



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: May 16, 2014

VE-0344

NAME Luke Sunderland

Position Vice President, Business Development

Itinerary and Purpose of Travel : Lake Louise for BLLHMA mtg (Apr. 1), Calgary for Development event (Apr. 22), Edmonton for PLLI announcement (Apr. 14-15), Ottawa for business meetings (May 26), Montreal for C2MTL conference (May 27-29)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	04/01/2014	Travel	3101	2100	797999	800	Mileage for BLLHMA meeting in Lake Louise	\$ 39.00	1.86	\$ 39.00
2	04/23/2014	Travel	3101	2100	797999	800	Fuel	\$ 39.48	\$ 1.97	\$ 41.45
3	04/15/2014	Accommodation	3105	2100	797999	800	Accommodation for PLLI announcement	\$ 178.25	\$ 8.50	\$ 186.75
4	04/15/2014	Meals	3106	2100	797999	800	Snack	\$ 6.30		\$ 6.30
5	04/15/2014	Travel	3101	2100	797999	800	Taxi to PLLI announcement	\$ 17.14	\$ 0.86	\$ 18.00
6	04/14/2014	Travel	3101	2100	797999	800	Taxi from airport to hotel	\$ 57.88	\$ 2.62	\$ 60.50
7	04/15/2014	Travel	3101	2100	797999	800	Taxi from announcement to airport	\$ 62.56		\$ 62.56
8	04/17/2014	Travel	3101	2100	797999	800	Fuel - missing receipt	\$ 23.69	\$ -1.18	\$ 24.87
9	04/15/2014	Meals	3106	2100	797999	800	Snack	\$ 5.19	\$ -0.25	\$ 5.44
10	04/14/2014	Meals	3106	2100	797999	800	Snack	\$ 14.00	\$ -0.70	\$ 14.70
11	04/21/2014	Travel	3101	2100	797999	800	Calgary Airport Parking - missing receipt	\$ 24.00	\$ -1.20	\$ 25.20
12	05/04/2014	Travel	3101	2100	797999	800	Flight - Calgary to Ottawa	\$ 299.12	\$ 14.96	\$ 314.08
13	05/03/2014	Travel	3101	2100	797999	800	Flight - Montreal to Calgary	\$ 312.46	\$ 14.21	\$ 326.67
Total Expenses : A								\$ 1,079.07	\$ 44.98	1,125.52

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			875.85	36.48	912.33
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			178.25	8.50	186.75
3106	2100	Meals			25.49	0.95	26.44
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
Total					1,080.54	44.98	1,125.52

Travel Advance (positive)	B 6132-2100	\$	-
	A-B	\$	1,125.52

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

	20-May-14
	Date
	Date
	5/21/2014
	Date

ENTERED MAY 21 2014

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF AB
(403) 827-5011

PURCHASE CHIP

INV No. 0003590277
2014/04/23 09:18

AID 0000000031010
TVR 0080008000
AM 80147XXXXXX

Bronze
PUMP No. 01
LITRES 32.920
PRICE/L \$1.259
TOTAL FUEL \$41.45
01 APPROVED - THANK
YOU 001
APPROVAL No. 070230
TERMINAL No.
89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$1.97
No. 137400032RT

TOTAL SALE \$41.45

STORE: C00035
TRAN: 2938708
2014/04/23 09:20:40

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recent visit at
www.shell.ca/opinion
and you could win a
\$25 Shell Gift Card
*Receipt Required

THANK YOU
Questions?
1-800-661-1600

Date 16-4-2014 Amount 18:00
G.S.T. Included

From Matrix Hotel

To UoFA

Driver 4447 Car# 615

780-425-2525 780-425-8310

www.co-optaxi.com

24-7 TAXI
200-10105-108 AVE
EDMONTON, AB, T5H1A7
7804424444
MID: 87112250014
GST# 0000000000000000

TID: 029
Operator#: 71465

SALE

Date: 15/4/14 Amount \$ 62.56

From: UoFA

To: Matrix

To: Airport

Driver: _____ Car # _____

780-442-4444

www.24-7taxiline.com

04/14/2014 21:28:19 Inv#: 1280
Record#: 200003 Batch#: 104001
Retrieval#: 00000003

Amount: \$55.00
Tip: \$5.50
Total: \$60.50

Auth Code: 046353
APPROVED

JUGO JUICE Calgary Airport - Departures
Gate D

Tbl:0 Ref:390048
Chk:390056

4/14/2014 6:46 pm

.Acai Protein 6.25
Scoop of Whey 1.00
Saigon Chicken 6.75

SubTotal 14.00
.GST 0.70

Total 14.70

Visa 14.70

Amount Paid 14.70

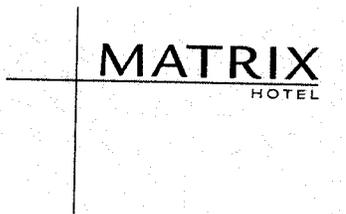
JUGO JUICE Calgary International Airport
2000 Airport Road NE, Concourse D
Calgary, AB T2E 6W5
Canada

