

JUN 28 2018

**EXPENSE CLAIM FORM**

**BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF  
THE BANFF CENTRE FOUNDATION**

DATE June 7, 2018

(All expenses EXCLUDING regular Board and Committee meetings)

VENDOR/STAFF# (as applicable) \_\_\_\_\_ NAME (Claimant/Payee) **Evaleen Jaeger Roy** *BOG WINNIPEG* DEPT **Board of Governors**

Permanent Mailing Address: \_\_\_\_\_

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

If non-employee, describe Banff Centre involvement \_\_\_\_\_

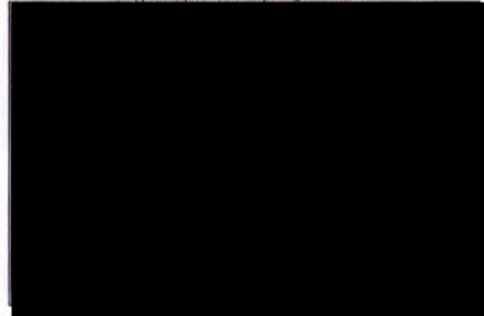
Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	4/5/2018	3102	2100	890030	800				TGE	round trip flights from Vancouver to Winnipeg	\$478.82	\$ 9.69	\$ 488.51
2	5/23/2018	3102	2100	890030	800				TGE	taxi from Winnipeg airport to hotel	\$ 27.56	\$ -	\$ 27.56
3	5/23/2018	3106	2100	890030	800				TGE	personal meal in Winnipeg	\$ 22.20	\$ -	\$ 22.20
4	5/26/2018	3106	2100	890030	800				TGE	bottled water in hotel	\$ 13.56	\$ -	\$ 13.56
5	5/26/2018	3102	2100	890030	800				TGE	limousine service from Winnipeg hotel to airport	\$ 48.30	\$ -	\$ 48.30
6	5/26/2018	3102	2100	890030	800				TGE	train from Vancouver airport to home	\$ 15.00	\$ -	\$ 15.00
8			2100										\$ -
9			2100										\$ -
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23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
<b>Total Expenses : A</b>											<b>605.44</b>	<b>9.69</b>	<b>\$ 615.13</b>

**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
3106	2100	890030	800				35.76		\$ 35.76
3102	2100	890030	800				569.68	9.69	\$ 579.37
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 605.44</b>	<b>\$ 9.69</b>	<b>\$ 615.13</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 615.13

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) \_\_\_\_\_  
 Requestor Name (if RTR) \_\_\_\_\_  
 Requestor Dept (if RTR) \_\_\_\_\_  
 Prepared by (if not Claimant) \_\_\_\_\_