



The Banff Centre  
inspiring creativity

### Expense Claims Forms

Date: June 17, 2014

NAME Jeff Melanson  
President

Position President - visa

VE-0220

Itinerary and Purpose of Travel : Leadership Nouveau Conference and Development Meeting, NYC (Apr. 28-May 2)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	05/02/2014	Accommodation	3105	2100	890900	800	Accommodation for conference and meeting	\$ 2,134.16		\$ 2,134.16
2	05/02/2014	Travel	3106	2100	890900	800	Snacks	\$ 52.86		\$ 52.86
3	05/02/2014	Accommodation	3105	2100	890900	800	Credit to adjust room rate	\$ (390.48)		\$ (390.48)
<b>Total Expenses : A</b>								<b>\$ 1,796.54</b>	<b>\$ -</b>	<b>1,796.54</b>

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			-	-	-
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			1,743.68	-	1,743.68
3106	2100	Meals			52.86	-	52.86
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
<b>Total</b>					<b>1,796.54</b>	<b>-</b>	<b>1,796.54</b>

Travel Advance (positive)	B	\$	
	6132-2100	\$	1,796.54
	A-B	\$	1,796.54

[Redacted Signature] 23-Jun-14  
Claimant's Signature Date

[Redacted Supervisor] 24-Jun-14  
Claimant's Supervisor Date

JUN 25 2014  
Date

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

ENTERED JUN 25 2014

# MODERNE

①

MR Jeffrey Melanson



Arrival 04-28-14  
Departure 05-02-14  
Room No. 202  
Room Type: DLXKG  
CRS No. [REDACTED]  
Folio No. 13005  
Cashier 427  
Invoice No.  
Page No. 1 of 3

## INFORMATION INVOICE

Date	Description	Charges	Payments
04-28-14	Room Charge	369.00	
04-28-14	NYS Sales Tax 8.875%	32.75	
04-28-14	NYC Room Tax 5.875%	21.68	
04-28-14	NYC Occupancy Tax	2.00	
04-28-14	NYC Unit Tax - Javits	1.50	
04-29-14	Room Charge	399.00	
04-29-14	NYS Sales Tax 8.875%	35.41	
04-29-14	NYC Room Tax 5.875%	23.44	
04-29-14	NYC Occupancy Tax	2.00	
04-29-14	NYC Unit Tax - Javits	1.50	
04-30-14	Room Charge	399.00	
04-30-14	NYS Sales Tax 8.875%	35.41	
04-30-14	NYC Room Tax 5.875%	23.44	
04-30-14	NYC Occupancy Tax	2.00	
04-30-14	NYC Unit Tax - Javits	1.50	
05-01-14	Room Charge	469.00	
05-01-14	NYS Sales Tax 8.875%	41.62	
05-01-14	NYC Room Tax 5.875%	27.55	
05-01-14	NYC Occupancy Tax	2.00	
05-01-14	NYC Unit Tax - Javits	1.50	
05-02-14	[REDACTED]		1,891.30
05-02-14	Mini Bar almonds	6.00	
05-02-14	Mini Bar Tax	0.53	
05-02-14	Mini Bar orange juice	4.00	
05-02-14	Mini Bar Tax	0.36	
05-02-14	Mini Bar cranberry	4.00	
05-02-14	Mini Bar Tax	0.36	
05-02-14	Mini Bar coke	4.00	
05-02-14	Mini Bar Tax	0.36	

# MODERNE

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MR Jeffrey Melanson



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Page No. 2 of 3

## INFORMATION INVOICE

Date	Description	Charges	Payments
05-02-14	Mini Bar	diet coke	4.00
05-02-14	Mini Bar Tax		0.36
05-02-14	Mini Bar	pringles	3.00
05-02-14	Mini Bar Tax		0.27
05-02-14	Mini Bar	cookies	3.00
05-02-14	Mini Bar Tax		0.27
05-02-14	Mini Bar	luna bar	6.00
05-02-14	Mini Bar Tax		0.53
05-02-14	Mini Bar	m&ms	3.00
05-02-14	Mini Bar Tax		0.27
05-02-14	Mini Bar	snickers	6.00
05-02-14	Mini Bar Tax		0.53

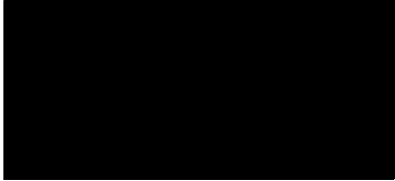


06-05-14	Adj Room Charge		-70.00
06-05-14	NYS Room Tax - Adj.		-6.21
06-05-14	NYC Room Tax - Adj.		-4.11
06-05-14	Adj Room Charge		-100.00
06-05-14	NYS Room Tax - Adj.		-8.88
06-05-14	NYC Room Tax - Adj.		-5.88
06-05-14	Adj Room Charge		-100.00
06-05-14	NYS Room Tax - Adj.		-8.88
06-05-14	NYC Room Tax - Adj.		-5.88
06-05-14	Adj Room Charge		-50.00
06-05-14	NYS Room Tax - Adj.		-4.44
06-05-14	NYC Room Tax - Adj.		-2.94
06-05-14	[REDACTED]	Error to the rates when Reservation was modified. 4 nights were adjusted.	-367.22



