

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 6, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Carolyn Campbell

DEPT

Board

Permanent Mailing Address:



FIRST MIDDLE LAST

Itinerary and business rationale for expense: Banff Centre February 2019 Board meeting expenses (Feb 26 - March 1, 2019, Banff)

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	02/27/19	3102	2100	890030	800				TGE	Airfare (One way from Edmonton to Calgary, AC 8139)	\$ 269.12	\$ 13.46	\$ 282.58
2	02/27/19	3102	2100	890030	800				TGE	Banff Airporter (Oneway transfer rom Calgary airport to Banff Centre)	\$ 75.07	\$ 3.40	\$ 78.47
3	03/01/19	3102	2100	890030	800				TGE	Mileage reimbursement (from Banff Centre to residence. 418km x \$0.495/km)	\$ 206.91	9.85	\$ 206.91
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
ENTERED MAR 27 2019													
Total Expenses : A											551.10	16.86	\$ 567.96

GL Codes Summary (please summarize by unique GL string) - LEAVE THIS SECTION BLANK										DO NOT		
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount			
3102	2100	890030	800				551.10	16.86	\$ 567.96			
	2100						541.25	26.71				
	2100											
	2100											
	2100											
	2100											
	2100											
	2100											
	2100											
Total							\$ 551.10	\$ 16.86	\$ 567.96			

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 567.96

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)	V	Mail to Claimant
Requestor Name (if RTR)	[Redacted]	
Requestor Dept (if RTR)	Board of Governors	
Prepared by (if not Claimant)	[Redacted]	