

JAN 14 2019

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE January 14, 2019

VENDOR/STAFF#
(as applicable)

NAME
(Claimant/Payee)

Howard Jang *DINERS 12/28/18*

DEPT Arts & Leadership

Permanent Mailing Address: [REDACTED]

FIRST MIDDLE LAST

Itinerary and business rationale for expense: diners card claim for local business and for trips to (Vancouver and New York) to (attend events and discuss donor/stakeholder relations)

Receipt 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	11/29/18	3101	2100	270901	690				TGE	Parking to attend meetings.		<i>1.20</i>	\$ 25.20
2	11/29/18	3101	2100	270901	690				TGE	Gas to attend local meetings/events in Banff		<i>1.43</i>	\$ 30.00
3	12/7/18	3101	2100	270901	690				TGE	Taxi from Airport to hotel			\$ 20.00
4	12/7/18	3101	2100	270901	690				TGE	Taxi to event: Chinatown Storytelling			\$ 22.00
5	12/8/18	3101	2100	270901	690				TGE	Taxi to meeting with French Consulate Partner			\$ 20.00
6	12/8/18	3610	2100	270901	690				EH	External Hosting with stakeholders			\$ 83.00
7	12/8/18	3101	2100	270901	690				TGE	Taxi to return to Hotel			\$ 19.00
8	12/9/18	3101	2100	270901	690				TGE	Taxi to attend meeting with [REDACTED]			\$ 18.00
9	12/9/18	3101	2100	270901	690				TGE	Taxi to return to hotel			\$ 18.00
10	12/9/18	3610	2100	270901	690				EH	External Hosting with [REDACTED] <i>PRESLERSI</i>			\$ 53.28
11	12/10/18	3101	2100	270901	690				TGE	Taxi to PWIAS Dinner			\$ 40.00
12	12/11/18	3610	2100	270901	690				EH	Dinner with [REDACTED] USD=114.18 CDN=157.07			\$ 157.07
13	12/11/18	3105	2100	270901	690				TGE	Hotel in Vancouver 4 nights		<i>41.52</i>	\$ 987.48
14	12/11/18	3106	2100	270901	690				TGE	Meal. USD = \$36.57. CDN = \$50.30			\$ 50.30
15	12/11/18	3101	2100	270901	690				TGE	Taxi to attend concert. USD= \$70.27 CDN= \$96.49			\$ 96.49
16	12/12/18	3105	2100	270901	690				TGE	Hotel in NYC for 2 nights USD=\$603.92 CDN=\$829.28			\$ 829.28
17	12/12/18	3101	2100	270901	690				TGE	Taxi to Airport. USD=\$51.67 CDN=\$70.86			\$ 70.86
18													
19													
20													
21													
22													
23													
24													
Total Expenses : A													\$ 2,539.96

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
3610	2100	270901	690						\$ 293.35
3106	2100	270901	690						\$ 50.30
3105	2100	270901	690				<i>41.52</i>		\$ 1,816.76
3101	2100	270901	690				<i>2.63</i>		\$ 379.55
	2100								
	2100								
	2100								
	2100								
	2100						<i>2495.81</i>	<i>44.15</i>	\$ 2,539.96
Total							\$ -	\$ -	\$ 2,539.96

Subtract Advance (if Balance Due to Claimant)	B	
	A-B	\$ 2,539.96

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

JAN 14 2019

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE January 14, 2019

VENDOR/STAFF#
 (as applicable)



NAME
 (Employee/Contractor/Supplier/Client/Donor/Grant/Payee)

Howard Jang

DEPT Arts & Leadership

FIRST MIDDLE LAST

Permanent Mailing Address: [Redacted]

Itinerary and business rationale for expense: diners card claim for local business and for trips to (Vancouver and New York) to (attend events and discuss donor/stakeholder relations)

