

Transaction Search - Company

BMO, 10/01/2023 to 12/31/2023

Company Unit - T&E EXEC

Mapped Cards

Chris Lorway

Posting Date	Supplier		Amount
10/02/2023	Coast Hot Coast Edmont	Travel-Banff Centre Employees	50.2
10/09/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	7.56
10/12/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	9.83
10/16/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	38.44
10/16/2023	Tst-Laolao	Travel-Banff Centre Employees	43.39
10/17/2023	Up Express Pearson Tvm	Travel-Banff Centre Employees	20
10/17/2023	Le Select	Travel-Banff Centre Employees	50.17
10/18/2023	Presto St Andrew Reloa	Travel-Banff Centre Employees	30
10/19/2023	Gare De Lest	Travel-Banff Centre Employees	200.02
10/19/2023	Compass Vending	Travel-Banff Centre Employees	9.55
10/19/2023	Sq Los Amigos Taqueri	Travel-Banff Centre Employees	32.51
10/20/2023	Balzacs Upexpress	Travel-Banff Centre Employees	15.59
10/20/2023	Vijs Restaurant	Travel-Banff Centre Employees	153.72
10/20/2023	Pistachio Sweetery Caf	Travel-Banff Centre Employees	14.36
10/20/2023	Sq Elysian Coffee - B	Travel-Banff Centre Employees	18.9
10/23/2023	The Fairmont Hotel Van	Travel-Banff Centre Employees	59.22
10/23/2023	Hawthorn Restaurant	Travel-Banff Centre Employees	210.42
10/23/2023	Sq Elysian Coffee - B	Travel-Banff Centre Employees	37.12
10/23/2023	The Basic	Travel-Banff Centre Employees	33.08
10/24/2023	Calgary Airport Exit T	Travel-Banff Centre Employees	95.03
10/24/2023	The Burrard	Travel-Banff Centre Employees	1,564.77
11/02/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	18.9
11/13/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	49.39
11/16/2023	Major Tom	Travel-Banff Centre Employees	191.88
11/22/2023	The Banff Centre - Box	Travel-Banff Centre Employees	61.43
11/27/2023	Ls Rosso Coffee Roaste	Travel-Banff Centre Employees	13.45
11/29/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	9.07
11/29/2023	Calgary Airport-Online	Travel-Banff Centre Employees	133.88
12/04/2023	The Banff Centre - Mac	Travel-Banff Centre Employees	38.81

12/07/2023	Eggspectation	Travel-Banff Centre Employees	33.83
12/08/2023	Constantine	Travel-Banff Centre Employees	58.31
12/08/2023	House On Parliament St	Travel-Banff Centre Employees	99.67
12/11/2023	Fairmont Royal York Ho	Travel-Banff Centre Employees	104.41
12/11/2023	Presto Osgoode Stn	Travel-Banff Centre Employees	20
12/11/2023	Sultans Tent	Travel-Banff Centre Employees	88.14
12/12/2023	Uber Trip	Travel-Banff Centre Employees	3
12/12/2023	Uber Canada/Ubertrip	Travel-Banff Centre Employees	11.79
12/12/2023	Good Earth Coffeeshouse	Travel-Banff Centre Employees	13.58
12/12/2023	Uber Trip	Travel-Banff Centre Employees	11.37
12/22/2023	International Society	Travel-Banff Centre Employees	453.42
12/22/2023	International Society	Travel-Banff Centre Employees	1,129.49
12/22/2023	International Society	Travel-Banff Centre Employees	1,133.55
12/22/2023	International Society	Travel-Banff Centre Employees	1,731.25
	Debit Total CAD		8,102.50
	Credit Total CAD		0
	Total CAD		8,102.50

Transaction Search - Company

BMO, 10/01/2023 to 12/31/2023

Company Unit - T&E EXEC

Mapped Cards

Chris Lorway

Posting Date	Supplier	Amount
10/02/2023	Cpa - Virtual Pay Mach	Travel-Banff Centre Employees 15.16
10/12/2023	Other Debits - Statement Fee	Travel-Banff Centre Employees 3
11/14/2023	Other Credits - Statement Fee Adj	Travel-Banff Centre Employees -3
11/14/2023	Other Credits - Statement Fee Adj	Travel-Banff Centre Employees -3
	Debit Total USD	18.16
	Credit Total USD	-6
	Total USD	12.16

EXPENSE CLAIM FORM - President, VP, Board

DATE October 6, 2023

VENDOR/STAFF# (as applicable) _____

NAME (Claimant/Payee) _____

Chris Lorway

Position President and CEO

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Calgary (PwC) -> Edmonton (APSN) -> Calgary (Minister Meeting)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost	Activity	Activity	Description and Reason	NET Amount	GST Amount	Total Amount
1	2023-09-25							Mileage Banff to Calgary - 129 km at \$.52	\$ 67.08		\$ 67.08
2	2023-09-25							The Dorian	\$ 401.57	\$ 16.69	\$ 418.26
3	2023-09-26							Mileage Calgary to Edmonton - 307 km at\$.52	\$ 159.64		\$ 159.64
4	2023-09-27							Uber - Hotel to ASPN Dinner	\$ 13.35	\$ 0.83	\$ 14.18
5	2023-09-28							Uber - ASPN Dinner to Hotel	\$ 13.39	\$ 0.77	\$ 14.16
6	2023-09-28							Mileage Edmonton to Calgary - 307 km at\$.52	\$ 159.64		\$ 159.64
7	2023-09-28							The Dorian	\$ 418.40	\$ 15.58	\$ 433.98
8	2023-09-29							Earls Bankers Hspl - CL Lunch	\$ 17.50	\$ 0.88	\$ 18.38
9	2023-09-289							Mileage Calgary to Banff - 129 km at \$.52	\$ 67.08		\$ 67.08
10				2100							\$ -
11				2100							\$ -
12											\$ -
13											\$ -
14											\$ -
15				2100							\$ -
Total Expenses : A											1,352.40

