

**JUL 12 2013**

**Expense Claims Forms**

**The Banff Centre**  
inspiring creativity

Date: July 10, 2013

EMPLOYEE# **VE-0312**

NAME **Carolyn Warren** Position **VP, Arts** DEPT **Executive Office**

Mailing Address :

Itinerary and Purpose of Travel : **Montreal-Venice - Venice Biennale (May 27-31, 2013) / Trip to Montreal (June 19 - 24, 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	5/30/2013	Travel	3101	2100	270900	690				Via Rail Canada	\$ 63.28		\$ 63.28
2	5/31/2013	Travel	3101	2100	270900	690				Via Rail Canada refund	\$ (63.28)		\$ (63.28)
3	6/24/2013	Travel	3101	2100	270900	690				Banff Airporter Inc.	\$ 59.69		\$ 59.69
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
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28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
<b>Total Expenses : A</b>											<b>\$ 59.69</b>	<b>\$ -</b>	<b>\$ 59.69</b>

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						59.69	-	59.69
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
<b>Total</b>								<b>59.69</b>	<b>-</b>	<b>59.69</b>

Travel Advance (positive)	<b>B</b>	\$	
	<b>6132-2100</b>	\$	
	<b>A-B</b>	\$	<b>59.69</b>

**ENTERED JUL 16 2013**

Claimant: [Redacted] Date: **July 10, 2013**  
 Approved By: [Redacted] Date: [Redacted]  
 Final: [Redacted] Date: [Redacted]

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



**Diners Club : Statement**

[Close Window](#)

<b>Account Name :</b>	CAROLYN WARREN THE BANFF CENTRE	<b>Currency :</b>	CAD
<b>Card Number :</b>	[REDACTED]	<b>Previous Balance :</b>	\$ 1,212.99
<b>Statement Date :</b>	28-Jun-2013	<b>Payments :</b>	\$ -63.28
<b>Payment Due Date :</b>	25-Jul-2013	<b>New Transactions :</b>	\$ 647.16
		<b>Balance Due :</b>	\$ 1,825.61
		<b>Past Due Balance :</b>	\$ 1,149.71

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN ACCOUNT NUMBER [REDACTED]		
28-May-2013	[REDACTED]		[REDACTED]
30-May-2013	① VIA RAIL CANADA INC.,MONTREAL,QC,CAN	\$ 63.28	800148917741
31-May-2013	② VIA RAIL CANADA INC.,MONTREAL,QC,CAN	\$ -63.28	800155319715
23-Jun-2013	[REDACTED]		
23-Jun-2013	[REDACTED]		
24-Jun-2013	③ BANFF AIRPORTER INC,BANFF,AB,CAN	\$ 59.69	041032079702
26-Jun-2013	[REDACTED]		
28-Jun-2013	LATE PAYMENT FEE	\$ 28.74	
	TOTAL PURCHASE CREDITS	\$ -63.28	
	TOTAL PURCHASE DEBITS	\$ 647.16	

	<b>BOARDING PASS</b>	
	<p><b>Important: Skip the ticket counter! To board the train directly, PRINT your e-boarding pass or DISPLAY IT on your smartphone or tablet.</b></p> <p><b>Photo ID</b> may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.</p> 	
Name : <b>Carolyn Warren</b> (Adult)		
Carrier : VIA Rail Canada		
From : <b>OTTAWA</b>	Departure : <b>Sun. Jun 2, 2013 18:30 PM</b>	
To : <b>MONTREAL</b>	Arrival : Sun. Jun 2, 2013 20:33 PM	
Train : 638	Class : Economy Discounted	
Car : 6	Seat : 12S Window (Single)	
Booking confirmation : <b>ZQZ301</b>		FTR : <span style="background-color: black; color: black;">XXXXXXXXXX</span>
<p><b>REFUND/EXCHANGE CONDITIONS</b></p> <p><u>Before Departure</u> : Exchangeable and refundable less a <b>\$20.00</b> plus applicable tax(es) service charge.</p> <p><u>After Departure</u> : <b>Non-exchangeable and non-refundable.</b></p>		
<p><b>BAGGAGE ENTITLEMENT</b> <b>CR BR</b></p> <p>For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.</p>		
<p><b>CONDITIONS OF CONTRACT</b></p> <p>For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.</p>		

