

APR 15 2015

CLAIM FORM
DEPARTMENTAL TRAVEL AND ENTERTAINMENT

DATE April 14, 2015

EMPLOYEE# VP-0009 NAME Bruce Bentley DEPT Pres. Office - Banff Centre Foundation
FIRST MIDDLE LAST

Mailing Address [Redacted]

Itinerary and Purpose of Travel : Bruce Bentley transportation costs to Banff Centre Foundation Directors meeting in Calgary on April 9, 2015

Please leave the colored cells for Financial Services

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	4/8/2015	3102	2100	890030	800	pre809			taxi from airport	\$ 48.00		\$ 48.00
2	4/9/2015	3102	2100	890030	800	pre809			taxi to airport	\$ 45.00		\$ 45.00
3	4/9/2015	3102	2100	890030	800	pre809			airport parking	\$ 43.81	2.19	\$ 46.00
4	3/18/2015	3102	2100	890030	800	pre809			airfare-Edmonton to Calgary	\$ 216.43	8.56	\$ 216.43
5	3/26/2015	3102	2100	890030	800	pre809			airfare-Calgary to Edmonton	\$ 226.93	9.06	\$ 226.93
6			2100									\$ -
7			2100									\$ -
8			2100									\$ -
9			2100									\$ -
10			2100									\$ -
11			2100									\$ -
12			2100									\$ -
13			2100									\$ -
14			2100									\$ -
15			2100									\$ -
16			2100									\$ -
17			2100									\$ -
18			2100									\$ -
19			2100									\$ -
20			2100									\$ -
Total Expenses : A										\$ 582.36	\$ 19.81	582.36

GL Codes Summary									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3164	2100	890030	800				582.36	19.81	582.36
							562.55		-
ENTERED APR 21 2015									
Total							582.36	-	582.36

Travel Advances	B	
Balance Due to Claimant / Centre	A-B	\$ 582.36

If Travel Advance exceeds expenses and the Center is to be

[Redacted Signature Area]

sub
14/15
5/15

Return to Requestor	[Redacted]	Mail to Claimant	
Department		President's Office	
Cost Centre Code		890030	
Prepared By	[Redacted]		