# CLAIM FORM DEPARTMENTAL TRAVEL AND ENTERTAINMENT

DATE April 23, 2013

EMPLOYEE# VP-0009

07 NAME

D. Bruce Bentley

DEPT President's Office -TBCentre Foundation

Mailing Address:

FIRST MIDDLE

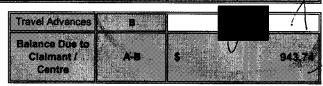
Itinerary and Purpose of Travel: Travel to Calgary, AB for Banff Centre Foundation meeting, April 11, 2013

Please leave the colored cells for Financial Services

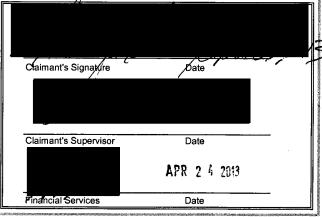
				Please lea	ve tne coloi	ea cells for F	-inancial Serv	rices					
Ropt no.	Date	GL Acet	Fund	Cost Centre	Activity Type	Activity Code	Sub- activity Code	Activity Loca	Description		NET Amount	GST Amount	Total Amount
1	04/10/13	3102	2100	890050	800				air travel Edmonton-Calgary	\$	250.03	11.91	\$ 250.03
2	04/11/13	3102	2100	890050	800				air travel Calgary-Edmonton	\$	289.93	13.81	\$ 289.93
3	04/11/13	3102	2100	890050	800	,			taxi (airport to dwntwn)	\$	40.00		\$ 40.00
4	04/11/13	3102	2100	890050	800				taxi (dwntwn to airport)	\$	40.00		\$ 40.00
5	04/11/13	3102	2100	890050	800				taxi (hotel to meeting)	\$	10.00		\$ 10.00
6	04/11/13	3102	2100	890050	800				Parking - Edmonton International	\$	23.00		\$ 23.00
7	04/11/13	3102	2100	890050	800				Delta Hotel - night of April 10	\$	290.78		\$ 290.78
8			2100										\$ - 1
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ - ]
15			2100										\$ -
16			2100										\$ -
17			2100										\$ - }
18			2100										\$ -
19			2100										\$ -
20			2100									25,72	\$ -
									Total Expenses: A	e	043.74	¢ .	943.74

				GLC	odes Sum	mary			
GL	Fund	Cost Contre	Activit y Type	Activity Code	Sub- activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800			918.02	<del>943.7</del> 4	25.72	943.74
					FN]	ERE	D AP	R 2 4	2013
									-
									-
						Total	943.74	22.81	943,74

Return to Requestor	Pauline Martin	Mail to Claimant	
Department	President's Office		
Cost Centre Code	890050		
Prepared By		Pauline Martin	



If Travel Advance exceeds expenses and the Center is to be reimbursed, please attach top copy of cheque or the CPA(Cash Posting Advance) to this claim.





### Looking for ground transportation or attractions?

#### **Booking Information**

Booking Reference: **LGZXQE**  **Customer Care** Air Canada

1-888-247-2262 Flight Arrivals and Departures

1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt. **Main Contact:** 

Mr David Bruce Bentley

Online Services

Manage my booking online (view/change my booking; select seats\*).

<u>Alert me</u> of flight status changes directly to my mobile phone or email.

 $\underline{\textbf{Flight Arrivals \& Departures}} \text{ - check online if my flight is on time.}$ 

Check-in online and print my boarding pass.

\* Can my booking be changed online?

Flight Itinerary

Elight	From	To S	Stops	Duration	Aircraft	Fare Meal Type
AC8161 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Wed 10-Apr 2013 19:30	<b>Calgary</b> ( <b>YYC</b> ) Wed 10-Apr 2013 20:21	0	0hr51	DH3	<u>Flex</u> , W

Operated by:

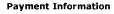
1 Air Canada Express - Jazz

**Passenger Information** 

1: Mr David Bruce	Bentley : Adult (16+), 1	licket Number: 0142119635	757
Air Canada -		Meal Preference :	None
Aeroplan :			
Payment Card:		Special Needs:	None
Seat Selection:	AC8161 <b>3D</b>		

# **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	194.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT00	001) 11.91
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	250.03
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$250.03
Stand Total - Calladian donars	\$250.03



Amount paid: **\$250.03** Credit/Debit Card

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$250.03 (Airfare - per ticket)



Manage my booking online (view/change my booking; select seats\*). Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