**ITINERARY / RECEIPT - NOT VALID FOR TRAVEL**

Thank you for choosing  
**VIA Rail Canada.**



BOOKING CONFIRMATION: **ZQZ301**

**CAROLYN WARREN**

**IMPORTANT** - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

**ITINERARY # 1**

**TRAIN 638** | [info](#)

From: **OTTAWA Sun. Jun 2, 2013**

Departure: **18:30 PM**

To: **MONTREAL Sun. Jun 2, 2013**

Arrival: **20:33 PM**

Class: **Economy Discounted**

Car : **6 Seat : 12S Window (Single)**

Remarks: Operated by: VIA Rail Canada.

**BAGGAGE ENTITLEMENT\*****Carry-on baggage**

OPTION 1 (Recommended in sleeping cars)

- 2 articles  
Maximum  
11.5 kg (25 lb.) each  
54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.)

- 1 personal article  
Maximum  
11.5 kg (25 lb.)  
43 x 15 x 33 cm (17 x 6 x 13 in.)

For this option, articles of more than 11.5 kg (25 lb.) are not allowed on board.

OR

OPTION 2 (NOT recommended in sleeping cars)

- 1 article  
Maximum  
18 kg (40 lb.)  
158 linear cm (62 linear in.) (length + width + height)

- 1 personal article  
Maximum  
11.5 kg (25 lb.)  
43 x 15 x 33 cm (17 x 6 x 13 in.)

For this option, an article between 41 and 50 lb. (19 and 23 kg) is allowed on board, but is subject to a surcharge of \$20 (taxes included, per one-way trip) for excess weight. An article weighing more than 50 lb. is not allowed on board.

Note: Due to stowing constraints of carry-on baggage on board certain trains, carry-on baggage may be transported in the baggage car.

### Checked baggage

- 3 checked articles (no charge)

Maximum

23 kg (50 lb.) each

158 linear cm (62 linear in.) (length + width + height) each

- Excess baggage: \$20 per article and per train used

Up to 3 additional articles per person

Maximum

23 kg (50 lb.) each

158 linear cm (62 linear in.) (length + width + height) each

- Oversized or overweight baggage: \$20 per article and per train used

Charges apply to each baggage weighing between 23 and 32 kg (50 and 70 lb.) or between 120 and 180 cm (47 and 71 in.).

Articles exceeding 32 kg (70 lb.) are not accepted.

Articles exceeding 81 cm (32 in.) wide (canoes or kayaks) are not accepted.

If you will check your baggage, please arrive at least 45 minutes before departure at end terminals, at least 30 minutes before departure at intermediate stations.

\*VIA Rail reserves the right to weigh, strictly enforce baggage allowances and collect excess baggage charges at any time during your trip.

### CONDITIONS OF CONTRACT

1. Your rail ticket is not transferable and is valid only for travel on the train and date shown. You may exchange or refund this e-boarding pass up until the scheduled departure time indicated on this ticket, subject to the conditions of the applicable fare plan. Please advise VIA Rail in advance of any travel cancellation.
2. Times shown in timetable or elsewhere are not guaranteed.
3. In case of necessity, VIA Rail may cancel a train or substitute alternate transportation without notice.
4. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
5. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

Other conditions apply to your travel.