Receipt 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	12/7/18	3106	2100	270901	690				TGE	Per Diem (D)			\$ 24.00
2	12/8/18	3106	2100	270901	690				TGE	Per Diem (B,L,D)			\$ 51.00
3	12/9/18	3106	2100	270901	690				TGE	Per Diem (L,D)			\$ 39.00
4	12/10/18	3106	2100	270901	690				TGE	Per Diem (B)			\$ 12.00
5	12/11/18	3106	2100	270901	690				TGE	Per Diem (B) USD. Converted to CDN			\$ 16.04
6	12/12/18	3106	2100	270901	690				EH	Per Diem (B,L,D) USD. Converted to CDN			\$ 69.57
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
Total Expenses : A											-	-	\$ 211.61

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
3106	2100	270901	690						\$ 211.61
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ -	\$ -	\$ 211.61

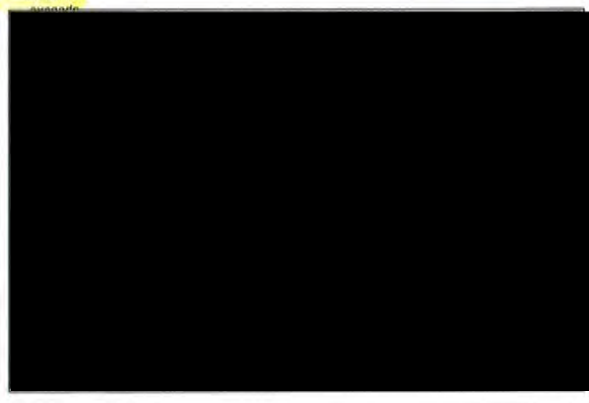
Subtract Advance (if Balance Due to Claimant)	B	
	A-B	\$ 211.61

Return to Requestor (RTR) V Mail to Claimant

Requestor Name (if RTR) _____

Requestor Dept (if RTR) _____

Prepared by (if not Claimant) _____



EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DINERS

DATE February 11, 2019

FEB 11 2019

VENDOR/STAFF# (as applicable) _____ NAME (Claimant/Payee) **Howard Jang** DEPT **Arts & Leadership**
 FIRST MIDDLE LAST

Permanent Mailing Address: _____

Itinerary and business rationale for expense: diners card claim for local business and for trips to (New York, Ottawa and Toronto) to (attend events and discuss donor/stakeholder relations)

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	1/5/19	3101	2100	270901	690				TGE	Taxi from Airport to Hotel			\$ 58.18
2	1/6/19	3101	2100	270901	690				TGE	Taxi to Arts Meeting			\$ 12.76
3	1/7/19	3610	2100	270901	690				EH	External Hosting: with [REDACTED]			\$ 99.78
4	1/7/19	3101	2100	270901	690				TGE	Taxi to Meeting with [REDACTED]			\$ 23.73
5	1/7/19	3101	2100	270901	690				TGE	Taxi to [REDACTED] Private Reception MISSING RECEIPT			\$ 19.33
6	1/7/19	3101	2100	270901	690				TGE	Taxi to ISPA Donor Reception			\$ 18.51
7	1/7/19	3101	2100	270901	690				TGE	Taxi to Scotland in New York Event			\$ 16.05
8	1/7/19	3101	2100	270901	690				TGE	Taxi to Hotel			\$ 16.11
9	1/8/19	3106	2100	270901	690				TGE	Personal Meal			\$ 36.98
10	1/8/19	3610	2100	270901	690				EH	External Hosting: Dinner with [REDACTED]			\$ 150.78
11	1/8/19	3101	2100	270901	690				TGE	Taxi to Joe's Pub to see show			\$ 20.09
12	1/8/19	3101	2100	270901	690				TGE	Taxi to Hotel			\$ 16.06
13	1/9/19	3101	2100	270901	690				TGE	Ticketed event with dinner			\$ 210.62
14	1/10/19	3106	2100	270901	690				TGE	Personal Meal			\$ 70.90
15	1/11/19	3105	2100	270901	690				TGE	Hotel in New York 6 Nights			\$ 1,403.40
16	1/11/19	3106	2100	270901	690				TGE	Personal Meal			\$ 40.25
17	1/11/19	3101	2100	270901	690				TGE	Taxi to airport MISSING RECEIPT			\$ 75.17
18	1/14/19	3106	2100	270901	690				TGE	Personal Meal			\$ 11.87
19	1/21/19	3740	2100	854020	800					Club Rewards Fee/Frais			\$ 99.00
20	1/21/19	3610	2100	270901	690				EH	External Hosting [REDACTED]			\$ 70.56
21	1/21/19	3101	2100	270901	690				TGE	Taxi to Hotel			\$ 34.00
22	1/21/19	3101	2100	270901	690				TGE	Taxi to airport			\$ 11.00
23	1/21/19	3101	2100	270901	690				TGE	Taxi to attend meeting			\$ 14.00
24	1/22/19	3105	2100	270901	690				TGE	Hotel in Toronto 1 night			\$ 307.20
Total Expenses : A											-	-	\$ 2,836.33

