

EXPENSE CLAIM FORM - President, VP, Board

DATE April 25, 2017

VENDOR/STAFF# (as applicable) **VE-0584**

NAME **Bruce Byford**
FIRST MIDDLE LAST

Position **VP, ADM & CFO**

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: **SBO Dinner & Meeting (Feb 2 & 3), Lisa Cooke going away party (Mar 2), Banff Centre Foundation dinner & meeting (April 3 & 4)**

Senior Leader retreat (April 24 & 25)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	02/02/2017	Travel-Meals	3106	2100	890050	800		Snack, U of C Bookstore - SBO dinner and meeting	\$ 14.88	\$ 0.74	\$ 15.62
2	02/03/2017	Travel-Meals	3106	2100	890050	800		Coffee, Starbucks Coffee Canada #4273 - SBO dinner and meeting	\$ 2.45	\$ 0.12	\$ 2.57
3	03/02/2017	Hosting	3610	2100	890050	800		Meal, Maclab - Lisa Cooke's going away party - food for various attendees)	\$ 49.67	\$ 2.26	\$ 51.93
4	04/03/2017	Travel-Meals	3106	2100	890050	800		Coffee, Starbucks, Cofee Canada #4457 - Banff Centre Foundation dinner and meeting	\$ 3.00	\$ 0.15	\$ 3.15
5	04/04/2017	Travel-Meals	3106	2100	890050	800		Coffee, Starbucks, Cofee Canada #4734- Banff Centre Foundation dinner and meeting	\$ 2.60	\$ 0.13	\$ 2.73
6	04/04/2017	Travel-Meals	3106	2100	890050	800		Meal (Lunch), Sunshine Vietnamese - Banff Centre Foundation dinner and meeting	\$ 18.20	\$ 0.85	\$ 19.03
7	04/24/2017	Travel-Meals	3106	2100	890050	800		Coffee, Starbucks Coffee Canada #4462 - PSI's Shared Service Data Centre initiative	\$ 2.45	\$ 0.12	\$ 2.57
8	04/24/2017	Travel-Meals	3106	2100	890050	800		Coffee, Brew & Blenz University of Calgary - PSI's Shared Service Data Centre initiative	\$ 2.38	\$ 0.12	\$ 2.50
9	04/24/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Parking at University of Calgary - PSI's Shared Service Data Centre initiative	\$ 6.67	\$ 0.33	\$ 7.00
10	04/24/2017	Travel-General (Pres,VP)	3101	2100	890050	800		Parking at Banff Springs Hotel - Senior Leaders retreat	\$ 23.91	\$ 1.09	\$ 25.00
11			#N/A	2100							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A									130.68	1.42	132.10

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		30.58	1.42	32.00
3102	Travel-General (BDG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		-	-	-
3106	Travel-Meals	890050	2100	800		45.86	2.21	48.17
3107	Travel-Incidentals	890050	2100	800		-	-	-
3610	Hosting	890050	2100	800		49.87	2.26	51.93
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						126.21	5.89	132.10

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 132.10

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 JUN 14 2017

Return to Requestor (RTR)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	VP, Administration and CFO		
Prepared by (if not claimant)	[Redacted]		

RECEIVED

EXPENSE CLAIM FORM - VP - DINERS

DATE June 6, 2017

JUNE 24/17 JUN 12 2017

VENDOR/STAFF# (as applicable)

VC-0584

NAME (Claimant/Payee)

Bruce Byford

Position

VP, ADM & CFO

FIRST

MIDDLE

FINANCIAL SERVICES

Permanent Mailing Address: SBO meeting in Edmonton (April 28), Peter Lougheed Learning Initiative Meeting in Edmonton (May 10)

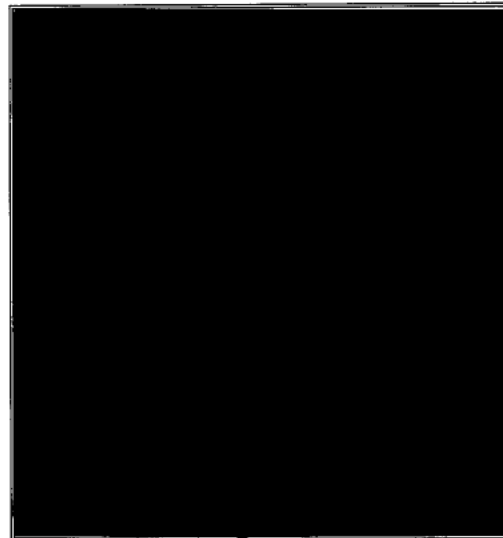
Itinerary and Purpose of Travel/Expense:

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	04/27/2017	Travel-Meals	3106	2100	890050	800		Hampton Inn & Suite by Red Deer - Snack	\$ 4.25	\$ 0.21	\$ 4.46
2	04/27/2017	Travel-Accomn.	3105	2100	890050	800		Hampton Inn & Suite by Red Deer - overnight accommodation	\$ 113.36	\$ 5.45	\$ 118.81
3	05/10/2017	Travel-Meals	3106	2100	890050	800		Lunch - with Bruce/Neil (PLLI meeting with AE in Edmonton)	\$ 76.07	\$ 3.20	\$ 79.27
4			#N/A	2100						1.60	\$ -
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							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses - A											202.54

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890050	2100	800		-	-	-
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		113.36	5.45	118.81
3106	Travel-Meals	890050	2100	800		82.71	3.44	86.15
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						195.49	7.05	202.54

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 202.54

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.



