

AUG 29 2018

EXPENSE CLAIM FORM

BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION
(Regular Board and Committee meeting related expenses only)

DATE August 17, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Andy Kenins

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: Banff Centre Board meeting expenses July 2018

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/07/18	3102	2100	890030	800				TGE	train to Toronto airport	\$ 9.25		\$ 9.25
2	18/07/18	3102	2100	890030	800				TGE	round trip airfare from Toronto to Calgary	\$ 821.05	\$ 34.60	\$ 855.55
3	18/07/18	3102	2100	890030	800				TGE	one way service from Calgary to Banff, Banff Airporter	\$ 66.99	\$ 3.35	\$ 70.34
4	18/07/18	3102	2100	890030	800				TGE	one way from Banff to Calgary with his spouse (\$400.52 x 2) <i>13 (one day)</i>	\$ 200.26		\$ 200.26
5	18/07/23	3012							TGE	transportation from Toronto airport to residence	\$ 72.00		\$ 72.00
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											1,160.30	37.85	\$ 1,207.40

0.0
9.25 +
855.55 +
70.34 +
133.51 +
72.00 +
1,140.65 *

GL Codes Summary (please summarize by unique GL string) LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount	
3102	2100	890030	800				1,102.05	-1097.55	4,135.40	
3012	2100	890030	800				1,167.30	72.00	72.00	
	2100									
	2100									
	2100									
	2100									
	2100									
	2100									
ENTERED AUG 31 2018							Total	\$ 1,169.55	\$ 37.85	\$ 1,207.40

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,140.65 1,207.40

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			

See email attached

