

AUG - 7 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 25, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Judith LaRocque

DEPT Board of Governors

Permanent Mailing Address:

Itinerary and business rationale for expense: Board of Governors Meetings (May 2018 in Winnipeg)

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	4/18/2018	3104	2100	890030	800				TGE	round trip airfare Montreal-Winnipeg	\$ 472.61	\$ 46.42	\$ 519.03
2	5/23/2018	3104	2100	890030	800				TGE	travel booking fee	\$ 25.00	\$ -	\$ 25.00
3	5/23/2018	3104	2100	890030	800				TGE	Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
4	5/23/2018	3104	2100	890030	800				TGE	round trip transfer from Hawkesbury to Montreal airport	\$ 160.00	\$ -	\$ 160.00
5	5/24/2018	3104	2100	890030	800				TGE	taxi from Winnipeg museum to hotel	\$ 10.00	\$ -	\$ 10.00
6	5/25/2018	3104	2100	890030	800				TGE	Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
7													\$ -
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
16													\$ -
17													\$ -
18													\$ -
19													\$ -
20													\$ -
21													\$ -
22													\$ -
23													\$ -
24													\$ -
Total Expenses : A											722.59	48.92	\$ 771.51

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				722.59	48.92	\$ 771.51
	2100						750.91	21.50	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 722.59	\$ 48.92	\$ 771.51

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 771.51

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of

ENTERED AUG - 8 2018

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

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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 30, 2018

VENDOR/STAFF# (as applicable) [REDACTED] NAME (Claimant/Payee) Judith LaRocque DEPT Board of Governors
 FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and business rationale for expense: Board of Governors Meetings July 2018

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	6/29/2018	3102	2100	890030	800				TGE	round trip airfare Montreal-Winnipeg CALGARY	\$ 761.61	\$ 34.76	\$ 796.37
2	7/18/2018	3102	2100	890030	800				TGE	travel booking fee	\$ 25.00	\$ -	\$ 25.00
3	7/18/2018	3102	2100	890030	800				TGE	Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
4	7/18/2018	3102	2100	890030	800				TGE	round trip Airporter transfer from YYC to Banff	\$ 127.60	\$ 6.38	\$ 133.98
5	7/18/2018	3102	2100	890030	800				TGE	round trip transfer from Hawkesbury to Montreal airport	\$ 160.00	\$ -	\$ 160.00
6	7/22/2017	3106	2100	890030	800				TGE	personal dinner	\$ 23.59	\$ -	\$ 23.59
7	7/23/2017	3102	2100	890030	800				TGE	Air Canada baggage fees one way	\$ 27.49	\$ 1.25	\$ 28.74
8			2100								\$ -	\$ -	\$ -
9			2100								\$ -	\$ -	\$ -
10											\$ -	\$ -	\$ -
11											\$ -	\$ -	\$ -
12											\$ -	\$ -	\$ -
13											\$ -	\$ -	\$ -
14											\$ -	\$ -	\$ -
15											\$ -	\$ -	\$ -
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18											\$ -	\$ -	\$ -
19											\$ -	\$ -	\$ -
20											\$ -	\$ -	\$ -
21											\$ -	\$ -	\$ -
22											\$ -	\$ -	\$ -
23											\$ -	\$ -	\$ -
24											\$ -	\$ -	\$ -
Total Expenses : A											1,152.78	43.64	\$ 1,196.42

Handwritten calculations and notes:
 3102 { 796.37 +
 25.00 +
 28.74 +
 133.98 +
 160.00 +
 28.74 +
 1,172.83 *
 3106 - 1,172.83 +
 23.59 +
 1,196.42 *

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GL Codes Summary (please summarize by GL Code and Fund) LEAVE THIS SECTION

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				27.49	1.25	\$ 28.74
3106	2100	890030	800				23.59		\$ 23.59
3102	2100	890030	800				1101.70	42.39	\$ 1,144.09
	2100							43.64	\$ 43.64
	2100							1,172.83	\$ 1,172.83
	2100							23.59	\$ 23.59
	2100							1,196.42	\$ 1,196.42
Total							\$ 1,152.78	\$ 43.64	\$ 1,196.42

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,196.42

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

EXPENSE CLAIM FORM

**BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF
THE BANFF CENTRE FOUNDATION**

DATE July 30, 2018

(All expenses EXCLUDING regular Board and Committee meetings)

VENDOR/STAFF#
(as applicable)

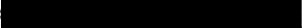


NAME
(Claimant/Payee)

Judith LaRocque

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: GG Awards in Ottawa

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	05/31/2018	3104	2100	890030	800				TGE	round trip car travel to GGs hotel (236km@46.5 cents)	\$ 109.74	\$ 5.23	\$ 109.74
2	05/31/2018	3104	2100	890030	800				TGE	taxi from hotel to GGs	\$ 15.00	\$ -	\$ 15.00
3	05/25/2018	3104	2100	890030	800				TGE	taxi from GGs to hotel	\$ 15.00	\$ 30.48	\$ 15.00
4	06/03/2018	3104	2100	890030	800				TGE	2 nights Ottawa hotel stay	\$ 679.02	\$ 31.44	\$ 710.46
5	06/03/2018	3106	2100	890030	800				TGE	personal meal in Ottawa	\$ 34.24	\$ -1.58	\$ 35.82
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
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20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
Total Expenses : A											853.00	33.02	\$ 886.02

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850.39 35.63

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	890030	800				34.24	-1.68	\$ 35.82
3102	2100	890030	800				818.76	-31.44	\$ 850.20
							814.57	35.63	
							850.39	35.63	
Total							\$ 853.00	\$ 33.02	\$ 886.02

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 886.02

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