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 May 2, 2017

VE-0584

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Bruce Byford

Position **VP, ADM & CFO**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Banff Centre Foundation dinner / meeting (April 3-4)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	04/03/2017	Travel-Meals	3106	2100	890050	800		Dinner (for Bruce B. [REDACTED] Neil J) - Caesar's	\$ 189.06	7.95 <i>3.97</i>	\$ 197.01
2	04/04/2017	Travel-Accomm.	3105	2100	890050	800		Intenational Hotel Calgary (check in Apr 3 - check out Apr 4)	\$ 116.76	\$ 5.61	\$ 122.37
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							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A										<i>4.58</i>	319.38

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	Gst	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800		-	-	-
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		116.76	5.61	122.37
3106	Travel-Meals	890050	2100	800		189.06 <i>193.04</i>	7.95 <i>3.97</i>	197.01
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						305.82	13.56	319.38

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 319.38

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.



2017

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

RECEIVED

EXPENSE CLAIM FORM - President, VP, Board JUN 12 2017 June 6, 2017

VENDOR/STAFF# (as applicable) VE-0584

NAME (Claimant/Payee) Bruce Byford

FINANCIAL POSITION VP, ADM & CFO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Meeting with [redacted] BCCF (Apr 25), SBO meeting in Edmonton (Apr 28), PLLI meeting with AE in Edmonton (May 10)

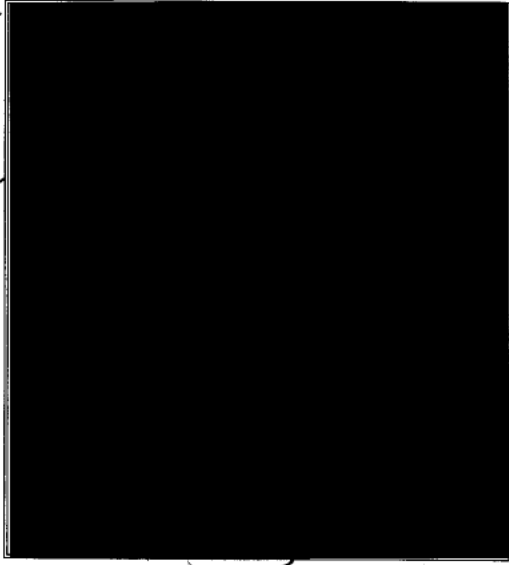
Main expense table with columns: Rpt no., Date, Expense Type, GL Acct, Fund, Cost Centre, Activity Type, Activity Code, Description and Reason, NET Amount, GST Amount, Total Amount. Includes rows for Hosting, Travel-Meals, Travel-General, and Other1.

Total Expenses: A 67.38 1,468.64

GL Code Summary table with columns: GL, Expense Type, Cost Centre, Fund, Activity Type, Activity Code, NET Amount, GST, Total Amount. Includes a handwritten stamp: ENTERED JUN 14 2017 and handwritten numbers 1,401.26 and 67.38.

Summary table with columns: Travel Advance, B, Balance Due to Claimant, A-B, \$ 1,468.64

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.



Return to Requestor (RTR) form with fields: Requestor Name (if RTR), Requestor Dept (if RTR), Prepared by (if not claimant), Mail to Claimant.

EXPENSE CLAIM FORM - President, VP, Board

DATE June 28, 2017

VENDOR/STAFF# (as applicable) **VE-0584**

NAME (Claimant/Payee) **Bruce Byford**

Position **VP, ADM & CFO**

FIRST MIDDLE LAST

Permanent Mailing Address: Advanced Education meeting - PLLI follow up (June 26, Edmonton)

Itinerary and Purpose of Travel/Expense:

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	06/26/2017	Travel-Meals	3106	2100	890050	800		Coffee - Starbucks #23362 (Red Deer)	\$ 2.45	\$ 0.12	\$ 2.57
2	06/26/2017	Travel-General (Pres, VP)	3101	2100	890050	800		Parking - Diamond Parking Service	\$ 30.00	\$ 1.50	\$ 31.50
3	06/26/2017	Travel-Meals	3106	2100	890050	800		Dinner after the meeting at Fairmont Hotel MacDonald (with Janice, Russell, Neil, and Bruce)	\$ 119.16	\$ 5.15	\$ 124.31
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							\$ -
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
14			#N/A	2100							\$ -
15			#N/A	2100							\$ -
Total Expenses : A									151.73	6.65	158.38

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890050	2100	800		30.00	1.50	31.50
3102	Travel-General (BOG)	890050	2100	800		-	-	-
3105	Travel-Accommodation	890050	2100	800		121.73	5.15	-
3106	Travel-Meals	890050	2100	800		124.61	6.27	126.88
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		-	-	-
ENTERED JUN 30 2017								
151.73 6.65								
Total						151.61	6.77	158.38

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 58.38

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.



Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		VP, ADM & CFO
Prepared by (if not claimant)		