### RECEIPT

#### FARE INFORMATION

Carolyn Warren (Adult) \$63.28

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**FARE:** \$56.00      **G.S.T/H.S.T.:** \$7.28      **P.S.T.:** \$0.00      **TOTAL:** \$63.28

#### TAX INFORMATION

Taxable fare: \$56.00

G.S.T/H.S.T. number: 105521785RT001

PAYMENT XXXXXXXXXX AUTHORIZATION # 062475

TRANSACTION DATE: 05/30/2013

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
OTTAWA / MONTRÉAL	ECONOMY DISCOUNTED	<p><u>Before Departure</u> : Exchangeable and refundable less a <b>\$20.00</b> plus applicable tax(es) service charge.</p> <p><u>After Departure</u> : <b>Non-exchangeable and non-refundable.</b></p>

#### Other Useful Information (links)

- [Seat Assignment in Economy Class](#)
- [VIA's baggage policy](#)
- [VIA Terms and Conditions](#)

#### Customer Support

- For assistance or queries regarding your train booking, please contact VIA Rail for help at [service@viarail.ca](mailto:service@viarail.ca)

#### Risk Free Booking

- Fully refundable prior to paper ticket issuance if cancelled **online** within **24 hours of booking** and **before scheduled train departure**, whichever comes first.

#### How to cancel a booking online?

- You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to [reservia.viarail.ca/cancellation/request.aspx?l=en](http://reservia.viarail.ca/cancellation/request.aspx?l=en)
- Follow the instructions

#### How to get a refund if paper tickets have already been issued?

- Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.

#### Do you want to book a hotel room?

VIA Rail offers you special deals on hotel rooms. Whether you're travelling for business or pleasure, we can help you complete your travel plans in one stop with [www.viarail.ca](http://www.viarail.ca)

[Book a hotel](#)

**Carignan, Leanne**

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**From:** VIA Rail Canada <service@viarail.ca>  
**Sent:** Friday, May 31, 2013 9:02 AM  
**To:** Carignan, Leanne  
**Subject:** Your VIA Cancellation Confirmation XZQZ301



**Cancellation Confirmation**

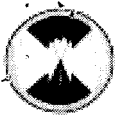
Cancellation Number :**XZQZ301**

**Carolyn Warren**

The booking ZQZ301 paid for with the [REDACTED] has been cancelled. A net refund of \$63.28 will be credited to same credit card within 7 business days by the credit card issuer.

**Refund Details**

Original Fare	\$56.00
Service Charge and/or Non-refundable Amount	\$0.00
Fare Refunded	\$56.00
G.S.T. / H.S.T. Refunded	\$7.28
P.S.T. Refunded	\$0.00
<b>Total Amount Refunded</b>	<b>\$63.28</b>



## Activity Voucher For: 1830 YYC to Canmore

**Activity Information:**

Status: Confirmed

**Confirmation Number: 19009**

Client Name: Carolyn Warren

Activity Date: Sunday, 23 Jun 2013

Pick Up: Calgary Airport

Notes:

Activity Time: 18:30

Please be ready between 18:30 - 18:30 - 18:30

1830 YYC to Canmore

Passengers: 1 (ad)

\$54.93

Tax: \$12.51  
Total: \$54.93

**Booking Information:**

Date Booked: 2013-04-23

Booked By: Bel Cox

Agent: Bel Cox

**Payment Information:**

Payment Type	Date	Amount
Gift Certificate	2013-04-23	\$59.69
Discount	2013-04-25	\$8.53
Discount	2013-04-25	\$8.53
Discount	2013-04-25	\$8.53
Discount	2013-04-25	\$8.53
Credit Card	2013-04-25	\$143.25
Discount Refund	2013-05-22	\$56.85
Override - Pay Later	2013-05-22	\$0.00
Gift Certificate	2013-06-17	\$59.69
Cash	2013-06-17	\$0.01
Discount Refund	2013-06-17	\$1.92
Override - Pay Later	2013-06-17	\$0.00
Discount Refund	2013-06-19	\$56.85
Override - Pay Later	2013-06-19	\$0.00

powered by  Zaur Software

Outstanding Balance: \$0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta 9

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way.  
We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.