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EXPENSE CLAIM FORM - President, VP, Board

DATE July 6, 2023

VENDOR/STAFF# (as applicable) _____

NAME (Claimant/Payee) Chris Lorway (FIRST / MIDDLE / LAST)

Position Incoming President and CEO

Permanent Mailing Address: _____

Itinerary and Purpose of Travel/Expense: _____

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	3/15/2023	[redacted]						Two night stay at the Palliser in Calgary to attend donor/arts partner event	$ 737.56	$ 35.07	$ 772.63
2											$ -
3											$ -
4				2100							$ -
5				2100							$ -
6				2100							$ -
7				2100							$ -
8				2100							$ -
9				2100							$ -
10				2100							$ -
11				2100							$ -
12				2100							$ -
13				2100							$ -
14				2100							$ -
15				2100							$ -
								Total Expenses : A			772.63

GL Code Summary

GL	Expense Type	Cost Centre	Fund	Activity	Activity Code	NET Amount	GST	Total Amount
3101	[redacted]					737.56	35.07	772.63
3102						-	-	-
3105						-	-	-
3106						-	-	-
3107						-	-	-
3610						-	-	-
3611						-	-	-
6132						-	-	-
						-	-	-
						-	-	-
						-	-	-
					Total	737.56	35.07	772.63

Travel Advance	B		
Balance Due to Claimant	A-B	$	772.63

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.

By signing below, the Claimant confirms that each listed expense was actually and reasonably incurred by the Claimant in the performance of the Claimant's duties for Banff Centre with due regard for economy, and was not personal in nature. The Claimant acknowledges that these expenses will be disclosed to the public in accordance with applicable Banff Centre policy and procedure. Banff Centre's Financial Services confirm that each listed expense [redacted]

Claimant's Signature Date

Approver - Print Name Date

Approver's Signature Date

Financial Services Date

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

[redacted]

[redacted]