

JAN 15 2014



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: January 13, 2014

EMPLOYEE#

VE-0394

NAME

Gillian Danby

Position

VP, CFO

DEPT

Executive Office

Mailing Address :

Itinerary and Purpose of Travel : Trip to Calgary (January 9, 2014)

Please leave the colored cells for Financial Services

Rept 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	1/9/2014	Travel	3101	2100	890050	800				Mileage to Calgary airport 267.20 km return @ 0.30	\$ 80.16	3.81	\$ 80.16
2	1/9/2014	Travel	3101	2100	890050	800				Parking at Calgary airport	\$ 36.75	1.75	\$ 36.75
3				2100									\$ -
4				2100									\$ -
5				2100									\$ -
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											\$ 116.91	5.56	116.91

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						111.35	4.91	116.91
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								116.91		116.91

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	116.91

ENTERED JAN 16 2014

Date: Jan 13/14

Date: JAN 16 2014

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

2

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 01/09/14 10:16
OUT: 01/09/14 13:21
DURATION: 0 03: 05
PAID: \$ 36.75
(GST INCLUDED)



REF. 50
THANK YOU FOR
YOUR VISIT

*Parking - Calgary
Airport*
Calgary International Airport Parkade