



Expense Claims Forms

Date: February 4, 2015

VE-0394

NAME Gillian Danby
VP, CFO

Position Vice President, CFO

Itinerary and Purpose of Travel : Governance Committee Meeting (Jan 8), pre-BOD discussion (Jan 9), TBC Foundation of Directors Meeting (Jan 21)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	01/09/2015	Accommodation	3105	2100	890050	800	International Hotel Calgary	\$ 240.57	9.28	\$ 240.57
2	01/08/2015	Travel	3101	2100	890050	800	from Meeting location to Hotel (Internationa Hotel)	\$ 9.60		\$ 9.60
3	01/10/2015	Incidentals	3107	2100	890050	800	Books for Professional Development	\$ 162.10		\$ 162.10
4	01/21/2015	Travel	3101	2100	890050	800	from Hotel to Meeting location (TBC foundation meeting)	\$ 6.82		\$ 6.82
5	01/21/2015	Travel	3101	2100	890050	800	from Meeting to Hotel (Hotel Arts)	\$ 10.40		\$ 10.40
6	09/29/2014	Accommodation	3105	2100	890050	800	Hotel Arts	\$ 807.32	33.52	\$ 807.32
7				2100	890050	800				\$ -
8				2100	890050	800				\$ -
9				2100	890050	800				\$ -
Total Expenses : A								\$ 1,236.81	\$ -	1,236.81

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			26.82	-	26.82
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation		1,005.00	1,047.89	42.80	1,047.89
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			162.10	-	162.10
Total					1,236.81	-	1,236.81

Travel Advance (positive)	B 6132-2100		
	A-B	\$	1,236.81

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Date	
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ENTERED FEB 11 2015



Diners Club : Statement

[Close Window](#)

Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 37.80
Statement Date :	28-Jan-2015	Payments :	\$-37.80
Payment Due Date :	24-Feb-2015	New Transactions :	\$ 1,236.81
		Balance Due :	\$ 1,236.81
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR GILLIAN DANBY ACCOUNT NUMBER [REDACTED]		
② 08-Jan-2015	CHECKER CABS LTD.,CALGARY,AB,CAN	\$ 9.60	549475195300
① 09-Jan-2015	INTERNATIONAL HOTEL SU,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 01/08/15 DEPART: 01/09/15 FOLIO NBR: 0000014535 LOCATION PH: 4032659600	\$ 240.57	549481637069
③ 13-Jan-2015	Amazon.com,AMZN.COM/BILL,WA,USA USD 132.44 @ 1.194127 INCLUDE FOREIGN TRANSACTION FEE 3.95	\$ 162.10	000444026986
④ 21-Jan-2015	CALGARY UNITED CABS,CALGARY,AB,CAN	\$ 6.82	462617612432
⑤ 21-Jan-2015	CHECKER CABS LTD.,CALGARY,AB,CAN	\$ 10.40	549415061656
⑥ 22-Jan-2015	HOTEL ARTS,CALGARY,AB,CAN CUST SVC PH: 4032667697 ARRIVE: 01/20/15 DEPART: 01/22/15 FOLIO NBR: 125587 LOCATION PH: 4032664611	\$ 807.32	000197402197
23-Jan-2015	PAYMENT RECEIVED -- THANK, YOU	\$ -37.80	7047088
	TOTAL PURCHASE CRED [REDACTED]	\$ -37.80	
	TOTAL PURCHASE DEBIT [REDACTED]	\$ 1,236.81	



INTERNATIONAL HOTEL
CALGARY

1 of 1
January 09, 2015



220 4th Avenue S.W., Calgary, Alberta T2P 0H5 Canada
Telephone No. (403) 265-9600
Fax No. (403) 290-7879
GST R121402523RT0001

Reservation Number 517111

Send to Gillian Danby

Banff, AB T1L 1E9

Phone 1-403-4313942

Guest Name Ms. Gillian Danby
Company Carlson Wagonlit Travel

Arrival Date
1/8/2015

Departure Date
1/9/2015

Room Information



Bill To Danby, Gillian

Phone



Folio Number 680593

Trans Date	Description	Voucher	Amount
Charges			
1/8/2015	Room Service	3039-3039	37.76
1/8/2015	Goods & Services Tax	3039-3039	1.60
1/8/2015	Room Charge Consortia	mbl-3008	152.10
1/8/2015	Tourism Levy	mbl-3008	6.27
1/8/2015	Goods & Services Tax	mbl-3008	7.83
1/8/2015	Destination Marketing Fee	mbl-3008	4.56
1/8/2015	Parking - Week Days	-	29.00
1/8/2015	Goods & Services Tax	-	1.45
Total Charges			240.57
Payments			
1/9/2015			-240.57
Total Payments			-240.57
Balance Due:			0.00

