

**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 December 6, 2018

VENDOR/STAFF# (as applicable) \_\_\_\_\_ 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 (November 2018 in Banff)

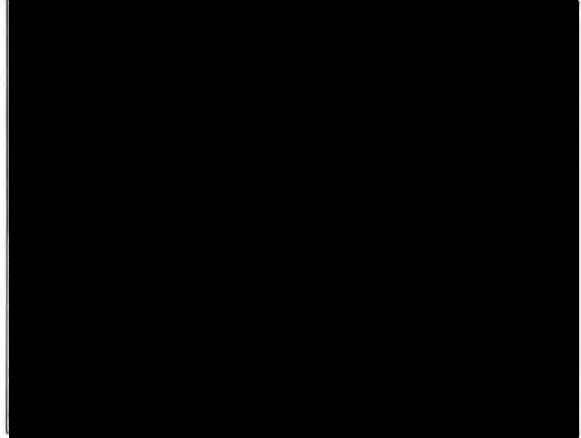
If non-employee, describe Banff Centre involvement \_\_\_\_\_

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	11/08/2018	3104	2100	890030	800				TGE	Airfare (Round trip Ottawa - Calgary)	\$ 918.18	35.65	\$ 918.18
2	11/08/2018	3104	2100	890030	800				TGE	Banff Airporter (Round trip Calgary - Banff)	\$ 133.98	\$ 6.70	\$ 140.68
3	11/08/2018	3104	2100	890030	800				TGE	Air Canada baggage fees (both way)	\$ 64.80	\$ 3.00	\$ 67.80
4	11/08/2018	3104	2100	890030	800				TGE	Parking at Ottawa airport	\$ 67.38	\$ 3.12	\$ 70.50
5	11/08/2018	3106	2100	890030	800				TGE	Lunch (Air Canada inflight meal)	\$ 4.52	\$ -	\$ 4.52
6	11/09/2018	3106	2100	890030	800				TGE	Dinner (Maciab Bistro, Banff Centre)	\$ 20.87		\$ 20.87
7	10/31/2018	3104	2100	890030	800				TGE	Fee for invoice booking (Voyages Rozon Travel)	\$ 25.00		\$ 25.00
8													\$ -
9													\$ -
10												48.47	\$ -
<b>Total Expenses : A</b>											1,234.73	12.82	\$ 1,247.55

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 Locallon	NET Amount	GST	Total Amount
3106	2100	890030	800				25.39		\$ 25.39
3104	2100	890030	800				1,209.94	12.82	\$ 1,222.16
	2100						1,173.69	48.47	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							\$ 1,234.73	\$ 12.82	\$ 1,247.55

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,247.55

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)	<span style="background-color: black; color: black;">[REDACTED]</span>		
Requestor Dept (if RTR)	President's Office		
Prepared by (if not Claimant)	<span style="background-color: black; color: black;">[REDACTED]</span>		

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 13, 2019

VENDOR/STAFFS (as applicable) [Redacted] NAME (Claimant/Payee) Judith LaRocque DEPT Board of Governors

Permanent Mailing Address: [Redacted]

Hierarchy and business rationale for expense: Board of Governors Meetings (Feb 28 - March 1, Banff)

If non-employee, describe Banff Centre involvement

TRF No.	Date	Acct	Fund	Cost Centre	Activity Code	Activity Code	Sub-Activity Code	Activity Locn	Type of Expense	Description and business rationale/expense. Include PURCHASE ORDER NUMBER if applicable	Net Amount	Cost Amount	Total Amount	
	02/27/2019	3102	2100	890030	800				TGE	Round trip transfer service from Hawkesbury to Ottawa Airport (Rozon Travel)	\$ 150.00		\$ 150.00	
	02/27/2019	3102	2100	890030	800				TGE	Travel booking fee (Rozon Travel)	\$ 25.00		\$ 25.00	
	02/27/2019	3102	2100	890030	800				TGE	Round trip airfare from Ottawa to Calgary (Air Canada)	\$ 596.45	\$ 21.80	\$ 618.25	
	02/27/2019	3102	2100	890030	800				TGE	Air Canada baggage fees one way (Feb 27)	\$ 32.40	\$ 1.50	\$ 33.90	
	03/02/2019	3102	2100	890030	800				TGE	Air Canada baggage fees one way (Mar 2)	\$ 32.40	\$ 1.50	\$ 33.90	
	03/02/2019	3102	2100	890030	800				TGE	Airport Transfer from Calgary airport to Banff, Round trip (Banff Airport)	\$ 147.14	\$ 6.60	\$ 153.74	
	02/27/2019	3106	2100	890030	800				TGE	Onboard Snack (Air Canada)	\$ 9.18	\$ 0.48	\$ 9.66	
	02/27/2019	3106	2100	890030	800				TGE	Lunch (Macleod Bistro)	\$ 24.55	\$ 1.07	\$ 25.62	
<b>ENTERED MAR 27 2019</b>														
<b>Total Expenses</b>											<b>\$ 1,017.29</b>	<b>\$ 35.10</b>	<b>\$ 1,052.39</b>	

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TRF No.	Date	Acct	Fund	Cost Centre	Activity Code	Activity Code	Sub-Activity Code	Activity Locn	Type of Expense	Description and business rationale/expense. Include PURCHASE ORDER NUMBER if applicable	Net Amount	Cost Amount	Total Amount
3106	2100	890030	800								\$ 9.18	\$ 0.48	\$ 9.66
3102	2100	890030	800								\$ 983.39	\$ 31.60	\$ 1,014.99
	2100										\$ 915.39	\$ 31.60	\$ 946.99
	2100												
	2100												
	2100												
	2100												
	2100												
	2100												
<b>Total</b>											<b>\$ 1,017.29</b>	<b>\$ 35.10</b>	<b>\$ 1,052.39</b>

3106  
3102

Subtotal Advance (if applicable)	
Payment Order ID (if applicable)	

\* 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)	President's Office	
Prepared by (if not Claimant)	[Redacted]	