

EXPENSE CLAIM FORM - VP - DINERS

DATE January 31, 2017

VENDOR/STAFF#
(as applicable)

VE-0594

NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: CFA forecast dinner (Jan 20)

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	01/19/2017	Travel-Accomm.	3105	2100	890050	800				Overnight Accommodation (International Hotel Calgary) to attend DFA Forecast dinner	\$ 218.52	\$ 10.51	\$ 229.03
2	01/19/2017	Travel-General (Pres,VP)	3101	2100	890050	800				Parking at a hotel	\$ 25.00	\$ 1.25	\$ 26.25
3			#N/A	2100									\$ -
4			#N/A	2100									\$ -
5			#N/A	2100									\$ -
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A											<u>243.52</u>	<u>11.76</u>	255.28

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				25.00	1.25	26.25
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				218.52	10.51	229.03
3106	Travel-Meals	890050	2100	800				-	-	-
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										255.28

Travel Advance	B						
Balance Due to Claimant	A-B	\$					255.28

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

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

EXPENSE CLAIM FORM - VP - DINERS

DATE March 3, 2017

VENDOR/STAFF# (as applicable) VE-0584

NAME (Claimant/Payee) Bruce Byford

Position VP, ADM & CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Banff Centre Foundation Meeting (Jan 24-25, Calgary), SBO meeting (Feb 2 - 3, Calgary)

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/24/2017	Travel-Accomm.	3105	2100	890050	800		Overnight at International Hotel Calgary, to attend Banff Centre Foundation meeting	\$ 218.52	\$ 10.51	\$ 229.03
2	01/24/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Parking at the hotel (International Hotel Calgary)	\$ 31.00	\$ 1.55	\$ 32.55
3	02/02/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Parking at the hotel (Hotel Alma)	\$ 10.00		\$ 10.00
4	02/02/2017	Travel-Accomm.	3105	2100	890050	800		Overnight at Hotel Alma, to attend SBO meeting	\$ 137.47	\$ 6.13	\$ 143.60
5	02/03/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Refund - key deposit	\$ (10.00)		\$ (10.00)
6			#N/A	2100	890050	800					\$ -
7			#N/A	2100	890050	800					\$ -
8			#N/A	2100	890050	800					\$ -
9			#N/A	2100	890050	800					\$ -
10			#N/A	2100	890050	800					\$ -
11			#N/A	2100	890050	800					\$ -
12			#N/A	2100	890050	800					\$ -
13			#N/A	2100	890050	800					\$ -
14			#N/A	2100	890050	800					\$ -
15			#N/A	2100	890050	800					\$ -
Total Expenses : A									386.99	18.19	405.18

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		31.00	1.55	32.55
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		355.99	16.64	372.63
3106	Travel-Meals	890050	2100	800		-	-	-
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		-	-	-
3611	Hosting (Alcohol)	890050	2100	800		-	-	-
6132	Travel Advance	890050	2100	800		-	-	-
	Other1	890050	2100	800		-	-	-
	Other2	890050	2100	800		-	-	-
	Other3	890050	2100	800		-	-	-
Total						386.99	18.19	405.18

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 405.18

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

ENTERED MAR 29 2017

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