

JUL 26 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 July 25, 2018

VENDOR/STAFF (as applicable) [Redacted] NAME (Claimant/Payee) Letha MacLachlan

DEPT Board of Governors

Permanent Mailing Address: [Redacted]

Itinerary and business rationale for expense: Board of Governors Meetings in Winnipeg, May 2018

If non-employee, describe Banff Centre involvement:

Rept 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	7/20/2018	3102	2100	890030	800				TGE	Return mileage from Calgary to Banff Centre (264 km @ \$0.465/km)	\$116.91	\$ 5.85	\$ 122.76
2			2100								\$ -	\$ -	\$ -
3			2100								\$ -	\$ -	\$ -
4			2100								\$ -	\$ -	\$ -
5			2100								\$ -	\$ -	\$ -
7			2100								\$ -	\$ -	\$ -
8			2100								\$ -	\$ -	\$ -
9			2100								\$ -	\$ -	\$ -
10			2100								\$ -	\$ -	\$ -
11			2100								\$ -	\$ -	\$ -
12			2100								\$ -	\$ -	\$ -
13			2100								\$ -	\$ -	\$ -
14			2100								\$ -	\$ -	\$ -
15			2100								\$ -	\$ -	\$ -
16			2100								\$ -	\$ -	\$ -
17			2100								\$ -	\$ -	\$ -
18			2100								\$ -	\$ -	\$ -
19			2100								\$ -	\$ -	\$ -
20			2100								\$ -	\$ -	\$ -
21			2100								\$ -	\$ -	\$ -
22			2100								\$ -	\$ -	\$ -
23			2100								\$ -	\$ -	\$ -
24			2100								\$ -	\$ -	\$ -
25			2100								\$ -	\$ -	\$ -
<b>Total Expenses : A</b>											<b>116.91</b>	<b>5.85</b>	<b>\$ 122.76</b>

ENTERED JUL 31 2018

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
	2100								
3102	2100	890030	800				116.91	5.85	\$ 122.76
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 116.91</b>	<b>\$ 5.85</b>	<b>\$ 122.76</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 122.76

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach trip copy

Return to Requestor (RTR) [Redacted] Mail to Claimant [Redacted]

Requestor Name (if RTR) [Redacted]

Requestor Dept (if RTR) [Redacted]

Prepared by (if not Claimant) [Redacted]