

JUL 31 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 July 27, 2018

VENDOR/STAFF# (as applicable) \_\_\_\_\_ NAME (Claimant/Payee) Gay Mitchell DEPT Board of Governors

Permanent Mailing Address:

Itinerary and business rationale for expense: Board of Governors Meetings - February, May, and 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	2/16/2018	3102	2100	890030	800				TGE	14 day car rental (3 days used for Banff Centre)	\$ 97.54	\$ 4.88	\$ 102.42
2	2/16/2018	3102	2100	890030	800				TGE	gas for rental car	\$ 73.30	\$ 3.66	\$ 76.96
3	2/16/2018	3102	2100	890030	800				TGE	round trip airfare from Toronto to Calgary, reimbursed at Economy rate	\$ 737.14	\$ 36.86	\$ 774.00
4	5/23/2018	3102	2100	890030	800				TGE	round trip airfare from Toronto to Winnipeg, reimbursed at Economy rate	\$ 592.38	\$ 29.62	\$ 622.00
5	5/23/2018	3102	2100	890030	800				TGE	taxi from Winnipeg airport to hotel	\$ 20.00	\$ -	\$ 20.00
6	5/25/2018	3102	2100	890030	800				TGE	taxi from Winnipeg hotel to museum	\$ 10.00	\$ -	\$ 10.00
7	5/25/2018	3102	2100	890030	800				TGE	taxi from Winnipeg museum to airport	\$ 38.00	\$ -	\$ 38.00
8	7/22/2018	3102	2100	890030	800				TGE	round trip airfare from Toronto to Calgary, reimbursed at Economy rate	\$ 737.14	\$ 36.86	\$ 774.00
9	7/22/2018	3102	2100	890030	800				TGE	gas for rental car	\$ 80.73	\$ 4.04	\$ 84.77
10	7/22/2018	3102	2100	890030	800				TGE	9 day car rental (5 days used for Banff Centre)	\$ 309.52	\$ 15.48	\$ 325.00
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										\$ -
<b>Total Expenses : A</b>											<b>2,703.75</b>	<b>131.40</b>	<b>\$ 2,835.15</b>

**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				2703.75	131.40	\$ 2,835.15
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 2,703.75</b>	<b>\$ 131.40</b>	<b>\$ 2,835.15</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,835.15

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

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

