

Expense Claims Forms

Date: Marc 11, 2014

EMPLOYEE#

VE-0394

NAME

Gillian Danby

Position

VP, CFO

DEPT

Executive Office

Mailing Address :

Itinerary and Purpose of Travel : Board of Directors (January 29-30, 2014) / UAPP meetings in Calgary (Feb 13-14, 2014)

Please leave the colored cells for Financial Services

Receipt 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	1/31/2014	Accommodation	3105	2100	890050	800				Hotel Le Germain	\$ 302.00	3.85	\$ 302.00
2	2/13/2014	Travel	3101	2100	890050	800				Vinci Park - Sandman Hotel, Calgary	\$ 15.75		\$ 15.75
3	2/14/2014	Accommodation	3105	2100	890050	800				Delta Calgary Airport	\$ 246.00	10.93	\$ 246.00
4	2/20/2014	meals	3106	2100	890050	800				Hotel Arts - Yellow Door (DIRTT site visit)	\$ 28.98		\$ 28.98
5	2/20/2014	Incidentals	3107	2100	890050	800				Strategy Institute - Endowment & Not for Profit Invest	\$ 728.85	34.71	\$ 728.85
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											\$ 1,321.58	59.49	1,321.58

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						15.75	-	15.75
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation					523.22	548.00	24.78	548.00
3106	2100	Meals						28.98	-	28.98
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals					694.14	728.85	34.71	728.85
6132	2100	Travel Advance						-	-	-
Total								1,321.58	59.49	1,321.58

Travel Advance (positive)	B 6132-2100	\$	A
	A-B	\$	1,321.58

ENTERED MAR 11 2014

Date: Mar 11/14

Date: 3/11/2014

Claimant's Supervisor: [Redacted]

Date: MAR 11 2014

Date: [Redacted]

Return to Requestor	Pauline Martin
Department	Executive Office
Cost Centre Code	890050
Prepared By	Pauline Martin



Diners Club : Statement

[Close Window](#)

Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 0.00
Statement Date :	28-Feb-2014	Payments :	\$0.00
Payment Due Date :	27-Mar-2014	New Transactions :	\$ 1,400.08
		Balance Due :	\$ 1,400.08
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR GILLIAN DANBY [REDACTED]		
29-Jan-2014	CalgParkAuth 12991472,CALGARY,AB,CAN	\$ 2.00	920189497501
30-Jan-2014	IMPARK00030303U,CALGARY,AB,CAN	\$ 31.50	041037032964
30-Jan-2014	VINCI PARK - LE GERMAI,CALGARY,AB,CAN	\$ 45.00	800172037055
31-Jan-2014	HOTEL LE GERMAIN-CALGA,CALGARY,AB,CAN	1 \$ 302.00	800105284005
13-Feb-2014	VINCI PARK - SANDMAN H,CALGARY,AB,CAN	2 \$ 15.75	800142615471
14-Feb-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 02/13/14 DEPART: 02/14/14 FOLIO NBR: 17543871 LOCATION PH: 4032506018	3 \$ 246.00	549455757951
20-Feb-2014	HOTEL ARTS-YELLOW DOOR,CALGARY,AB,CAN	4 \$ 28.98	043627018548
20-Feb-2014	STRATEGY INSTITUTE INC,TORONTO,ON,CAN [REDACTED]	5 \$ 728.85	461601094870
		\$ 0.00	
		\$ 1,400.08	



HÔTEL LE GERMAIN
CALGARY

Company **BANFF CENTRE**

Ms GILLIAN DANBY
BANFF CENTRE

CANADA

DATE: 01-30-14
TIME: 08:51
ROOM: 0612
ARRIVAL: 01-29-14
DEPARTURE: 01-30-14
CONF. NO.: 2650437
PAGE: 1 of 1

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-29-14	Room Charge		269.00	
01-29-14	DMF - Destination Marketing Fe		8.07	
01-29-14	Alberta Tourism Tax		11.08	
01-29-14	GST		13.85	
01-30-14				302.00
TOTAL			302.00	302.00
BALANCE			0.00	CAD

DMF	8.07
GST: 848120796	13.85
ATT	11.08

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.