**Check-in online** and print my boarding pass.

# \* Can my booking be changed online?

**Flight Itinerary** 

Flight	From Section	olifo	Stope	Duration	Alicraft	Fairs : a Type : A	Meal
AC8154 <sup>1</sup>	Calgary (YYC) Thu 11-Apr 2013 17:00	Edmonton, Edmonton Int'l (YEG) Thu 11-Apr 2013 17:51	0	0hr51	DH3	<u>Flex</u> , V	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

**Passenger Information** 

1: Mr David Bruce	Bentley : Adult (16+), T	icket Number: 0142119	893379
Air Canada -		Meal Preference :	None

Aeroplan: Payment Card:

Seat Selection:

AC8154 5C

Special Needs:

None

**Purchase Summary** 

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	227.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30,00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	13.81
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	289.93
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$289.93



# **Payment Information**

Credit/Debit Card - Amount paid: **\$289.93** 

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$289.93 (Airfare - per ticket)

Ticket number(s): 0142119893379

## **Fare Rules**

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Changes:



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Driver #	37 H	Car # 155
То:	MC.	
From:	wothers	<u> </u>
Date:/_	1.64.13	Amount: 40.00
GST#		



Driver # Car #
TO: BCG office
From: De (talson Vally
Date: 11 PPP 13 Amount: 18.00
GST#



A550CI/	ATED CAB
for all your transportation needs.	canada International Arrival
Visit our counter at the Calgary International Airport	Air Canada International Arrival WestJel
international arrival door.	ASSOCIATED CAB
Driver Whep	Date 16 Alx 1 2013
Car #	_Amount _\$'40 /
GST Included #	

Thank you for choosing WC to be Ita



GST# R128599776

**Edmonton Airports** 

Can-T5J 2T2 Edmonton Tax CodeCA5%

Exit Lane 11/04/13 18:15 Receipt 059723

Short-term parking tkt HL - No. 011423 10/04/13 18:24 -11/04/13 18:23 -Period 1d0h0' (Tax) \$23. \$23.00

Total

\$23.00

Payment Received

\$23.00

Merch:9326641900 Auth:525000 Type: Swiped

Type. 5.... Sub Total Tax 5% \$21.90 1.10

# **Sue Broderick**

From:

Martin, Pauline < Pauline\_Martin@banffcentre.ca>

Sent:

Tuesday, March 26, 2013 3:41 PM

To:

Sue Broderick

Subject:

Reserved# 30879780 Delta Bow Valley Arr: Wednesday, April 10, 2013

**Attachments:** 

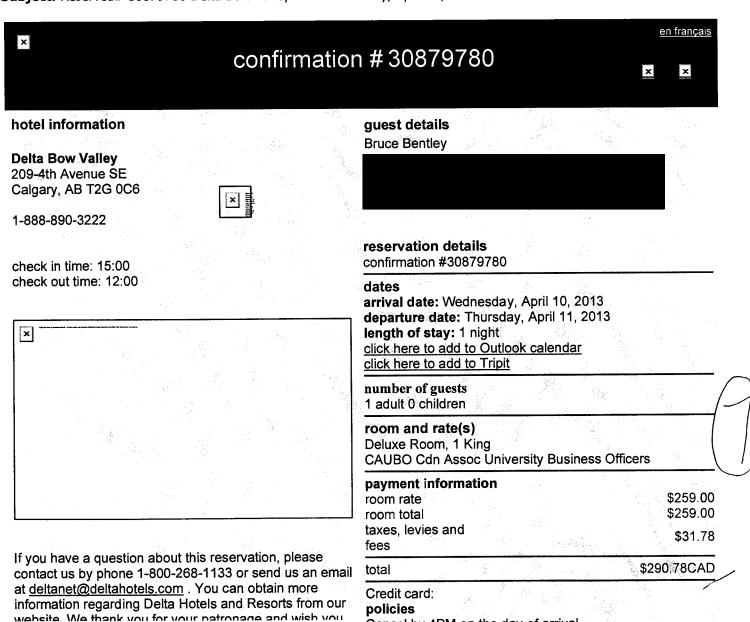
reservation.ics

### Hi Sue,

Unfortunately Le Germain was full so we had to find another hotel for Bruce's stay on April 10. I hope this works for him. If not, pls. let us know and we can see what else we can come up with.

### **Thanks - Pauline**

Subject: Reserved# 30879780 Delta Bow Valley Arr: Wednesday, April 10, 2013



Cancel by 4PM on the day of arrival