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
3740	2100	854020	800						\$ (99.00)
3610	2100	270901	690						\$ 321.12
3106	2100	270901	690						\$ 160.00
3105	2100	270901	690						\$ 1,710.60
3101	2100	270901	690						\$ 334.99
	2100	270901	690						\$ 210.62
	2100								
	2100								
Total							\$ -	\$ -	\$ 2,638.33

Subtract Advance (if Balance Due to Claimant)	B	
Travel Advance	A-B	\$ 2,836.33

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

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE February 11, 2019

VENDOR/STAFF#
 (as applicable)

NAME
 (Claimant/Payee)

Howard Jang

DEPT Arts & Leadership

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: diners card claim for local business and for trips to (New York, Ottawa and Toronto) to (attend events and discuss donor/stakeholder relations)

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			2100							Carry over from Expense Claim 1.	\$2,836.33		\$ 2,836.33
2	1/23/19	3106	2100	270901	690				TGE	Personal Meal			\$ 16.35
3	1/23/19	3101	2100	270901	690				TGE	Taxi to Airport			\$ 38.00
4	1/24/19	3106	2100	270901	690				TGE	Personal Meal			\$ 54.27
5	1/25/19	3101	2100	270901	690				TGE	Taxi to attend show			\$ 60.00
6	1/25/19	3101	2100	270901	690				TGE	Taxi to return to hotel			\$ 60.50
7	1/27/19	3105	2100	270901	690				TGE	Hotel in Edmonton 3 nights	639.46	9.48	\$ 648.94
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											2,836.33	-	\$ 3,714.39

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
3106	2100	270901	690						\$ 70.62
3105	2100	270901	690						\$ 648.94
3101	2100	270901	690						\$ 158.50
	2100						2836.33		\$ 2,836.33
	2100								
	2100								
	2100								
	2100								
Total							\$ 2,836.33	\$ -	\$ 3,714.39

Subtract Advance (if Balance Due to Claimant)	B	
	A-B	\$ 3,714.39

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

EXPENSE CLAIM FORM
BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF
DIRECTORS OF THE BANFF CENTRE FOUNDATION

DATE March 18, 2019

(Regular Board and Committee meeting related expenses only)

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Expense claim for meetings and events in Calgary, Toronto and

DEPT Vice President

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense:

If non-employee, describe Banff Centre involvement:

