

MAR 25 2019

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 March 22, 2019

VENDOR/STAFF# (as applicable) [Redacted] NAME (Claimant/Payee) Andy Kenins

DEPT Board of Governors

Permanent Mailing Address: [Redacted]

Itinerary and business rationale for expense: Banff Centre Foundation Board of Directors meeting (Feb 25 - 20 2019, Calgary), Board meeting expenses February 26 - March 1, 2019

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	02/25/19	3102	2100	890030	800				TGE	Transfer service from Residence to Toronto Airport	\$ 72.00		\$ 72.00
2	02/25/19	3102	2100	890030	800				TGE	Car rental (Budget, Feb 25 - Mar 3, total 6 days)	\$ 346.04	\$ 12.30	\$ 358.34
3	02/25/19	3102	2100	890030	800				TGE	Car rental - deducting 2 days as personal use (\$358.34 / 6 days * 2 days)	\$ (119.45)		\$ (119.45)
4	02/25/19	3102	2100	890030	800				TGE	Roundtrip Airfare Toronto - Calgary (Air Canada)	\$ 729.81	\$ 25.30	\$ 756.11
5	02/25/19	3105	2100	890030	800				TGE	Accommodation (Fairmont Palliser)	\$ 326.78	\$ 15.79	\$ 342.57
6	03/03/19	3102	2100	890030	800				TGE	Gas (Petro Canada, Calgary)	\$ 28.13	\$ 1.41	\$ 29.54
7	03/03/19	3102	2100	890030	800				TGE	Transfer service from Toronto Airport to Residence	\$ 72.00		\$ 72.00
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
Total Expenses : A											1,455.31	55.80	\$ 1,511.11

ENTERED MAR 27 2019

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3105	2100	890030	800				326.78	15.79	\$ 342.57
3102	2100	890030	800				1128.53	40.01	\$ 1,168.54
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 1,455.31	\$ 55.80	\$ 1,511.11

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,511.11

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)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	[Redacted]		
Prepared by (if not Claimant)	[Redacted]		