# MODERNE

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**INFORMATION INVOICE**

Date	Description	Charges	Payments
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**Balance 0.00**

*Guest Signature*

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



Date Range

May 3, 2014

May 2, 2014

MODERNE HOTEL NEW  
YORK, NY 46.84 USD @  
1.128522

② -\$52.86

MODERNE HOTEL NEW  
YORK, NY 1891.30 USD @  
1.128409

① -\$2,134.16

AIRLINE LIMOUSINE SERV  
WOODBIDGE, ON

-\$68.00

May 1, 2014

QUEENS LIMO INC OZONE  
PARK, NY 300.00 USD @  
1.128433

-\$338.53

NYC TAXI - 7C30  
BROOKLYN, NY 11.12 USD  
@ 1.128597

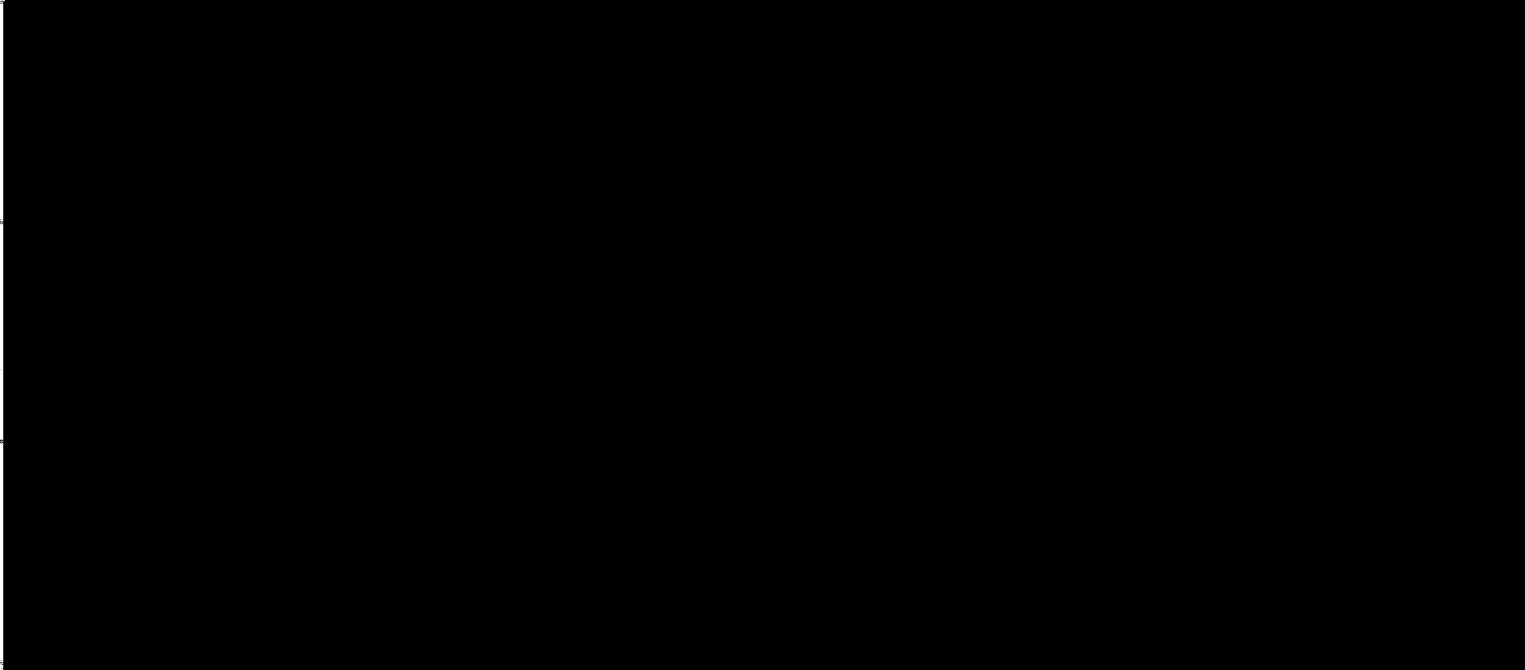
-\$12.55

April 30, 2014



Date Range

May 27, 2014



May 26, 2014

TORONTO RSD - PARKING - \$31.50  
TORONTO, ON

BECK TAXI TORONTO, ON - \$16.75

May 2, 2014

MODERNE HOTEL NEW  
YORK, NY -367.22 USD @  
1.063340

③ \$390.48