

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 12, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Letha J. MacLachlan

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense:

Participation in Board of Governors meetings

If non-employee, describe Banff Centre involvement

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	02/28/19	3102	2100	890030	800				TGE	Mileage from residence to Banff Centre and return (133km x 2 @\$0.495)	\$ 131.67	6.27	\$ 131.67
2	02/27/19	3102	2100	890080	800				TGE	Park Pass - 2019 Discovery pass	\$ 129.90	\$ 6.50	\$ 136.40
3	03/08/19	3185	2100	890030	800				TGE	3-year subscription to Nord VPN, as per governors' recommendation	\$ 107.55		\$ 107.55
4			2100										\$ -
5			2100										\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											368.12	6.60	\$ 375.62

ENTERED MAR 27 2019

362.85 12.77

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
3185	2100	890030	800				107.55		\$ 107.55
3102	2100	890030	800				<i>125.40</i>	<i>6.27</i>	\$ 131.67
3102	2100	890080	800				129.90	6.50	\$ 136.40
	2100								
	2100								
	2100								
	2100								
	2100						<i>362.85</i>	<i>12.77</i>	
Total							\$ 369.12	\$ 6.50	\$ 375.62

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 375.62

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	<input type="checkbox"/> Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)	Board of Governors	
Prepared by (if not Claimant)		

