



Expense Claims Forms

Date: June 11, 2013

The Banff Centre
inspiring creativity

EMPLOYEE#

VE-0220

NAME

Jeff Melanson

Position

President

DEPT

Executive Office

FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : Business meetings

Please leave the colored cells for Financial Services

Rept 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	05/17/2013	Travel	3101	2100	890900	800				Fuel	\$ 33.70	\$ 1.68	\$ 35.38
2	05/19/2013	Travel	3101	2100	890900	800				Calgary Airport Parking	\$ 71.43	\$ 3.68	\$ 75.11
3	05/23/2013	Travel	3101	2100	890900	800				Parking	\$ 8.57	\$ 0.43	\$ 9.00
4	05/23/2013	Travel	3101	2100	890900	800				Parking	\$ 5.48	\$ 0.27	\$ 5.75
5	05/23/2013	Travel	3101	2100	890900	800				Fuel	\$ 51.03	\$ 2.70	\$ 53.73
6	06/04/2013	Travel	3101	2100	890900	800				Parking	\$ 6.19	\$ 0.31	\$ 6.50
7	06/06/2013	Travel	3101	2100	890900	800				Parking	\$ 63.85	\$ 3.19	\$ 67.04
8	05/07/2013	Accommodation	3105	2100	890900	800				Accommodation for Calgary meetings	\$ 319.94	\$ 14.68	\$ 334.62
9	05/07/2013	Meals	3106	2100	890900	800				Meal	\$ 72.90		\$ 72.90
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
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27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
											26.86		\$ 663.52
Total Expenses : A											\$ 633.09	\$ 26.83	\$ 659.92

ENTERED JUN 17 2013

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						243.82	12.18	256.00
3102	2100	Travel-BOG								
3105	2100	Accommodation						319.94	14.68	334.62
3106	2100	Meals						72.90	-	72.90
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance								
Total								633.09	26.83	659.92

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	59.92

Return to Requestor	Julie Snyder
Department	
Cost Centre Code	
Prepared By	

Claimant's Signature: [Signature] Date: June 12, 2013

Claimant's Supervisor: [Signature] Date: JUN 13 2013

Financial Services Date: _____

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF (403) 760-6675 AB

INTERAC PURCHASE CHIP

INV No. 0003592234
2013/05/17 08:05
Interac
AID A0000002771010
TVR 8000008000

Bronze PUMP No. 01
LITRES 27.447
PRICE/L \$1.289
TOTAL FUEL \$35.38
00 APPROVED - THANK YOU 001

APPROVAL No. 100508
CHEQUING
PINPAD No. 33800301
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$1.68
No. 137400032RT

TOTAL SALE \$35.38

STORE: C00035
TRAN: 2331346
2013/05/17 08:06:34

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THANK YOU
Questions?
1-800-661-1600

RECEIPT
GST NO. R122556194

EXIT No.
IN: 05/17/13 09:28 A2
OUT: 05/19/13 14:13
DURATION: 2 04: 45
PAID: \$ 75.60
(GST INCLUDED)

THANK YOU FOR
YOUR VISIT

SAIT Polytechnic
1301 16th Ave NW
ad-T2M 0L4 Calgary
Tax Code CAGST

it 23/05/13 13:28
it 077627
Term Parking

3 11:57 -
1 13:28 -
dlh32

Received
\$9.00
\$9.00
\$9.00

\$8.57
0.43
ts in CAD.
Receipt Date

WELCOME

Shell Canada
3808 BOW TRAIL SW
T3C 2E7 AB
Calgary (403) 246-2634

VISA PURCHASE CHIP

INV No. 0018899334
2013/05/23 16:20
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze PUMP No. 07
LITRES 43.012
PRICE/L \$1.319
TOTAL FUEL \$56.73
01 APPROVED - THANK YOU 001

APPROVAL No. 008039
TERMINAL No.
89001880
VERIFIED BY PIN

IMPORTANT
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your records

FUEL INCLUDES
GST - Fuel \$2.70
No. 137400032RT

TOTAL SALE \$56.73

STORE: C00188
TRAN: 1265524
2013/05/23 16:22:10

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THANK YOU
Questions?
1-800-661-1600

CALGARY PARKING AUTHORITY (403) 537-7000

Terminal: 340
Plate: ADZ4247

Zone: 3685
C 450060*0969

Valid through:

THURSDAY 23 MAY 13
3:42 PM

AMOUNT PAID: \$5.75 (GST incl.)
Start Time: 5/23/2013 1:42 PM

Auth No: 067925
Receipt No: 1857

FREE Battery Boosting & Tire Inflation Services (403) 537- 7006

CALGARY PARKING AUTHORITY (403) 537-7000

Terminal: 561
Plate: BDZ4247

Zone: 3199
C 450060*0969

Valid through:

TUESDAY 04 JUN 13
4:48 PM

AMOUNT PAID: \$6.50 (GST incl.)
Start Time: 6/4/2013 1:45 PM

Auth No: 048250
Receipt No: 1992

FREE Battery Boosting & Tire Inflation Services (403) 537- 7006

7

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8
BANFF AB
(403) 760-6675

VISA
PURCHASE CHIP

INV No. 0003590322
2013/06/06 17:07
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 10
LITRES 50.825
PRICE/L \$1.319
TOTAL FUEL \$67.04
01 APPROVED - THANK YOU 001 ✓
APPROVAL No. 014278
TERMINAL No.
89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$3.19 ✓
No. 137400032RT

TOTAL SALE \$67.04

STORE: C00035
TRAN: 2369091
2013/06/06 17:09:05

THIS SAT & SUN, JUNE
8&9, SPEND \$50 EARN
50 BONUS AIR MILES*
*DETAILS IN-STORE

THANK YOU
Questions?
1-800-661-1600



133 9th Avenue SW,
Calgary, AB, Canada T2P 2M3
T (403) 262-1234 F (403) 260-1260
G.S.T. Registration # 846543619

Room : 0457
Folio # : 591603
Cashier # : 999
Page # : 1 of 1

CAUBO
Mr Jeff Melanson
Banff
Canada

Arrival : 05-06-13
Departure : 05-07-13

Date	Description	Additional Information	Charges	Credits
05-06-13	In Room Dining	296820130506210914	72.90	
05-06-13	Internet - Interfaced	Room# 0457 :	14.65	
05-06-13	Room Charge		285.00	
05-06-13	Calgary Destination Marketing F		8.55	
05-06-13	Alberta Tourism Levy (4%)		11.74	
05-06-13	Room GST		14.68	
05-07-13	Visa			407.52
Total			407.52	407.52
Balance Due			0.00	

GST Summary

Room	14.68
F&B	2.90
Other	0.70
Total	18.28

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I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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