



The Banff Centre  
inspiring creativity

### Expense Claims Forms

Date: May 27, 2014

EMPLOYEE# VP-0005

NAME Jill Gardiner

Position Board member

DEPT Board of Governors

Mailing Address [Redacted]

Itinerary and Purpose of Travel : Travel expenses: 1) April 14 BOG Meeting

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	4/12/2014	Travel-BOG	3102	2100	890030	800				rental gas fill	\$ 34.79	1.66	\$ 34.79
2	4/10/2014	Travel-BOG	3102	2100	890030	800				taxi to Vancouver airport	\$ 43.50		\$ 43.50
3	4/28/2014	Travel-BOG	3102	2100	890030	800				taxi from Vancouver airport	\$ 46.80		\$ 46.80
4	4/10/2014	Travel-BOG	3102	2100	890030	800				car rental	\$ 271.19	12.81	\$ 271.19
5	4/10/2014	Travel-BOG	3102	2100	890030	800				airfare Vancouver-Calgary, return	\$ 273.13	13.01	\$ 273.13
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
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15				2100									\$ -
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27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
<b>Total Expenses : A</b>											<b>\$ 669.41</b>	<b>\$ 27.48</b>	<b>669.41</b>

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						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
<b>Total</b>								<b>669.41</b>	<b>27.48</b>	<b>669.41</b>

Travel Advance (positive)	B 6132-2100	\$	1-
	A-B	\$	669.41

**ENTERED MAY 28 2014**

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

[Redacted Signature]

Date: May 27/14

**MAY 27 2014**

Date

Banff Centre/ Banff Centre Foundation  
April 2014 Meeting Expenses  
Jill Gardiner

DATE	DESCRIPTION	AMOUNT
April 10, 2014	Taxi (to Vcr airport)	\$43.50
April 10, 2014	Flight	\$273.13
April 10 - 12, 2014	Car rental	\$271.19
April 12, 2014	Fuel	\$34.79
April 28, 2014	Taxi (from airport)	\$46.80
<b>TOTAL</b>		<b>\$669.41</b>

Boniff Centre

Boniff Centre

Calgary Airport Husk  
9100 Bow Trail NE  
Calgary AB  
(403) 250-8418  
GST # 826570244  
Retailer ID 4714267  
Rct: 8289 1220-3  
Batch: 3217-156

YELLOW CAB CO LTD  
1841 CLARK DR V5L3K9  
VANCOUVER BC  
21150659

PURCHASE

04-10-2014

06:49:27

5746 C  
Card Type: VI

Item	Amount
Pump#	
Eth Regular	\$34.79
27.63 L x	\$1.259/L
AMOUNT	\$34.79
GST (In Pump)	\$1.68

Trace # 800002  
N21154659136

Inv. # 1

HRH 001777002

Auth # 078421

Purchase

\$36.00

Tip

\$7.50

Total

\$43.50

(00) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

2

Approved  
Earn Fuel fast!  
Register today at  
myHuskyRewards.ca

1

BONNY'S TAXI #5  
5525 IMPERIAL STRE V5J1E8  
BURNABY BC  
20988492

PURCHASE

Name: JILL  
A9090000931010

Trace # 780902  
FV2098849201

Operator 602

Inv. # 2  
Auth # 049191

RRH 001673002

Purchase

\$39.00

Tip

\$7.80

Total

\$46.80

(00) APPROVED-THANK YOU

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Boniff Centre

>>Returns<< RA Document 949125564  
RESERVATION # 15492815-CA-20  
CAR# S 2 1 8 4 6 1 1 Car Group E  
WH1 CHRY 8300 RWD AB J36437

GARDINER, JILL

Rate X9I /E 2 DY 3 HR  
0 MI @ .00 =  
3 HR @ 5.33 = 15.99  
2 DY @ 16.00 = 32.00  
0 WK @ =  
0 MD @ 480.00 =

Fred Travel# # [REDACTED]  
FF MILES/POINTS EARNED OVR-

X9I /E 291FM  
Discount 10.0% - = 4.80  
TIME & MILEAGE = 43.19  
COUNTER PRODUCTS + = 65.94  
\* .98/DY ERF + = 2.94  
LDW + = 89.85  
\*46/DY FEE + = 18.00  
\*\*15.61% FEE + = 32.46  
\*ULF-A/C TAX + = 3.75  
FTP SUR \$ 0.75DY/\* 5.25MX = 2.25  
Subtotal = 258.38  
PST/TVP .000% + = 0.00  
GST/TFS 5.00 % + = 12.81  
Total Charges = 271.19  
AMOUNT DUE CV CAD = 271.19

Out CALGARY INTL APO 10APR14/1044  
In CALGARY INTL APO 13APR14/1327  
Miles-Out 4809 Miles-In 5100  
Miles Driven 291 Fuel In 8/8  
Method of pay = CLUB

\*VEHICLE LICENSE FEE/AIR CONDITIONING  
EXCISE TAX RECOVERY \$1.25 PER DAY  
\*CUSTOMER FACILITY CHARGE  
ENERGY RECOVERY FEE  
\*\*CONCESSION RECOVERY FEE

The amount that appears in "Amount Due" has been billed to your VISA Card.  
All charges are subject to audit and change if any errors are found.  
For local inquiries call 403-221 1700. Thank you for renting from Avis.

1043/E5D4/14102/15:27/D

4

Booking Reference: **NRTAJI**

**Customer Care**  
**Air Canada**  
1-888-247-2262  
**Flight Arrivals and**  
**Departures**  
1-888-422-7533

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

**Main Contact:**  
Ms Jill V Gardiner

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Request an upgrade**

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC204	Vancouver, Vancouver Int'l (YVR) Thu 10-Apr 2014 08:00 - Terminal M	Calgary (YYC) Thu 10-Apr 2014 10:26	0	1hr26	E90	Flex, W	

**Passenger Information**

**1: Ms Jill V Gardiner : Adult (16+), Ticket Number: 0142133054582**

Air Canada -  
Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: **AC204 13F**

**Purchase Summary**

**Fare Summary**

Passenger Type **Adult**

**Air Transportation Charges**

Departing Flight - Flex **215.00**

Surcharges **18.00**

**Taxes, Fees and Charges**

Canada Airport Improvement Fee **20.00**

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) **13.01**

Air Travellers Security Charge (ATSC) **7.12**

Total airfare and taxes before options (per passenger) **273.13**

Number of passengers **1**

Travel Insurance (declined) **0.00**

**Grand Total - Canadian dollars** **\$273.13**

**Payment Information**