899 Centre Street SW Calgary (Alberta) T2G 1B8
TEL 403.264.8990 FAX 403.264.8991 1.877.362.8990
www.germaincalgary.com reservations@germaincalgary.com

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RECEIPT

PLACE RECEIPT ON DASH

VINCI Park
Sandman Hotel
Lot # 801

Setting: Sandman
Mach Name: Sandman

\$15.75
Carc
MasterCard

EXPIRATION DATE/TIME

06:18 PM
FEB 13, 2014

Exp 03:18p
FEB 13, 2014

VISA

Ticket #: 83055041
FOLLOW INSTRUCTIONS ON SIGNS
\$15.75

T#83055041
S/N#100007
041593

1 1/2 Hour \$ 15
Total Parking: \$15.00
Total GST: \$0.75
Total Due \$15.75
Total Paid \$15.75

Purchased
FEB13, 2014
04:48p

GST # 12099-6095

Thank you
VINCI Park
403 296 1820

3

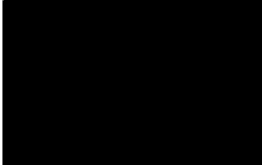


DELTA

CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8
Tel: 403-291-2600 Fax: 403-250-6121

BANFF CENTRE LTD



Room: 551
Folio: 420911
Cashier: 90
Arrival: 02-13-14
Departure: 02-14-14

Date	Description	Additional Information	Charges	Credits
02-13-14	YYC Lounge - Dinner	CHECK# 0024606	30.20	
02-13-14	Room Charge		159.00	
02-13-14	Room Destination Marketing Fee		4.77	
02-13-14	Room Tourism Levy		6.55	
02-13-14	Room GST		8.19	
02-14-14	Compass Restaurant - Breakfast	CHECK# 0011360	24.69	
02-14-14	Parkade Parking		12.00	
02-14-14	Miscellaneous GST		0.60	
02-14-14				246.00

Total	246.00	246.00
Balance Due	0.00	CDN

GST Summary	
Registration No:	846543619
Room	8.19
F&B	2.14
Other	0.60
Total	10.93

8.7

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

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Gill Mastercard

HOTEL ARTS-
YELLOW DOOR
119 - 12TH AVENUE SW
CALGARY, AB T2R0G8
403-266-4611

SALE

MID: 26559980065
TID: 002 REF#: 00000005
Batch #: 191 12:08:44
02/20/14
APPR CODE: 054006

GST 1



AMOUNT \$25.20
TIP \$3.78
TOTAL \$28.98

.00
.00
.00
.00
.20
0

APPROVED

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

~~00~~
~~00~~
98

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

SIGNATURE: _____

GST#861182947

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STRATEGY INSTITUTE

401 Richmond Street West, Suite 401 • Toronto, Ontario • M5V 3A8
Tel: (416) 944-9200 • Fax: (416) 944-0403

INVOICE

Delegate
Gill Danby
Vice President
The Banff Centre



Invoice Date February 19, 2014
Terms Due Upon Receipt
Payable To Strategy Institute
Invoice No. 65455
Conference Code 114014



P.O. Number

Registration Details

2nd Foundation, Endowment and Not for Profit Investment Summit West

Jun 10, 2014 Jun 11, 2014

Registration Type Conference Only

Registration Fee:	\$895.00
Early Discount:	\$250.00
Discount:	
Subtotal:	\$645.00
HST# R138790662 HST:	<u>\$83.85</u>
Payment due:	\$728.85
Payment Received:	<u>\$728.85</u>
Balance Due:	<u>\$0.00 CAD</u>

- (1) Send payments to: 401 Richmond St. West, Suite 401, Toronto, ON, M5V 3A8
- (2) Strategy Institute encourages the use of VISA, MASTERCARD OR AMERICAN EXPRESS.
Make cheques payable to: Strategy Institute
- (3) Strategy Institute is not liable for any additional charges levied by a credit card company, including but not limited to American Express currency conversion charges.
- (4) Registration fee includes attendance, luncheon and all course materials. It does not include hotel accommodation or transportation.
- (5) A full refund less \$495.00 + HST administrative charge, will be given for cancellations received in writing up to 14 days prior to the program date.
Refunds will not be available after this date.
- (6) Those who register and do not cancel must pay the full program fee.
- (7) Delegate substitution is permitted up to and including the day of the event.
- (8) Strategy Institute reserves the absolute right to change program date, venue and/or content as circumstances may dictate.
- (9) Strategy Institute reviews all registrations and reserves the right to determine special pricing privileges.