

FEB - 3 2015

CLAIM FORM DEPARTMENTAL TRAVEL AND ENTERTAINMENT

DATE February 3, 2015

EMPLOYEE# V-00701 NAME MacLab Enterprises DEPT Pres. Office - Banff Centre Foundation
FIRST MIDDLE LAST

Mailing Address [REDACTED]

Itinerary and Purpose of Travel : Bruce Bentley transportation costs regarding Foundation meeting in Calgary on January 21 2015

Please leave the colored cells for Financial Services

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	1/9/2015	3104	2100	890050	800				Edmonton-Calgary rtn airfare Jan21	\$ 401.36		\$ 401.36
2			2100									\$ -
3			2100									\$ -
4			2100									\$ -
5			2100									\$ -
6			2100									\$ -
7			2100									\$ -
8			2100									\$ -
9			2100									\$ -
10			2100									\$ -
11			2100									\$ -
12			2100									\$ -
13			2100									\$ -
14			2100									\$ -
15			2100									\$ -
16			2100									\$ -
17			2100									\$ -
18			2100									\$ -
19			2100									\$ -
20			2100									\$ -
ENTERED JAN 31 2015												\$ -
Total Expenses : A										\$ 401.36	\$ -	\$ 401.36

GL Codes Summary									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3104	2100	890050	800				384.25	17.11	401.36
Total							401.36		401.36

Travel Advances	B	
Balance Due to Claimant / Centre	A-B	\$ [REDACTED] 401.36

to be

65/13

Return to Requestor	[REDACTED]
Department	[REDACTED]
Cost Centre Code	[REDACTED]
Prepared By	[REDACTED]

Susan Parker

From: [REDACTED]
Sent: Friday, January 09, 2015 5:55 PM
To: [REDACTED]
Subject: Itinerary Invoice for Bruce Bentley travel to Calgary Jan 21

WARDS THE TRAVEL COMPANY LTD
10117 157 STREET
EDMONTON AB T5P 2T9
TELEPHONE: (780) 483-2573 FAX: (780) 483-2601
EMAIL: DENNIS AT WARDSTRAVEL.COM
GST: 10558 5822 RP001

MACLAB ENTERPRISES
3400 10205 100 AVENUE
EDMONTON AB
T5J2G7

DATE : 09 JAN 2015
COUNSELLOR : JUDY
LOCATOR : V6XFLE
CLIENT NBR : 97
INVOICE : 101632

FOR: BENTLEY/DAVID BRUCE MR

Flight schedule table with columns: FROM, TO, CARRIER, FLT/CL, DATE, DEP, ARR, S. Includes details for flights from EDMONTON/INTL to CALGARY and CALGARY to EDMONTON/INTL.

AIR CANADA BKG NO.0142143255037
AIR CANADA BOOKING REFERENCE LLJDKZ
AIR CANADA AEROPLAN NUMBER INCLUDED
ADULT FARE (1 X 268.00) 268.00
OTHER TAX (1 X 74.25) 74.25
GST (1 X 17.11) 17.11

Handwritten calculations: 42.00, 401.36

SERVICE CHARGE
PYMT BY AX

CAD 42.00
42.00-

AIR CANADA TOTAL
PYMT BY AX

359.36
359.36-