HOWARD JAWG *FEB 28/19*
DINERS

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	19/01/28	3101	2100	271025	690				TGE	Missing Receipt. Taxi to Airport			\$ 34.00
2	19/02/02	3101	2100	271025	690				TGE	Taxi from Airport to Hotel			\$ 38.88
3	19/02/02	3106	2100	271025	690				TGE	Meal on Flight. Personal Meal			\$ 8.35
4	19/02/07	3101	2100	271025	690				TGE	Parking to attend BOOM event in Calgary			\$ 12.60
5	19/02/07	3101	2100	271025	690				TGE	Gas to do general business around Banff			\$ 25.00
6	19/02/08	3106	2100	271025	690				TGE	Personal Meal			\$ 9.61
7	19/02/20	3106	2100	271025	690				TGE	Personal Meal			\$ 6.52
8	19/02/20	3105	2100	271025	690				TGE	Hotel in Vancouver to attend Vancouver International Dance Showcase 2 nights	6.45		\$ 149.64
9	19/02/20	3101	2100	271025	690				TGE	Taxi to Hotel			\$ 38.00
10	19/02/21	3610	2100	271025	690				EH	External Hosting with BC colleague			\$ 58.43
11	19/02/22	3101	2100	271025	690				TGE	Taxi to Airport			\$ 44.00
12	19/02/22	3101	2100	271025	690				TGE	Taxi to Indspire event in Calgary			\$ 40.00
13	19/02/23	3101	2100	271025	690				TGE	Parking for car to stay at Marriot Airport Hotel.			\$ 5.00
14	19/02/23	3105	2100	271025	690				TGE	Hotel in Calgary 2 nights. To attend Indspire awards	10.25		\$ 247.37
15	19/02/23	3101	2100	271025	690				TGE	Parking at airport for trip to Vancouver to attend showcase	1.40		\$ 29.30
16	19/02/25	3101	2100	271025	690				TGE	Parking at Mount Royal for meetings in Calgary.			\$ 16.50
17	19/02/28	3101	2100	271025	690				TGE	Gas for business in Calgary and Banff	1.83		\$ 38.38
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
Total Expenses : A													801.58

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
3106	2100	271025	690						24.48 \$ 17.96
3105	2100	271025	690				380.31	16.70	\$ 397.01
3101	2100	271025	690						321.66 \$ 328.18
3610	2100	271025	690						\$ 58.43
	2100								
	2100								
	2100								
	2100								
	2100						784.88	16.70	\$ 801.58
Total							\$ -	\$ -	\$ 801.58

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 801.58

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)		
Prepared by (if not Claimant)		

MAR 25 2019

GENERAL EXPENSE CLAIM FORM (Do not use for Board/Executives)

DATE March 22, 2019

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Howard Jang **CASH**

DEPT Executive

Permanent Mailing Address: [REDACTED]

Itinerary and business rationale for expense: Travel and food costs associated with trip to Australia, Singapore and Malaysia on Banff Centre business.

If non-employee, describe Banff Centre involvement

Receipt 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	2/23/2019	3101	2100	271025	690				TGE	Parking to attend meeting in Calgary			\$ 3.00
2	3/7/2019	3106	2100	271025	690				TGE	Personal Meal Cash Singapore			\$ 5.42
3	3/8/2019	3101	2100	271025	690				TGE	Taxi to hotel Cash Singapore			\$ 58.29
4	3/15/2019	3106	2100	271025	690				TGE	Personal Meal Cash Singapore			\$ 15.59
5	3/14/2019	3101	2100	271025	690				TGE	Taxi to event Cash Malaysia			\$ 6.18
6	3/14/2019	3101	2100	271025	690				TGE	Taxi from event to hotel Cash Malaysia			\$ 3.58
7	3/4/2019	3101	2100	271025	690				TGE	Taxi from Pullman hotel to Airport Cash Malaysia.			\$ 41.33
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													\$ 133.39

ENTERED MAR 27 2019

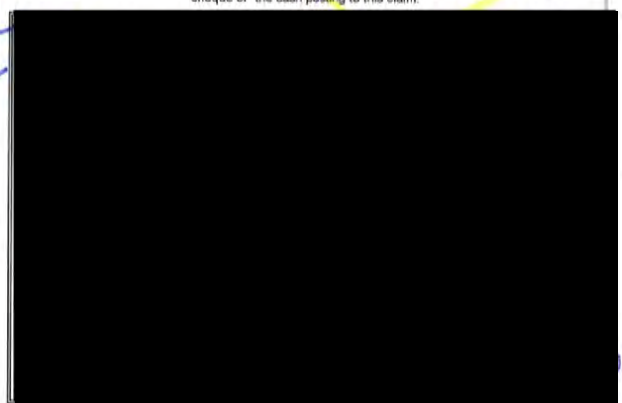
GL Codes Summary (please summarize by unique GL string)

