

Expense Claims Forms

Date: September 23, 2013

EMPLOYEE#

NAME

CALLISTOCAPITAL
Joe Shiesinger

Position

Board of Gov

DEPT

President's Office

Mailing Address

Itinerary and Purpose of Travel : Attending January 2013 Board meetings

Please leave the colored cells for Financial Services

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	1/14/2013	Travel-BOG	3102	2100	890030	800				air fare to/from Calgary-TO return	\$ 1,936.18	96.80	\$ 2,032.98
2	1/23/2013	Travel-BOG	3102	2100	890030	800				Banff airporter service - to/from Calgary airport	\$ 71.07		\$ 71.07
3			3740	2100						PST			\$ 150.90
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
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31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 2,254.95	\$ -	2,254.95

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						2,007.25	96.80	2,104.05
3102	2100	Travel-BOG						2,254.95	-	2,254.95
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
3740										150.90
Total								2,254.95	-	2,254.95

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	2,254.95

ENTERED SEP 25 2013

Return to Requestor	
Department	PRES OFFICE
Cost Centre Code	890030
Prepared By	

Claimant		Date	SEP 24 2013
Finan		Date	



C A L L I S T O C A P I T A L

August 30, 2013

The Banff Centre
President's office
c/o Manager, Special Project & Institutional Analysis
P.O. Box 1020, Station #6
107 Tunnel Mountain Drive
Banff, AB T1L 1H5

Dear Sir/Madame:

Re: Expenses for Joseph Shlesinger – The Banff Centre Board of Governors

Please find attached receipts for travel expenses for Joseph Shlesinger for the Board of Governor meetings in Banff, AB January 23 – 25 that were not previously submitted for reimbursement:

Corporate Traveller (Air Canada)	\$2,183,88
Banff Airporter Service	\$ 71.07 (no receipt)
Total	<u>\$ 2,254.95</u>

Please make cheque payable to Callisto Management Inc. and forward to the address below. Expenses for Mr. Shlesinger's travel for the July 2013 meetings will follow under separate cover shortly.

Please contact me at [REDACTED] if you have any questions or require anything further.

Sincerely,
[REDACTED]

Office Manager

Attch.

[REDACTED]



CORPORATE TRAVELLER

1 Dundas St West Suite 200 Rm K, Toronto, ON M5G 1Z3 Ph: 647-775-8191 Fax: 647-775-8197
Corporate Traveller
GST # 89945 0480 RT0001 Tico #50020289 QST # 1217890167 TQ0001

INVOICE

CALLISTO - TRAVEL
161 BAY ST STE 4540
PO BOX 709
TORONTO ON M5J2S1 CANADA

Invoice Number: 2C8P2013BINVC0801
Date: 14th January 2013

Consultant: PATRICK STREET

Traveller Name: SHLESINGER/MR J
PNR: [REDACTED]
Destination: YYC

Order Number:
Customer Reference:
Date of Travel: 23rd January 2013

Description	Supplier	Amount
AIR CANADA TORONTO TO CALGARY RETURN JANUARY 23 TO 25 INCLUDES TAXES \$110.25	AC	1906.18
BOOKING FEE	FEE	30.00
GST/HST	STX	247.70
CHARGED TO AMEX ENDING [REDACTED]	MI	
Invoice Total:		\$2183.88

Handwritten notes: } 1,936.18 @ 5% 96.80

Banff Airporter Service

Calgary Airport to Banff Centre

Tick purchase January 18, 2013 \$130.76 (no receipt)

Refund January 30, 2013 (\$ 59.56)

Total **\$71.07**