

EXPENSE CLAIM FORM - President, VP, Board

DATE October 23, 2017

VENDOR/STAFF# (as applicable) 22246

NAME Neil Johnston
(Claimant/Payee)

Position VP Development

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Donor meetings in Calgary and Government meeting in Edmonton

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	09/06/2017	Hosting	3610	2100	820130	800	DEV805	Lunch with a donor - Executive Volunteer on a donor meeting with Development Officer [REDACTED]	\$ 79.07	\$ 3.33	\$ 82.40
2	09/12/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Calgary - working meeting with Development Officer [REDACTED] to debrief day's donor meetings	\$ 54.00	\$ 2.70	\$ 56.70
3	09/13/2017	Travel-Meals	3106	2100	820130	800	DEV805	Coffee in Calgary - debrief with Development Officer [REDACTED] following morning donor meeting			\$ 5.11
4	09/13/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in Calgary - overnight in Calgary for donor meetings on Sept 12 and Sept 13			\$ 33.00
5	09/13/2017	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast in Calgary - overnight in Calgary for donor meetings on Sept 12 and Sept 13			\$ 7.56
6	09/14/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Hotel in Calgary - overnight in Calgary for donor meetings on Sept 12 and Sept 13	\$ 288.15	\$ 13.85	\$ 302.00
7	09/26/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from Edmonton airport to government meeting - [REDACTED]			\$ 55.00
8	09/26/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from government meeting to Edmonton airport - [REDACTED]			\$ 48.00
9	09/26/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking at Calgary airport - trip to Edmonton for government meeting - [REDACTED]			\$ 29.35
Total Expenses : A											619.12

+1506
=>\$65.21

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820130	2100	800	DEV805	-	-	165.35
3102	Travel-General (ROG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805	288.15	13.85	302.00
3106	Travel-Meals	820130	2100	800	DEV805	75.154.00	2.70	77.854.00
3107	Travel-Incidentals	820130	2100	800	DEV805	-	-	-
3610	Hosting	820130	2100	800	DEV805	79.07	3.33	82.40
3611	Hosting (Alcohol)	820130	2100	800	DEV805	-	-	-
6132	Travel Advance	820130	2100	800	DEV805	-	-	-
	Other1	820130	2100	800	DEV805	-	-	-
	Other2	820130	2100	800	DEV805	-	-	-
	Other3	820130	2100	800	DEV805	-	-	-
Total						421.22	19.88	619.12

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 627.63 619.12

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 - President, VP, Board

DATE November 16, 2017

VENDOR/STAFF# (as applicable) 22246

NAME
(Claimant/Payee)

Neil Johnston

Position VP Development

FIRST MIDDLE LAST

Permanent Mailing Address: _____

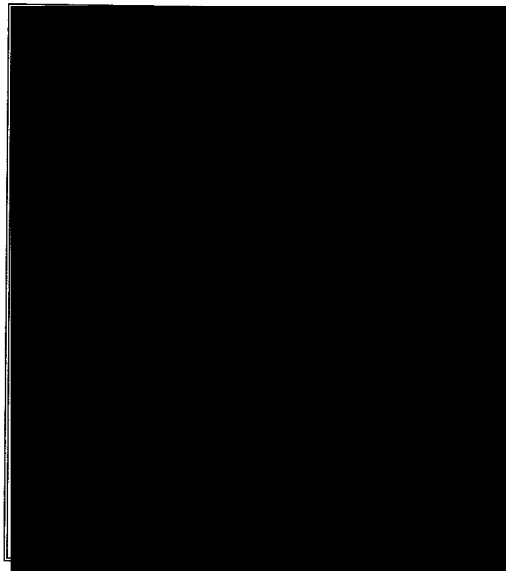
Itinerary and Purpose of Travel/Expense: Banff Centre business in Calgary and Vancouver

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	09/29/2017	Travel-Meals	3106	2100	820130	800	DEV805	Coffee on the late night drive back to Banff after the NMC partnership concert in Calgary - [REDACTED]			\$ 3.55
2	09/29/2017	Travel-Meals	3106	2100	820130	800	DEV805	Working dinner in Calgary with Development officer [REDACTED] to debrief that day's donor meetings	\$ 46.00	\$ 2.30	\$ 55.55
3	09/29/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in downtown Calgary - donor meetings throughout the day			\$ 33.00
4	09/29/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Gas for rental car (no fleet cars available) - trip to Calgary for donor meetings and NMC partnership concert	\$ 27.27	\$ 1.36	\$ 28.63
5	10/04/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	One day car rental (no fleet car available) - trip to Calgary for donor meetings			\$ 73.87
6	10/08/2017	Other1	3740	2100	854020	800		Club Rewards Fee			\$ 99.00
7	10/19/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in Calgary - donor meetings			\$ 21.00
8	10/25/2017	Travel-Meals	3106	2100	820130	800	DEV805	Lunch in Calgary - travel to Calgary for donor meetings	\$ 11.70	\$ 0.59	\$ 12.29
9	10/25/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Travel from donor meeting to Calgary hotel - overnight in Calgary for donor meetings before traveling to Vancouver for donor meetings	\$ 6.10	\$ 0.30	\$ 6.40
10	10/26/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Transit fare from Vancouver airport to downtown Vancouver			\$ 9.10
Total Expenses : A											342.39

