

FEB 21 2018

EXPENSE CLAIM FORM - President, VP, Board

DATE February 21, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Letha MacLachlan

Position Board of Governors

Permanent Mailing Address:



Itinerary and Purpose of Travel/Expense: Board of Governors Meetings February 2018, Institute of Corporate Directors luncheon

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Description and Reason | NET Amount | GST Amount | Total Amount |
|---------------------------|-----------|----------------------|---------|------|-------------|---------------|---------------|--|---------------|--------------|---------------|
| 1 | 1/21/2018 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | Parks Canada Pass for visits to Banff Centre | \$ 129.90 | \$ 6.50 | \$ 136.40 |
| 2 | 2/13/2018 | Other1 | 3605 | 2100 | 890030 | 800 | | registration for the Institute of Corporate Directors luncheon (to represent Banff Centre interests) | \$ 60.00 | \$ 3.00 | \$ 63.00 |
| 3 | 2/13/2018 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | parking for the Institute of Corporate Directors luncheon (to represent Banff Centre interests) | \$ 33.33 | \$ 1.67 | \$ 35.00 |
| 4 | 2/14/2018 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | Airporter to Banff Centre for BoG meetings | \$ 62.01 | \$ 2.92 | \$ 64.93 |
| 5 | 2/16/2018 | Travel-General (BOG) | 3102 | 2100 | 890030 | 800 | | mileage from Banff Centre to Calgary following the BoG meetings (132 km @ \$0.46/km) | \$ 57.83 | \$ 2.89 | \$ 60.72 |
| 6 | | | #N/A | 2100 | | | | | | | \$ - |
| Total Expenses : A | | | | | | | | | <i>343.07</i> | <i>16.98</i> | 360.05 |

| GL Code Summary | | | | | | | | |
|-----------------|---------------------------|-------------|------|---------------|---------------|---------------|--------------|---------------|
| GL | Expense Type | Cost Centre | Fund | Activity Type | Activity Code | NET Amount | GST | Total Amount |
| 3101 | Travel-General (Pres, VP) | 890030 | 2100 | 800 | | - | - | - |
| 3102 | Travel-General (BOG) | 890030 | 2100 | 800 | | 283.07 | 13.98 | 297.05 |
| 3105 | Travel-Accommodation | 890030 | 2100 | 800 | | - | - | - |
| 3106 | Travel-Meals | 890030 | 2100 | 800 | | - | - | - |
| 3107 | Travel-Incidentals | 890030 | 2100 | 800 | | - | - | - |
| 3610 | Hosting | 890030 | 2100 | 800 | | - | - | - |
| 3611 | Hosting (Alcohol) | 890030 | 2100 | 800 | | - | - | - |
| 6132 | Travel-Advance | 890030 | 2100 | 800 | | - | - | - |
| 3605 | Other1 | 890030 | 2100 | 800 | | 60.00 | 3.00 | 63.00 |
| | Other2 | 890030 | 2100 | 800 | | - | - | - |
| | Other3 | 890030 | 2100 | 800 | | - | - | - |
| Total | | | | | | 343.07 | 16.98 | 360.05 |

| Travel Advance | B | |
|-------------------------|-----|-----------|
| Balance Due to Claimant | A-B | \$ 360.05 |

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

ENTERED FEB 28 2018