(403) 717-9706

Thanks for visiting Jugo Juice
Please come again

G.S.T. # 808483515RT0001

Proud sponsor of the bank
Calgary Market 10K



3, 4
1

Luke Sunderland



Room Number: 0412
Arrival Date: 04-14-14
Departure Date: 04-15-14
Page No: 1 of 1
Confirmation No 13363838

INFORMATION INVOICE

Folio No:

04-15-14

Date	Description	Charges	Credits
04-14-14	Room Revenue	165.00	
04-14-14	Destination Marketing Fee - 3%	4.95	
04-14-14	Tourism Levy - 4%	6.80	
04-14-14	Room GST - 5%	8.50	
04-15-14	Refreshment Centre - Pringles	6.30	
04-15-14			191.55
04-15-14			1.50
Total		191.55	193.05
Balance		-1.50	

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001

6
1
PETRO-CANADA
42148 HIGHWAY #1
CALGARY
Alberta T3Z 2P2

GST: 0865576680 (403) 932-2998
2014-04-15 PC0210049:8552702 16:55
TERMINAL: 028552702 OPER: A

PRODUCT	QTY	PRICE	AMOUNT
450ML MM CRNBRY	1	2.79	2.79#
Deposit	1	0.10	0.10
ENVIRONMENTAL LEVY	1	0.01	0.01
REESE PBCUP KS 62G	1	2.29	2.29#
NON-FUEL GST			0.25

Total Owed 5.44

TOTAL PAID
CREDIT CARD 5.44

██████████ C
INV. 819847 AUTH. 003320
Purchase
C 0010010010 00 027

VISA CREDIT
A0000000031010
0080008000

VERIFIED BY PIN

OO APPROVED - THANK YOU

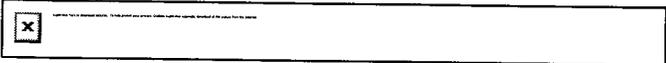
-- IMPORTANT --
Retain This Copy For Your Records

Survey! Earn POINTS
& chance to WIN gas
1-866-826-7779 or
petro-canada.ca/hero

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Sunderland, Luke

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
<noreply@itinerary.westjet.com>
Sent: Sunday, May 04, 2014 1:00 PM
To: Sunderland, Luke
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.
Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **DGWPUX**

Main contact: **Mr Luke Sunderland**
E-mail: [REDACTED]
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Mr. Luke Sunderland Flight Calgary (YYC)-Ottawa (YOW)
Ticket Number TN8382197981254
Seat YYC-YOW: 7D

Air Itinerary Details

WS302 Calgary, CA Ottawa, CA Fare type: Econo
WestJet Fri 23 May, 2014 06:20 PM Sat 24 May, 2014 12:09 AM Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 219.00	CAD 23.00	CAD 51.08	CAD 293.08	x 1	CAD 293.08

Total airfare: CAD 293.08

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 13.96
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00

Total taxes: CAD 51.08

Fare family benefits

YYC-YOW: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference

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- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases ~
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

Seats

Regular seat WS 302 YYC - YOW Seat 7D Mr Luke Sunderland CAD 20.00 + CAD 1.00 Tax
 Total Seats: CAD 21.00

Total

CAD 293.08
CAD 21.00
Total CAD 314.08

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Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

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 QST # 1202807956TQ0001 GST # 866112535

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- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

Sunderland, Luke

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
 <noreply@itinerary.westjet.com>
Sent: Saturday, May 03, 2014 11:02 PM
To: Sunderland, Luke
Subject: Reservation Confirmation



WestJet
 22 Aerial Place N.E.
 Calgary, Alberta,
 Canada
 Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.
Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.
 This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **LUOHQY**

Main contact: **Mr Luke Sunderland**
 E-mail: [REDACTED]
 Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Mr. Luke Sunderland Flight Montreal (YUL)-Calgary (YYC)
 Ticket Number TN8382197974702
 Seat YUL-YYC: 8D

Air Itinerary Details

WS217 WestJet	Montreal, CA Thu 29 May, 2014 06:15 PM	Calgary, CA Thu 29 May, 2014 08:48 PM	Fare type: Econo Non-stop
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Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 209.00	CAD 23.00	CAD 71.67	CAD 303.67	x 1	CAD 303.67

Total airfare: CAD 303.67

Tax details

Rate code	Description	Amount
XQ	Quebec Sales Tax (QST)	CAD 26.34
XG	Goods and Services Tax (GST)	CAD 13.21
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 25.00

Total taxes: CAD 71.67

Fare family benefits

YUL-YYC: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *

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1.00

- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

Seats

Regular seat WS 217 YUL - YYC Seat 8D Mr Luke Sunderland CAD 20.00 + CAD 3.00 Tax

Total Seats: CAD 23.00

Total

Total CAD 326.67

WestJet offers

Rent a car

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- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, [up!](#) magazine and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).



No Receipt

#8

~~*~~ Apr 21, 2014 CALGARY AIRPORT AUTHORITY CALGARY 25.20 ~~*~~

#5

~~*~~ Apr 17, 2014 SHELL 435 BANFF AVENUE BANFF 24.87 ~~*~~

No receipt