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820130	2100	800	DEV805	33.37	1.66	172.00
3102	Travel-General (BOG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805	-	-	-
3106	Travel-Meals	820130	2100	800	DEV805	57.70	2.89	71.39
3107	Travel-Incidentals	820130	2100	800	DEV805	-	-	-
3610	Hosting	820130	2100	800	DEV805	-	-	-
3611	Hosting (Alcohol)	820130	2100	800	DEV805	-	-	-
6132	Travel Advance	820130	2100	800	DEV805	-	-	-
	Other1	820130	2100	800	DEV805	-	-	99.00
	Other2	820130	2100	800	DEV805	-	-	-
	Other3	820130	2100	800	DEV805	-	-	-
Total						91.07	4.55	342.39

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 342.39

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 - President, VP, Board

DATE December 14, 2017

VENDOR/STAFF# (as applicable) 22246

NAME
(Claimant/Payee) Neil Johnston

Position VP Development

Permanent Mailing Address: _____

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense: Travel to Calgary, Vancouver and Toronto for donor meetings

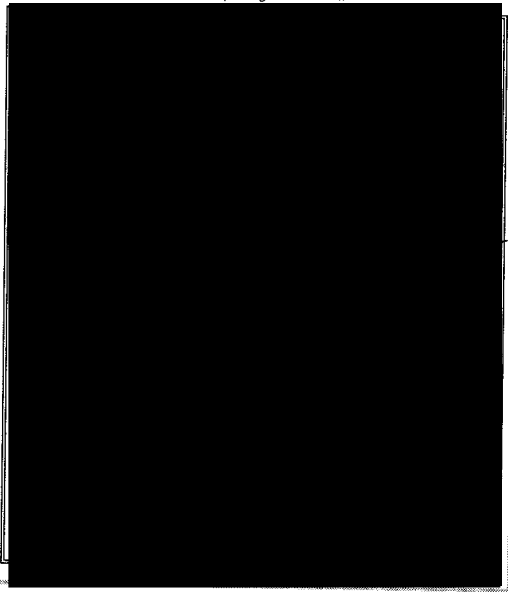
Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	10/25/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV806	Taxi from donor meeting in Calgary to Calgary hotel (overnight in Calgary for donor meetings before traveling to Vancouver for donor meetings)			\$ 7.40
2	10/26/2017	Travel-General (Pres,VP)	3101	2100	820250	800	DEV806	Overnight parking in Calgary (overnight in Calgary for donor meetings before traveling to Vancouver for donor meetings)			\$ 51.45
3	10/26/2017	Hosting	3610	2100	820130	800	DEV805	Dinner with two Banff Centre donors in Vancouver	\$ 151.96	\$ 9.50	\$ 161.46
3	10/26/2017	Hosting (Alcohol)	3611	2100	820130	800	DEV805	Dinner with two Banff Centre donors in Vancouver - alcohol			\$ 75.90
4	10/27/2017	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast in Vancouver (travel to Vancouver for donor meetings)	\$ 7.25	\$ 0.36	\$ 7.61
5	10/27/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking at Calgary airport (travel to Vancouver for donor meetings)			\$ 58.70
6	10/27/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner at Calgary airport (travel to Vancouver for donor meetings)	\$ 15.34	\$ 0.77	\$ 16.11
7	10/27/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Vancouver transit ticket (travel to Vancouver for donor meetings)			\$ 2.80
8	10/28/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Accommodation in Calgary (overnight in Calgary for donor meetings before traveling to Vancouver for donor meetings)	\$ 277.44	\$ 13.34	\$ 290.78
8	10/28/2017	Travel-Meals	3106	2100	820130	800	DEV805	late dinner in Calgary (overnight in Calgary for donor meetings before traveling to Vancouver for donor meetings)	\$ 9.60	\$ 0.40	\$ 10.00
9	10/28/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Accommodation in Vancouver (travel to Vancouver for donor meetings)	\$ 223.46	\$ 10.07	\$ 233.53
10	11/06/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Parking in Calgary (travel to Calgary for donor meetings)			\$ 28.35
11	11/06/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi from one donor meeting to another (travel to Calgary for donor meetings)			\$ 5.20
12	11/07/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Baggage fee (travel to Toronto for donor meetings)	\$ 25.00	\$ 1.25	\$ 26.25
13	11/08/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 22.91
14	11/14/2017	Travel-Meals	3106	2100	820130	800	DEV805	Groceries for breakfast meals while in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 23.91
15	11/08/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Transportation from Toronto airport to downtown (travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 12.35
16	11/10/2017	Hosting	3610	2100	820130	800	DEV805	Donor meeting in Toronto			\$ 15.88
17	11/10/2017	Hosting	3610	2100	820130	800	DEV805	Donor meeting in Toronto			\$ 6.44
18	11/10/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 35.09
19	11/11/2017	Travel-Meals	3106	2100	820130	800	DEV805	Lunch in Toronto ((travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 11.24
20	11/11/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 16.44
21	11/12/2017	Travel-Meals	3106	2100	820130	800	DEV805	Lunch in Toronto ((travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 23.02
22	11/13/2017	Hosting	3610	2100	820130	800	DEV805	Donor meeting in Toronto			\$ 10.18
23	11/13/2017	Hosting	3610	2100	820130	800	DEV805	Donor meeting in Toronto			\$ 13.00
24	11/13/2017	Travel-Meals	3106	2100	820130	800	DEV805	Late lunch in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BftA gala with President & CEO)			\$ 22.91

