

MAY - 2 2013



### Expense Claims Forms

Date: April 10, 2013

EMPLOYEE# VE-0312 NAME Carolyn Warren Position VP Arts DEPT Arts Programming

Mailing Address :

Itinerary and Purpose of Travel : CIFAR meeting, community event, Arts Summit flight to Montreal

Please leave the colored cells for Financial Services

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	3/26/2013	Hosting	3610	2100	270900	690				Banff Mineral Springs fundraiser	\$ 160.00	\$ -	\$ 160.00
2	3/19/2013	Travel	3101	2100	270900	690				Flight to Montreal for Arts Summit	\$ 715.74	\$ 35.66	\$ 751.40
3	4/4/2013	Travel	3101	2100	270900	690				Bus to Calgary for CIFAR meeting	\$ 27.00	\$ 1.35	\$ 28.35
4	4/5/2013	Meals	3106	2100	270900	690				Meal for CIFAR meeting VP and DGR	\$ 59.00	\$ 2.60	\$ 61.60
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
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30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
<b>Total Expenses : A</b>											\$ 961.74	\$ 39.61	1,001.35

ENTERED MAY - 8 2013

37.01

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locatio	NET Amount	GST	Total Amount
3101	2100	Travel						742.74	37.01	779.75
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals					61.60	59.00	2.60	61.60
3610	2100	Hosting						160.00	-	160.00
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
<b>Total</b>								961.74	39.61	1,001.35

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	1,001.35

Claimant's Signature: \_\_\_\_\_ Date: April 25, 2013  
 Claimant's Supervisor: \_\_\_\_\_ Date: May 1/13  
 Financial Services: \_\_\_\_\_ Date: MAY 07 2013

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

The Westin Calgary  
320 Fourth Ave SW  
Calgary, AB T2P 2S6  
403-266-1611  
<http://www.starwood.com/>

# WESTIN<sup>®</sup>

HOTELS & RESORTS

Warren, Carolyn	Page Number	1	Invoice Nbr	1000127555
Expedia Direct Connect (room 0)	Guest Number	874521	Arrive Date	04-04-2013
	Folio ID	A	Depart Date	04-05-2013
	No. Of Guest	1		
	Room Number	1018		
	AR Account	8555 - Travelscap e.com Inc- expedia		
	Time	04-06-2013 03:30		

Duplicate Invoice

Tax Identification 861336493RT0004

Date	Reference	Description	Charges	Credits
04-05-2013	1566	Essence Restaurant	\$61.60	
04-05-2013	MC	MasterCard/Euro		\$-61.60
		** Total	\$61.60	\$-61.60
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

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GST Summary

Room	0.00
Food & Beverage	2.60
Telephone	0.00
Other Revenue	0.00
	2.60

Vendor Number 861336493RT0004

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

Signature \_\_\_\_\_



**Diners Club : Statement**

[Close Window](#)

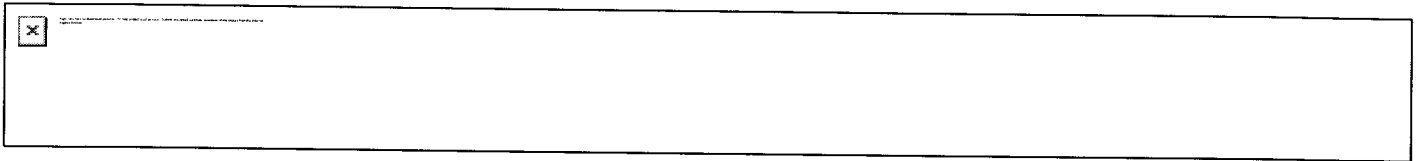
<b>Account Name :</b>	CAROLYN WARREN THE BANFF CENTRE	<b>Currency :</b>	CAD
<b>Card Number :</b>	[REDACTED]	<b>Previous Balance :</b>	\$ 0.00
<b>Statement Date :</b>	28-Mar-2013	<b>Payments :</b>	\$ 0.00
<b>Payment Due Date :</b>	24-Apr-2013	<b>New Transactions :</b>	\$ 160.00
		<b>Balance Due :</b>	\$ 160.00
		<b>Past Due Balance :</b>	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN ACCOUNT NUMBER: [REDACTED]		
26-Mar-2013	MINERAL SPRINGS HOSPIT,BANFF,AB,CAN	\$ 160.00 /	800172181073
	TOTAL PURCHASE CREDITS [REDACTED]	\$ 0.00	
	TOTAL PURCHASE DEBITS X [REDACTED]	\$ 160.00	

