

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 June 1, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Eric Harvie

DEPT Board of Governors

Permanent Mailing Address:

Itinerary and business rationale for expense: Board of Governors Meetings in Winnipeg, May 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	5/9/2018	3101	2100	890030	800				TGE	round trip flights to and from Winnipeg	\$336.25	\$ 16.81	\$ 353.06
2	5/9/2018	3101	2100	890030	800				TGE	flight ticket change fee to attend orientation	\$ 38.00	\$ 1.90	\$ 39.90
3	5/21/2018	3101	2100	890030	800				TGE	taxi from Winnipeg airport to hotel	\$ 30.00	\$ -	\$ 30.00
4	5/26/2018	3101	2100	890030	800				TGE	Calgary airport parking while in Winnipeg	\$ 93.86	\$ 4.69	\$ 98.55
5	5/29/2018	3101	2100	890030	800				TGE	Calgary parking to attend Dentons meeting	\$ 18.57	\$ 0.93	\$ 19.50
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											516.68	24.33	\$ 541.01

GL Codes Summary (please summarize by unique GL string) - NOT LEAVE THIS SECTION BLANK										DO	
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount		
3101	2100	890030	800				516.68	24.33	\$ 541.01		
	2100										
	2100										
	2100										
	2100										
	2100										
	2100										
	2100										
Total							\$ 516.68	\$ 24.33	\$ 541.01		

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 541.01

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) [Redacted]
 Requestor Name (if RTR) [Redacted]
 Requestor Dept (if RTR) [Redacted]
 Prepared by (if not Claimant) [Redacted]