



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: July 2, 2013

EMPLOYEE#

VE-0342

NAME

Carolyn Warren

Position

VP, Arts

DEPT

Executive Office

Mailing Address :

Itinerary and Purpose of Travel : Montreal-Venice - Venice Biennale (May 27-31, 2013)

Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	5/27/2013	Meals	3106	2100	270900	690				Ve.La S.P.A.	\$ 20.47		\$ 20.47
2	5/27/2013	Meals	3106	2100	270900	690				Sapori Venexiani	\$ 57.79		\$ 57.79
3				2100									\$ -
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
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29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 78.26	\$ -	78.26

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						78.26	-	78.26
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								78.26	-	78.26

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	78.26

ENTERED JUN 3 9 2013

Claimant's Signature: [Redacted] Date: July 2, 2013

Claimant's Supervisor: [Redacted] Date: [Redacted]

Financial Services: [Redacted] Date: [Redacted]

Return to Requestor	Leanne Carigann
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carigann

WARREN, CAROLYN

Apr. 29, 2013 - May 28, 2013



PAYMENTS, CREDITS AND ADJUSTMENTS

Trans	Post	Description	Reference	Amount
Apr. 29	Apr. 30	PAYMENT RECEIVED - THANK BANFF AB	3031 009766	-\$160.00
May 15	May 16	PAYMENT RECEIVED - THANK TORONTO ON	0000 009766	-\$1,000.00
May 16	May 17	PAYMENT RECEIVED - THANK TORONTO ON	0000 009766	-\$500.00
May 16	May 17	PAYMENT RECEIVED - THANK TORONTO ON	0000 009766	-\$1,000.00
May 21	May 22	PAYMENT RECEIVED - THANK TORONTO ON	0000 009766	-\$1,000.00
Total Payments, Credits and Adjustments				-\$3,660.00

PURCHASES

Trans	Post	Description	Reference	Amount
May 3	May 6	PAESE RISTORANTE KING TORONTO ON <i>meal</i>	800107719586	\$55.94
May 3	May 6	SASSAFRAZ TORONTO ON <i>meal</i>	800158138090	\$51.07
May 6	May 7	INTERCONTINENTAL TORONTO ON <i>hotel</i>	800102808481	\$730.42
May 27	May 28	VELA S.P.A. VENEZIA ITA	002383948827	\$20.47
		EUR 15.00		
May 27	May 28	SAPORI VENEXIANI VENEZIA ITA	314862962706	\$57.79
		EUR 42.35		
Total Purchases				\$990.23

Your account is one payment past due. Please make payment arrangements.

10 1231 3231-5098
 MASTERCARD *20.47*
 CREDITO *meal*
 ACQUISTO *meal*
 VELA SPA AEROPORTO
 VIALE G.GALILEI, 30/1
 --- COPIA CLIENTE ---
 Eser. 3239920
 A.I.I.C. 00000000070
 Data 27/05/13 Ora 09:14
 TML 32315098 STAN 025801
 Mod. Online B.C. ICC
 AUT. 028469

IMPORTO € 15,00

--- COPIA CLIENTE ---
 TRANSAZIONE ESEGUITA

GRAZIE E ARRIVEDERCI
 UNICREDIT SPA

SAPORI VENEXIANI
 VENEZIA
meal ACQUISTO *2*
 CARTASI
 DATA 27/05/13
 ESERC. *meal*
 ACQ.ID 00000000003
 N.OP.002346 TML 0023399
 STAN 002277 AUT. 028058
 I.C. ICC
 T.C. A88518B8BDCFDAC9
 TCC 0380 CUR 0978
 TVR 000008800
 TT 00 UN C9D0F78
 A.ID A000000001010
 APPL MasterCard
 CVR 030400
 ATC 0006 AR 00
 --- COPIA --- CLIENTE ---
 IMPORTO EUR *57.79*
meal
 TRANSAZIONE ESEGUITA
 BANCO POPOLARE

014311
 BMDCC21100_5288708_001 - 0003578 HRI - -02-02-19-1-