



The Banff Centre  
inspiring creativity

### Expense Claims Forms

Date: February 10, 2015

EMPLOYEE#

VP-0007

NAME

Elmer Hildebrand

Position

DEPT

Board of Governors

Mailing Address

[Redacted]

Itinerary and Purpose of Travel : Board of Governors meeting (January 29-30 2015)

Please leave the colored cells for Financial Services

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	1/19/2015	Travel-BOG	3102	2100	890030	800				Palm Springs-Calgary rtn (US 700.36)	\$ 775.00		\$ 775.00
2	1/28/2015	Travel-BOG	3102	2100	890030	800				Delta Calgary Airport hotel Jan. 28	\$ 309.58	\$ 14.88	\$ 324.46
3	1/29/2015	Travel-BOG	3102	2100	890030	800				car rental Calgary-Banff, rtn	\$ 441.38	\$ 21.99	\$ 463.37
<b>Total Expenses : A</b>											<b>\$ 1,525.96</b>	<b>\$ 36.87</b>	<b>1,562.83</b>

#### Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						1,525.96	36.87	1,562.83
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
<b>Total</b>								<b>1,525.96</b>	<b>36.87</b>	<b>1,562.83</b>

Travel Advance (positive)	B 6132-2100	\$	[Redacted]
	A-B	\$	1,562.83

Return to Requestor	[Redacted]
Department	Executive Office
Cost Centre Code	890030
Prepared By	[Redacted]

Date	
Date	

ENTERED FEB 11 2015

**Expense Claims Forms**

Date: February 10, 2015

EMPLOYEE#

NAME **Elmer Hildebrand**

Position

DEPT **Board of Governors**

Mailing Address [Redacted] LAST

Itinerary and Purpose of Travel: **Board of Governors meeting (January 28-30 2015)**

Please leave the colored cells for Financial Services

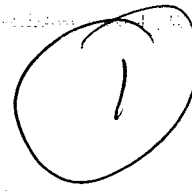
Req. No.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	Description	NET Amount	GST Amount	Total Amount
1	1/19/2015	Travel-BOG	3102	2100	890030	800				Palm Springs-Calgary rtn (US 700 36)	\$ 775.00		\$ 775.00
2	1/29/2015	Travel-BOG	3102	2100	890030	800				Delta Calgary Airport hotel Jan. 28	\$ 309.68	\$ 14.88	\$ 324.48
3	1/29/2015	Travel-BOG	3102	2100	890030	800				car rental Calgary-Banff, rtn	\$ 441.38	\$ 21.90	\$ 463.37
<b>Total Expense: A</b>											<b>\$ 1,525.96</b>	<b>\$ 36.87</b>	<b>1,562.83</b>

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						1,525.96	36.87	1,562.83
3108	2100	Accommodation						-	-	-
3109	2100	Meals						-	-	-
3810	2100	Hoisting						-	-	-
3811	2100	Hoisting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advances						-	-	-
<b>Total</b>								<b>1,525.96</b>	<b>36.87</b>	<b>1,562.83</b>

Travel Advance (positive)	\$ 6132-2100	\$ -
	A-B	\$ 1,562.83

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

[Redacted]	Date
	Feb 10/15
[Redacted]	Date
Financial Services	Date



## eTicket Receipt

Prepared For  
HILDEBRAND/ELMER MR

RESERVATION CODE	ZRDWPQ
ISSUE DATE	19Jan2015
TICKET NUMBER	8382104370814
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
28Jan - 29Jan	WESTJET WS 1473	PALM SPRINGS, CA  Time 8:20pm	CALGARY INTL AB, CANADA  Time 12:29am	Fare Family Plus Seat Number 02D - (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis HT
30Jan	WESTJET WS 1470	CALGARY INTL AB, CANADA  Time 5:30pm	PALM SPRINGS, CA  Time 7:30pm	Fare Family Plus Seat Number 02C - (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis HT

## Allowances

### Baggage Allowance

PSP to YYC - 2 Pieces WESTJET , each piece up to 50 pounds/23kilograms and up to 62 linear inches/158 linear centimeters

YYC to PSP - 2 Pieces WESTJET , each piece up to 50 pounds/23kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

### Carry On Allowances

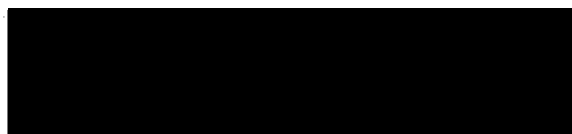
PSP to YYC , YYC to PSP - 1 Piece (WS - WESTJET)

### Carry On Charges

PSP to YYC , YYC to PSP - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment



Fare Calculation Code

ROE1.00 ZPPSPYYC XFPSP4.5

Fare

USD 570.00

Taxes/Fees/Carrier-Imposed Charges

USD 15.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

USD 42.76 US1 (TRANSPORTATION TAX (DOMESTIC))

