

AUG 20 2018

**EXPENSE CLAIM FORM**

**BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION**  
*(Regular Board and Committee meeting related expenses only)*

DATE August 13, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Evaleen Jaeger Roy

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: Banff Centre Board meeting expenses\_July 2018

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/07/17	3102	2100	890030	800				TGE	parking at Vancouver airport	\$ 126.04	\$ 5.21	\$ 131.25
2	18/07/17	3106	2100	890030	800				TGE	dinner at Calgary airport (meal only)	\$ 14.28	\$ 0.50	\$ 14.78
3	18/07/17	3102	2100	890030	800				TGE	round trip flights from Vancouver to Calgary (excluding seat selection fee of \$14.00 + GST)	\$ 365.90	\$ 14.40	\$ 380.30
4	18/07/17	3102	2100	890030	800				TGE	round trip from Calgary to Banff by Banff Airporter	\$ 127.60	\$ 6.38	\$ 133.98
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
16													\$ -
17													\$ -
18													\$ -
19													\$ -
20													\$ -
21													\$ -
22													\$ -
23													\$ -
<b>Total Expenses : A</b>											633.82	26.49	660.31

ENTERED AUG 21 2018

634,3425.99

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	05/09/30	890030	800				14.28	0.50	\$ 14.78
3102	05/09/30	890030	800				619.54	25.99	\$ 645.53
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
<b>Total</b>							\$ 633.82	\$ 26.49	\$ 660.31

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 660.31

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash portion to this claim.

Return to Requestor (RTR)		Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		
Prepared by (if not Claimant)		