7	11/26/2015	Travel-General (Pres,VP)	3101	2100	890050	800				Mileage (attend SBO meeting at SAIT, travel from [REDACTED] Calgary, 46.8km @ \$0.30)	\$ 13.37	\$ 0.67	\$ 14.04
8	11/30/2015	Travel-General (Pres,VP)	3101	2100	890050	500				Mileage (travel from [REDACTED] Calgary to Banff Centre to meet with IT, Finance, 280km @ \$0.30)	\$ 80.00	\$ 4.00	\$ 84.00
9			#N/A	2100	890050	500							\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													156.76

ENTERED FEB - 8 2017

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				123.91	5.35	129.26
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				7.15	0.35	7.50
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
3468	Other1	890050	2100	800				20.00	-	20.00
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										156.76

Travel Advance	B	[REDACTED]
Balance Due to Claimant	A-B	\$ [REDACTED] 156.76

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)	V	Mail to Claimant
Requestor Name (if RTR)	[REDACTED]	
Requestor Dept (if RTR)	VP. COO	
Prepared by (if not claimant)	[REDACTED]	

