The Banff Centre
inspiring **creativity**

Expense Claims Forms

Date: February 3, 2014

EMPLOYEE# *VE-0394*

NAME **Gillian Danby**
FIRST   MIDDLE   LAST

Position **VP, CFO**   DEPT **Executive Office**

Mailing Address :

Itinerary and Purpose of Travel : Board of Directors (January 29-30, 2014)

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	1/29/2014	Travel	3101	2100	890050	800				Mileage to Calgary and return (258.12 km)	$ 77.44	3.69	$ 77.44
2				2100									$ -
3				2100									$ -
4				2100									$ -
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							ENTERED FEB 1 2 2014			$ -
18				2100										$ -
19				2100										$ -
20				2100										$ -

Total Expenses : A $ 77.44   77.44

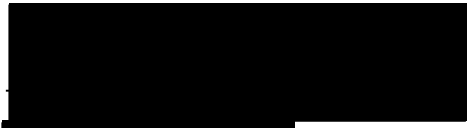## Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel					73.75	77.44	3.69	77.44
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance								-
										-
						Total		77.44		77.44

Travel Advance (positive)	B 6132-2100	$ -
	A-B	$ 77.44

Feb 4/14
Date

FEB 1 1 2014
Date

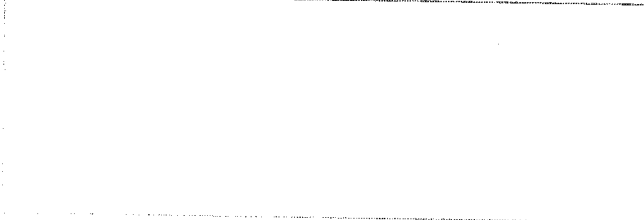| Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	890050
Prepared By	Leanne Carignan

mapquest

Trip to:

899 Centre Street SW

Calgary, AB T2G 1B8
129.06 kilometres / 1 hour 29 minutes
Notes

107 Tunnel Mountain Drive, Banff, AB T1L

1. Start out going **southwest** on **Tunnel Mountain Dr** toward **St Julien Way**. Map	0.01 Km	0.01 Km Total
2. Turn **right** onto **St Julien Way**. Map *Kiln is on the right*	0.2 Km	0.2 Km Total
3. Turn **right** onto **St Julien Rd**. Map	0.5 Km	0.7 Km Total
4. Turn **left** onto **Wolf St**. Map *Wolf St is 0.2 kilometers past Wolverine St* *If you are on Moose St and reach Otter St you've gone about 0.1 kilometers too far*	0.7 Km	1.4 Km Total
5. Turn **right** onto **Lynx St**. Map *Lynx St is just past Marten St* *756067 Alberta Ltd. is on the corner* *If you reach Bow Ave you've gone about 0.1 kilometers too far*	0.1 Km	1.5 Km Total
6. Turn **slight left** onto **Gopher St**. Map *Tim Horton is on the corner*	0.3 Km	1.8 Km Total
7. **Gopher St** becomes **Mt Norquay Rd**. Map	0.7 Km	2.5 Km Total
8. Merge onto **HWY-1 E / Trans Canada Hwy E** toward **Calgary**. Map	114.9 Km	117.4 Km Total
9. Merge onto **Sarcee Trl SW** toward **HWY-2 S**. Map	3.9 Km	121.4 Km Total
10. Turn **left** onto **Bow Trl SW**. Map	5.5 Km	126.9 Km Total
11. **Bow Trl SW** becomes **9 Ave SW**. Map	2.1 Km	129.0 Km Total

12. Turn **left** onto **Centre St SW**. Map

Centre St SW is 0.1 kilometers past 1 St SW
If you are on 9 Ave SE and reach 1 St SE you've gone about 0.1 kilometers too far

0.05 Km
129.1 Km Total

13. **899 CENTRE STREET SW**. Map

If you reach 8 Ave SW you've gone a little too far

899 Centre Street SW, Calgary, AB T2G 1B8