## Christopher, Lisa

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**From:** Explore Rockies <sightseeing@brewster.ca>  
**Sent:** Tuesday, April 02, 2013 4:42 PM  
**To:** Christopher, Lisa  
**Subject:** Explore Rockies Confirmation and Receipt



Having problems viewing this email? [View it online here](#)


**Thank you for making us a part of your Canadian Rockies experience.  
Your confirmation details are below.**

**Confirmation Number: E409607      Amount Paid: \$28.35**

**Paid By:** 

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### Booking Details

<b>First Name:</b>	<b>Carolyn</b>	<b>Affiliate #:</b>	
<b>Last Name:</b>	<b>Warren</b>	<b>Ordered By:</b>	
<b>Email:</b>	<a href="mailto:lisa_christopher@banffcentre.ca">lisa_christopher@banffcentre.ca</a>	<b>Customer Ref:</b>	<b>Must staff id card banff centr</b>
<b>Phone:</b>		<b>Promo Code:</b>	<b>*****</b>
<b>Country:</b>	<b>CAN</b>	<b>Booked By:</b>	<b>erdcaleb</b>
		<b>Purchase Date:</b>	<b>Apr 02, 2013</b>

Date	Tour Name	Adults	Children	Total
04 Apr 2013	Banff to Calgary Downtown ~ 3:45pm	1 @ \$54.00	0 @ \$27.00	\$54.00
	<b>Operated By Brewster Banff Airport Express</b>			
	Less Promotional Discount: Banff Centre Staff			(27.00)
	<b>PICKUP TIME: 03:15 PM - Banff Centre for the Arts</b>			
	<b>the Professional Development Building (PDC)</b>			
	Special Notes: d/o Palliser			

All prices in Canadian dollars

Contact Customer Care

Tour Services \$ 27.00

GST \$ 1.35

Modify/Cancel Booking Online

Total Amount Paid \$ 28.35

**Pickups:** You must be at your pickup location at least 10 minutes prior to departure as the motorcoach will depart promptly at the scheduled time.

**Changes or fully refundable cancellations** for Explore Rockies Tours and Brewster Banff Airport Express can be made up to 90 minutes prior to the start of the tour at [ExploreRockies.com](http://ExploreRockies.com). All other excursions and activities are subject to individual product cancellations and policies noted in the confirmation. For more information, or to change or cancel a booking please contact Explore Rockies at [sightseeing@brewster.ca](mailto:sightseeing@brewster.ca) or by calling 1-800-760-6934.

This booking is subject to the [Terms and Conditions at www.ExploreRockies.com](http://www.ExploreRockies.com).

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**Itinerary/Receipt**

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

AIR CANADA **Booking Information**Booking Reference: **PA74ZR****Customer Care**

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

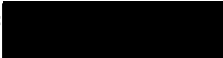
Air Canada  
1-888-247-2262Main Contact:  
Ms Carolyn WarrenFlight Arrivals and Departures  
1-888-422-7533**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC186	Calgary (YYC) Fri 12-Apr 2013 17:25	Montreal, Trudeau (YUL) Fri 12-Apr 2013 23:31	0	4hr06	E90	Tango, G	F
AC187	Montreal, Trudeau (YUL) Thu 18-Apr 2013 14:20	Calgary (YYC) Thu 18-Apr 2013 17:00	0	4hr40	E90	Tango, P	F

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

**Passenger Information**

1: Ms Carolyn Warren : Adult (16+), Ticket Number: 0142119123891

Air Canada - Aeroplan : 

Meal Preference: None

Payment Card: 

Special Needs: None

Seat Selection: None

**Purchase Summary****Fare Summary**

Passenger Type	Adult
Departing Flight - Tango	314.00
Return Flight - Tango	284.00
Surcharges	46.00

**Taxes, Fees and Charges**

Canada Airport Improvement Fee	55.00
Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	2.49
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	35.66
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	751.40
Number of passengers	1
Travel Insurance (declined)	0.00

**Grand Total - Canadian dollars** **\$751.40****Grand Total** **1 adult**Total including travel options, taxes, fees and charges **\$751.40 CAD****Fare Rules**

Departing Flight Calgary (YYC) To Montreal (YUL) - Tango

Return Flight Montreal (YUL) To Calgary (YYC) - Tango

## • Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight