

Transaction Search - Company

BMO, 01/01/2024 to 03/31/2024

Company Unit - T&E EXEC

Mapped Cards

Chris Lorway

Posting Date	Supplier		Amount
01/08/2024	The Banff Centre - Mac	Travel-Banff Centre Employees	51.41
02/14/2024	Teatro	Travel-Banff Centre Employees	34.02
02/14/2024	Teatro	Travel-Banff Centre Employees	144.9
02/15/2024	Major Tom	Travel-Banff Centre Employees	117.5
03/07/2024	The Banff Centre-Box O	Travel-Banff Centre Employees	36.75
03/20/2024	International Society	Travel-Banff Centre Employees	972.57
03/21/2024	Air Can 00144263310987	Travel-Banff Centre Employees	40.95
03/21/2024	Air Can 00142192690705	Travel-Banff Centre Employees	767.46
03/25/2024	The Banff Centre-Box O	Travel-Banff Centre Employees	58.85
	Debit Total CAD		2,224.41
	Credit Total CAD		0
	Total CAD		2,224.41

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BMO, 01/01/2024 to 03/31/2024

Company Unit - T&E EXEC

Mapped Cards

Chris Lorway

Posting Date	Supplier	Amount
01/08/2024	Lincoln Center For The Travel-Banff Centre Employees	70
01/09/2024	Mta Metrocard Machine Travel-Banff Centre Employees	35
	Debit Total USD	105
	Credit Total USD	0
	Total USD	105

EXPENSE CLAIM FORM - President, VP, Board

DATE March 8, 2024

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: Calgary donor meetings, SF Hotel and RCMP background check

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	2024-02-13							Residence Inn Calgary (parking)	\$ 30.00	\$ 1.50	\$ 31.50
2	2024-02-14							Mileage to from Banff - 252 km at \$.052 at \$0.535 = \$134.82	\$ 131.04	\$ -	\$ 131.04
3	2024-02-23							JW Marriott - Taylor Mac and meetings w/Pom Arts \$277.60	\$ 279.67	\$ -	\$ 279.67
4	2024-02-25							Residence Inn Calgary (room and parking)	\$ 278.52	\$ 13.45	\$ 291.97
5	2024-02-26							Mileage to from Banff - 252 km at \$.052 at \$0.535 = \$134.82	\$ 131.04	\$ -	\$ 131.04
6	2024-02-29							RCMP Background Check fee (charitable status)	\$ 40.00	\$ -	\$ 40.00
7											
8											
9											
10											
11											
12											
13											
14											
15											\$910.71
Total Expenses : A											905.22

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
						850.27	14.95	865.22
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						40.00	-	40.00
						-	-	-
						-	-	-
Total						890.27	14.95	905.22

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 905.22

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

US Exchange rate 1.3341

EXPENSE CLAIM FORM - President, VP, Board

DATE January 29, 2024

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: NYC Trip for ISPA, APAP, UTR and Prototype

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1								Airporter - return trip	\$ 180.58	\$ 8.28	\$ 188.86
2								Air Canada - YYC to EWR Return	\$ 835.33	\$ 36.96	\$ 872.29
3								Moxy Hotel - 8 nights (\$2009.35 USD)	\$ 2,680.67	\$ -	\$ 2,680.67
4								Lexington Hotel - 1 night plus dinner (\$295.08 USD)	\$ 393.67	\$ -	\$ 393.67
5								Uber - EWR to Moxy Hotel (\$75.99 USD)	\$ 101.38	\$ -	\$ 101.38
6								Uber - Lexington to EWR (\$112.98 USD)	\$ 150.73	\$ -	\$ 150.73
7								Uber - Moxy Hotel to Irish Arts Center (\$25.19 USD)	\$ 33.61	\$ -	\$ 33.61
8								Shake Shack - CL Dinner (\$14.02 USD)	\$ 18.70	\$ -	\$ 18.70
9								Rosa Mexicana - CL Lunch (\$25.93 USD)	\$ 34.59	\$ -	\$ 34.59
10								Andrews NYC Diner - CL B'fast (\$19.60 USD)	\$ 26.15	\$ -	\$ 26.15
11								Friedmans - CL B'fast (\$42.52 USD)	\$ 56.73	\$ -	\$ 56.73
12								Uber - Moxy Hotel to Lexington Hotel (\$16.99 USD)	\$ 22.67	\$ -	\$ 22.67
13								NYC Taxi - Mark Morris event to Lincoln Center (\$27.24 USD)	\$ 36.34	\$ -	\$ 36.34
14											\$ -
15											\$ -
											4,616.38

GL Code Summary			
	NET Amount	GST	Total Amount
	4,434.97	45.24	4,480.21
	-	-	-
	-	-	-
	136.17	-	136.17
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	571.14	45.24	4,616.38

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 4,616.38

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.