GST Summary	
Registration No. : GST R121402523RT0001	
Total GST	10.88

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges

Guest Signature: _____

Cab from meeting to Hotel
 316 MERTICAN ROAD SE
 CALGARY AB T2A 1X2
 (2)

TERMINAL ID: 314-651-550
 MERCHANT ID: 432765ZY
 VEHICLE ID: 0938
 DRIVER ID: 6225
 GST ACCOUNT #: 831523071
 TRIP NUMBER: 1449730
 PASSENGERS: 1

01/04/2015
 START: 18:49 END: 18:53
 DISTANCE: 15.00 RATE: 1

FARE AMOUNT: \$ 6.29

TAX AMOUNT: \$ 0.31
 TIP AMOUNT: \$ 3.00

TOTAL : \$ 9.60



APPROVAL NUMBER : 022165

PASSENGER COPY

THANK YOU
 (403)299-9999
 WWW.THECHECKERGROUP.COM



amazon.com



SDLyHtn0Lk

(3)

Your order of January 10, 2015 (Order ID 102-3212135-0669862)

Qty.	Item	Item Price	Total
1	Ethnography: Principles in Practice Hammersley, Martyn --- Paperback (** 1-A-8 **) 0415396050	\$67.41	\$67.41
1	Case Study Research: Design and Methods (Applied Social Research Methods) Yin, Robert K. --- Paperback (** 1-A-8 **) 1452242569	\$43.51	\$43.51

This shipment completes your order. Subtotal \$110.92
 Shipping & Handling \$15.97
 Have feedback on how we packaged your order? Tell us at Order Total \$132.44
 www.amazon.com/packaging. Paid via credit/debit \$132.44
 Balance due \$0.00

Returns Are Easy! Most items can be refunded, exchanged, or replaced when returned in original and unopened condition. Visit <http://www.amazon.com/returns> to start your return, or <http://www.amazon.com/help> for more information on return policies.



8/DLyHtn0Lk/-2 of 2-//ONT5/expd-intl-us-ca-ag/5109057/0113-12:00/0112-14:36

V4

MasterCard

Hotel -> Restaurant
 VALCANT UNITED CARDS
 5660 10 ST NE
 CALGARY AB T2E 8W7
 (403) 777-1111
 (4)

Meeting -> Hotel
 316 MERTICAN ROAD SE
 CALGARY AB T2A 1X2
 (5)

SALE

MID: 5683513
 TID: B5683513 REF#: 00000018
 Batch #: 020 SEQ: 020001001018
 01/21/15 17:27:12



AMOUNT \$6.20
 TIP \$0.62
 TOTAL \$6.82

00 - APPROVED - 001



AID: A000000041010
 TVR: 00 00 00 80 00

TERMINAL ID: 314-651-555
 MERCHANT ID: 432765TH
 VEHICLE ID: 0881
 DRIVER ID: 9267
 GST ACCOUNT #: 816918700
 TRIP NUMBER: 1601309
 PASSENGERS: 1

01/21/2015
 START: 14:24 END: 14:29
 DISTANCE: 15.00 RATE: 1

FARE AMOUNT: \$ 7.05

TAX AMOUNT: \$ 0.35
 TIP AMOUNT: \$ 3.00

TOTAL : \$ 10.40



APPROVAL NUMBER : 086215

PASSENGER COPY

THANK YOU
 (403)299-9999
 WWW.THECHECKERGROUP.COM





Mrs Gillian Danby
/
/
Canada

Room Number : 0407
Arrival Date : 20-01-15
Departure Date : 22-01-15
Page : 1 of 1
Folio Number :
Confirmation :
Cashier : 7

INFORMATION INVOICE

Company Name :
Group :
A/R Number :

GST No. : 86118247

22-01-15

Date	Description		Charges	Credits
20-01-15	Internet - Guest Room		10.45	
20-01-15	Yellow Door - Lunch	Room# 0407 : CHECK# 0070855	6.30	
20-01-15	Room Service - Dinner	Room# 0407 : CHECK# 0028421	51.06	
20-01-15	Room		278.10	
20-01-15	Destination Marketing Fee 3%		8.34	
20-01-15	Tourism Levy 4%		11.46	
20-01-15	GST 5% - Room		14.32	
20-01-15	Guest Parking		20.95	
20-01-15	GST 5% - Other		1.05	
21-01-15	Internet - Guest Room		10.45	
21-01-15	Room		332.10	
21-01-15	Destination Marketing Fee 3%		9.96	
21-01-15	Tourism Levy 4%		13.68	
21-01-15	GST 5% - Room		17.10	
21-01-15	Guest Parking		20.95	
21-01-15	GST 5% - Other		1.05	
22-01-15				807.32
Total			807.32	807.32
Balance			0.00	CAD

Total GST 80.69

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Hotel Arts and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____