25	11/13/2017	Hosting	3610	2100	820130	800	DEV805	Hosting for 2 meetings with President & CEO: a donor meeting and an briefing meeting with a new Director prior to meeting with a key donor	\$ 33.00		\$ 64.06
25	11/11/2017	Hosting (Alcohol)	3611	2100	820130	800	DEV805	Hosting at meetings referred to above	\$ 138.00		\$ 156.17
26	11/14/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Baggage fee (travel from Toronto for donor meetings)	\$ 25.00	\$ 1.25	\$ 26.25
27	11/14/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Transit pass - donor meetings in Toronto			\$ 9.00
28	11/14/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BtA gala with President & CEO)			\$ 33.79
29	11/14/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Taxi to and from a donor meeting in Toronto			\$ 36.80
30	11/15/2017	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BtA gala with President & CEO)			\$ 5.93
31	11/15/2017	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Calgary (overnight in Calgary on the way back from Toronto for donor meetings in Calgary the next day)	\$ 24.89	\$ 1.08	\$ 25.97
32	11/15/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	7 nights accommodation in Toronto (travel to Toronto for donor meetings and donor hosting at the 2017 BtA gala with President & CEO)			\$ 2,111.37
33	11/15/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Transportation to Toronto airport (travel to Toronto for donor meetings and donor hosting at the 2017 BtA gala with President & CEO)			\$ 12.35
34	11/16/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Banff Airporter charge - travel from Calgary to Banff (travel to Calgary and Toronto for donor meetings)	\$ 51.99	\$ 2.60	\$ 54.59
35	11/16/2017	Travel-Meals	3106	2100	820130	800	DEV805	Lunch at Calgary airport before returning to Banff after donor meetings	\$ 3.39	\$ 0.17	\$ 3.56
36	11/16/2017	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Car rental for donor meetings in Calgary	\$ 101.07	\$ 5.05	\$ 106.12
37	11/16/2017	Travel-Accomm.	3105	2100	820130	800	DEV805	Accommodation in Calgary (overnight in Calgary on the way back from Toronto for donor meetings the next day)	\$ 186.94	\$ 9.04	\$ 195.98
Total Expenses : A											4,030.85

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820130	2100	800	DEV805			437.61
3102	Travel-General (BOG)	820130	2100	800	DEV805			-
3105	Travel-Accommodation	820130	2100	800	DEV805			2,831.66
3106	Travel-Meals	820130	2100	800	DEV805			258.49
3107	Travel-Incidentals	820130	2100	800	DEV805			-
3610	Hosting	820130	2100	800	DEV805			271.02
3611	Hosting (Alcohol)	820130	2100	800	DEV805			232.07
6132	Travel Advance	820130	2100	800	DEV805			-
	Other1	820250	2100	800	DEV806			-
	Other2	820250	2100	800	DEV806			-
	Other3	820250	2100	800	DEV806			-
Total								4,030.85

Travel Advance	A	
Expenses Due to Claimant	A/B	\$ 4,030.85

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)	