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
						480.18	1.60	481.78
						-	-	-
						819.97	32.27	852.24
						17.50	0.88	18.38
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						4.75		1,352.40

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,352.40

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)	Amber Ward

EXPENSE CLAIM FORM - President, VP, Board

DATE October 10, 2023

VENDOR/STAFF# (as applicable) _____

NAME (Claimant/Payee) _____

Chris Lorway

Position President and CEO

FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: WAA Seattle - Flight, Hotel and misc.

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	2023-08-09							Flight - YYC to SEA	\$ 379.24	\$ 14.30	\$ 393.54
2	2023-09-08							Sheraton Grand Seattle (USD rate 1.3639 - see attached)	\$ 1,015.26		\$ 1,015.26
3	2023-09-08							Starbucks - CL Breakfast (USD rate 1.3639 - see attached)	\$ 19.09		\$ 19.09
4											\$ -
5											\$ -
6											\$ -
7											\$ -
8											\$ -
9											\$ -
10				2100							\$ -
11				2100							\$ -
12				2100							\$ -
13				2100							\$ -
14				2100							\$ -
15				2100							\$ -
Total Expenses : A											1,427.89

GL Code Summary				
Activity Code	NET Amount	GST	Total Amount	
	379.24	14.30	393.54	
	-	-	-	
	1,015.26	-	1,015.26	
	19.09	-	19.09	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 1,427.89

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.

Requestor Dept (if RTR) _____

Prepared by (if not claimant) _____

Amber Ward

EXPENSE CLAIM FORM - President, VP, Board

DATE December 7, 2023

VENDOR/STAFF# (as applicable) _____

NAME **Chris Lorway**
(Claimant/Payee)
FIRST MIDDLE LAST

Position **President and CEO**

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: Business Travel during the Fall of 2023

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	9/9/2023	Travel-General (Pres,VP)						2 night stay in Calgary to attend Honens then fly to Ontario for donor meetings.	\$ 13.86		\$ 13.86
2	9/9/2023	Travel-General (Pres,VP)						Mileage from Banff to the Dorian Hotel Calgary. 126kmx.525 =	\$ 66.26		\$ 66.26
3	9/25/2023	Travel-General (Pres,VP)						One night stay in Calgary to attend Designed to Disrupt Speaking.	\$ 401.51	\$ 16.69	\$ 418.20
4	9/25/2023	Travel-General (Pres,VP)						Mileage from Banff to the Dorian Hotel Calgary. 126kmx.525 =	\$ 66.26		\$ 66.26
5	9/28/203	Travel-General (Pres,VP)						Mileage from the Dorian Hotel Calgary to the Coast Hotel in Edmonton to attend Advocacy Day. Round Trip 596KM x .525 =	\$ 312.90		\$ 312.90
6	9/28/2023	Travel-General (Pres,VP)						One night stay at the Dorian Hotel in Calgary to attend a meeting with the Minister of Advanced Education. Cost for personal meal was deducted from the total.	\$ 353.90	\$ 12.82	\$ 366.72
7	9/29/2023	Travel-General (Pres,VP)						Mileage from Dorian Hotel Calgary to Banff. 126km x .525 =	\$ 66.26		\$ 66.26
8	11/12/2023	Travel-General (Pres,VP)						One night stay in Calgary to attend a business dinner.	\$ 222.81	\$ 10.71	\$ 233.52
9	11/12/2023	Travel-General (Pres,VP)						Mileage from Banff to the Dorian Hotel Calgary. Round Trip 252kmx.53 =	\$ 133.56		\$ 133.56
10	11/13/2023	Travel-General (Pres,VP)						2 night stay in Calgary to attend National Philanthropy Day Celebration. Personal charges deducted from the total.	\$ 687.84	\$ 21.42	\$ 709.26
11	11/23/2023	Travel-General (Pres,VP)						2 night stay in Calgary to attend the Glenbow Opening and the Barra MacNeils.	\$ 586.73	\$ 24.46	\$ 611.19
12	11/23/2023	Travel-General (Pres,VP)						Mileage from Banff to the Dorian Hotel Calgary. Round Trip 252kmx.53 =	\$ 133.56		\$ 133.56
13											
14											
15											
Total Expenses : A											3,131.55

GL Code Summary				
Activity Code	NET Amount	GST	Total Amount	
	3,045.45	86.10	3,131.55	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
Total	3,045.45	86.10	3,131.55	

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 3,131.55

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 _____

ST