

**EXPENSE CLAIM FORM**

**BOARD CHAIR**

DATE December 14, 2018

(All expenses EXCLUDING regular Board and Committee meetings)

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

David Weyant

DEPT Board

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre 2018 Service Celebration (Oct 15, Banff), November Board Meetings (Nov 7 - 9, Banff), Rolston String Quartet Debut at Carnegie Hall (Dec 11, New York)  
Banff Centre Staff Holiday party (Dec 14, 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	10/15/2018	3102	2100	890030	800				TGE	Mileage from the office [redacted] to Banff Centre: one way, 127km @ \$0.485	\$ 61.60	2.93	\$ 61.60
2	10/15/2018	3102	2100	890030	800				TGE	Mileage from Banff Centre to the residence [redacted]: one way, 128km @ \$0.485	\$ 61.11	2.91	\$ 61.11
3	11/07/2018	3102	2100	890030	800				TGE	Mileage from the residence [redacted] to Banff Centre, round trip, 128km x 2 @ \$0.485	\$ 122.22	5.82	\$ 122.22
4	12/01/2018	3102	2100	890030	800				TGE	Taxi (Uber) from the residence to Calgary Airport	\$ 29.70	\$ 1.49	\$ 31.19
5	12/08/2018	3102	2100	890030	800				TGE	Airfare from Calgary to New York/Newark (United Airline)	\$ 388.76		\$ 388.76
6	12/08/2018	3102	2100	890030	800				TGE	Taxi (Uber) from Newark Airport to accommodation (US\$62.36 @ 1.3301)	\$ 82.95		\$ 82.95
7	12/12/2018	3102	2100	890030	800				TGE	Taxi (Uber) from accommodation to Newark Airport (US\$84.73 @ 1.3301)	\$ 112.70		\$ 112.70
8	12/12/2018	3102	2100	890030	800				TGE	Airfare from New York/Newark to Calgary (Air Canada)	\$ 279.49		\$ 279.49
9	12/12/2018	3102	2100	890030	800				TGE	Taxi (Uber) from Calgary Airport to the residence	\$ 32.49	\$ 1.62	\$ 34.11
10	12/14/2018	3102	2100	890030	800				TGE	Mileage from the residence [redacted] to Banff Centre, round trip, 128km x 2 @ \$0.485	\$ 122.22	5.82	\$ 122.22
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
Total Expenses : A											1,285.76	20.59	\$ 1,306.35

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
3102	2100	890030	800				1303.24	3.11	\$ 1,306.35
	2100						1,285.76	20.59	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$1,303.24	\$ 3.11	\$ 1,306.35

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,306.35

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]



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 14, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

David Weyant

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: Banff Centre Board of Governors Meeting (Feb 28 - March 1 2019, Banff)

If non-employee, describe Banff Centre involvement

Rept 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	03/01/19	3102	2100	890030	800				TGE	Mileage from Banff Centre to Residence (One way, 125km @ \$0.495/km)	\$ 61.88	2.94	\$ 61.88
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											61.88	-	\$ 61.88

ENTERED MAR 27 2019

58.92 2.94

**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				61.88	2.94	\$ 61.88
	2100						58.92		
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 61.88	\$ -	\$ 61.88

Subtract Advance (if applicable)

B

Balance Due to Claimant

A-B

\$ 61.88

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)



Requestor Dept (if RTR)

Board of Governors

Prepared by (if not Claimant)