USD 8.00 ZP (FLIGHT SEGMENT TAX)

USD 5.50 YC (CUSTOMS USER FEE)

USD 7.00 XY (IMMIGRATION USER FEE)

USD 5.00 XA (APHIS USER FEE)

USD 5.60 AY (SEPTEMBER 11TH SECURITY FEE)

USD 10.60 CA2 (AIR TRAVELLERS SECURITY CHARGE)

USD 25.10 SQ (AIRPORT IMPROVEMENT FEE (AIF))

USD 1.30 XG (GOODS AND SERVICES TAX (GST))

USD 4.50 XF (PASSENGER FACILITY CHARGE)

Total Fare

USD 700.36

### Positive identification required for airport check in

Notice:

### Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$88.50 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fares, taxes and fees](#) (Changes and cancellations, baggage, service fees)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without

refunds. To change or cancel your reservation, you can manage your booking online or call 1-800-877-8526



ELMER HILDEBRAND LTD

February 10, 2015

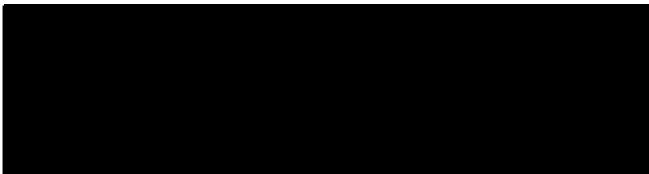
Banff Centre  
Box 1020, 107 Tunnel Mtn Rd.  
Banff, Alberta  
T1L 1H5

RE: MEETINGS JAN 29-30, 2015

*Receipts*

Airfare Palm Springs, CA return	775.00	775.00
\$700.36 U.S. @ 1.15%		
Delta - Calgary Airport	309.58	324.46
Avis	441.38	463.37
		<hr/>
gst	1,525.96	\$1562.83
	<u>76.25</u>	
	1,602.21	
Gst 88944 4261		

*has included GST on \$775 airfare*



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**DELTA**

**CALGARY AIRPORT**

**2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8**

**Tel: 403-291-2600 Fax: 403-250-6121**

Mr Elmer Hildebrandt  
Canada

Room: 605  
Folio: 495435  
Cashier: 138  
Arrival: 01-28-15  
Departure: 01-29-15

Date	Description	Additional Information	Charges	Credits
01-28-15	Room Charge		289.00	
01-28-15	Room Destination Marketing Fee		8.67	
01-28-15	Room Tourism Levy		11.91	
01-28-15	Room GST		14.88	
01-29-15				324.46

Total	324.46	324.46
Balance Due	0.00	CDN

GST Summary	
Reg No:807209770 RT0001	
Room	14.88
F&B	0.00
Other	0.00
<b>Total</b>	<b>14.88</b>

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

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**RECEIPT**

Rental Agreement Number: 957530641  
Vehicle Number: 32647775

**YOUR INFORMATION**

HILDEBRAND, ELMER  
WIZARD NUMBER: LU947Q  
AVIS DISC:  
CANADIAN AUTOMOBILE ASSOC  
PAYMENT METHOD: [REDACTED]

**YOUR RENTAL**

Picked up: YYC  
Date/Time: JAN 29, 2015@08:24AM  
Returned: YYC  
Date/Time: JAN 30, 2015@03:14PM  
Veh Group: Premium SUV-8 Pass  
Veh Charged: Standard SUV-5 Pass  
Vehicle: GMC ACADIA SLT AWD  
Odometer Out: 3159  
Odometer In: 3462  
Fuel Reading: Full

**YOUR VEHICLE CHARGES**

2 DY@ 109.99 219.98  
DISCOUNT 10.0 22.00  
YOUR TIME AND MILEAGE: 197.98

**YOUR TAXABLE FEES**

GST TAX 21.99  
\*\$6/DY FEE 12.00  
\*\*15.61% FEE 57.98  
GAS SVC OPTION 59.60  
LOSS DAMAGE WAIVER: 61.90  
COUNTER PRODUCTS 45.96  
FTP SR\$ 0.75DY\* 1.50  
ENERGY RECOVERY 0.98/DY 1.96  
VEH LIC FEE 2.50

**YOUR SUBTOTAL**  
TAXABLE SUBTOT 441.38  
PST .000% .00

**YOUR NON TAXABLE ITEMS** 12.00

**TOTAL CHARGES** 463.37  
**NET CHARGES** 463.37  
**YOUR TOTAL DUE:** 0.00

[REDACTED]  
\*\*CONCESSION RECOVERY FEE  
\*CUSTOMER FACILITY CHARGE  
\*CUSTOMER FACILITY CHARGE  
\*FTP SUR \$ 5.25 MAX  
FF MLS/PNTS EARNED 500

LDO 1@ 10.99/DY EA= 21.98\*T  
RSN 1@ 11.99/DY EA= 23.98\*T