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
	2100	(blank)	(blank)	(blank)			\$ -		\$ -
3106	2100	271025	690				\$ -		\$ 21.01
3101	2100	271025	690				\$ -		\$ 112.38
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
Total							\$ -	\$ -	\$ 133.39

Subtract Advance	B	
Balance Due to Claimant	A-B	\$ 133.39

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



Transaction Search - Company

BMO, Statement Period 02/13/2019 to 03/12/2019

Company Unit - T&E EXEC

Mapped Cards

Howard Jang

Posting Date	Tran Date	Account	Supplier	Amount	Purchase Description and Business Rationale
02/28/2019	02/27/2019	XXXX-XXXX-XXXX-5700	The Banff Centre - Le	10.45	
03/04/2019	03/03/2019	XXXX-XXXX-XXXX-5700	Ssp Fonzi Abbott Bne	14.89	
03/06/2019	03/01/2019	XXXX-XXXX-XXXX-5700	Air Can* 0143481186989	25	Visa to enter Australia as Visitor
03/06/2019	03/05/2019	XXXX-XXXX-XXXX-5700	Jamies Italian	56.19	Personal Meal
03/06/2019	03/06/2019	XXXX-XXXX-XXXX-5700	Miscellaneous Fee - Fee For Couriered Card Of Feb 13 2019	25	Card Fee
03/08/2019	03/06/2019	XXXX-XXXX-XXXX-5700	Taxi Epay Australia	15.78	Taxi from Airport to Hotel
03/08/2019	03/06/2019	XXXX-XXXX-XXXX-5700	Taxi Epay Australia	15.89	Taxi to Attend Meetings
03/08/2019	03/07/2019	XXXX-XXXX-XXXX-5700	Comfort/Citycab Taxi	20.92	Taxi to hotel from Art event
03/08/2019	03/07/2019	XXXX-XXXX-XXXX-5700	Stamford Plaza Adelaid	66.53	Personal Meals at Hotel. Hotel was paid for by our host, however breakfast was not
03/08/2019	03/08/2019	XXXX-XXXX-XXXX-5700	049-St20 (Rasapura)	7.11	Personal Meal
03/08/2019	03/08/2019	XXXX-XXXX-XXXX-5700	Premier Taxis	10.32	Taxi to attend event
03/08/2019	03/08/2019	XXXX-XXXX-XXXX-5700	Comfort/Citycab Taxi	14.23	Taxi to Return from Meetings
03/08/2019	03/08/2019	XXXX-XXXX-XXXX-5700	Cafe Melba Pte.Ltd.	17.94	Personal Meal
03/11/2019	03/08/2019	XXXX-XXXX-XXXX-5700	Starbucks Coffee- Mbs	8.03	Coffee. Personal Meal
03/11/2019	03/09/2019	XXXX-XXXX-XXXX-5700	Fjm Raffles City(Rfc)	16.05	Personal Meal
03/11/2019	03/10/2019	XXXX-XXXX-XXXX-5700	Airport Limo	28.45	Taxi to Airport
03/12/2019	03/10/2019	XXXX-XXXX-XXXX-5700	Transcab	17.96	Taxi from hotel to event
03/12/2019	03/10/2019	XXXX-XXXX-XXXX-5700	Rendezvous Hotel Spore	771.91	Hotel in Singapore to attend Meetings. 3nights
			Debit Total CAD	1,142.65	
			Credit Total CAD	0	
			Total CAD	1,142.65	