



The Banff Centre  
inspiring creativity

# Expense Claims Forms

OCT 2 1 2013

Date: October 7, 2013

EMPLOYEE#

NAME **Carolyn Warren**

Position **VP Arts**

DEPT **Executive Office**

FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : LLI Announcement, Edmonton (September 12-13, 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	9/13/2013	Accommodation	3105	2100	270900	690				Campus Tower Suite Hotel	170.32	8.19	178.51
2	9/14/2013	Incidentals	3107	2100	270900	690							
3				2100									
4				2100									
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Total Expenses : A

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						-	-	-
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						170.32	8.19	178.51
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-

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

Claim # [Redacted]

Date [Redacted]

Prepared By [Redacted]

Date **OCT 2 2 2013**

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

1

# Invoice



**CAMPUS TOWER**  
SUITE HOTEL

11145-87th Avenue  
Edmonton, AB, T6G 0Y1  
Tel:(780)439-6060 Fax:(780)433-4410

**0708**

Ms Carolyn Warren



## Receipt

Invoice date 9/13/2013  
Our reference ACT-FC82224 /A  
GST Number 10343 8925 RT0004

Guest **Ms Carolyn Warren** Arrival **9/12/2013** Departure **9/13/2013** Room **0708**

Date	Description	Quantity	Unit Price	Total (CDN)
9/12/2013	Room Charge	1	159.00	159.00 ✓
9/12/2013	GST Taxes	1	8.19	8.19 ✓
9/12/2013	Tourism Levy	1	6.55	6.55 ✓
9/12/2013	Destination Market Fee	1	4.77	4.77 ✓

9/13/2013			<b>Total invoice</b>	<b>178.51</b> ✓
				-178.51
			<b>Total Paid</b>	<b>-178.51</b>
			<b>Total Due</b>	<b>0.00</b>

Total GST 8.19

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144