

EXPENSE CLAIM FORM
BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF
THE BANFF CENTRE FOUNDATION

DATE July 18, 2019

(All expenses EXCLUDING regular Board and Committee meetings)

VENDOR/STAFF#
(as applicable)



NAME
(Claimant/Payee)

Carolyn Campbell

DEPT Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Meeting with Advanced Education Minister (June 21).

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn.	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	6/21/2019	3102	2100	890030	800				TGE	Mileage reimbursement: from residence to Le Germain Hotel, Calgary, round trip (301km x 2 @0.475/km)	\$ 285.95	13.61	\$ 285.95
2	6/20/2019	3106	2100	890030	800				TGE	Dinner (Original Joes)	\$ 32.87	4.31	\$ 33.98
3	6/21/2019	3106	2100	890030	800				TGE	Lunch (Escoba Bistro & Wine Bar)	\$ 34.18	1.45	\$ 35.81
4	6/21/2019	3102	2100	890030	800				TGE	Parking	\$ 24.28	1.21	\$ 25.50
5	6/21/2019	3105	2100	890030	800				TGE	Accommodation (Hotel Le Germain Calgary)	\$ 330.28	15.96	\$ 346.22
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
Total Expenses : A											707.33	19.93	\$ 727.26

ENTERED AUG - 7 2019

696.48 30.78

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890030	800				66.83	2.78	\$ 69.59
3105	2100	890030	800				330.28	15.96	\$ 346.22
3102	2100	890030	800				340.24	1.21	\$ 311.45
	2100						296.63	14.82	
	2100								
	2100								
	2100						696.48	30.78	
Total							\$ 707.33	\$ 19.93	\$ 727.26

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 727.26

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.

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

Scanned
AUG - 7 2019

EXPENSE CLAIM FORM
BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF
DIRECTORS OF THE BANFF CENTRE FOUNDATION
 (Regular, Board and Committee meeting related expenses only)

DATE July 18, 2019

VENDOR/STAFF# (as applicable) [REDACTED] NAME (Claimant/Payee) Carolyn Campbell DEPT Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and business rationale for expense: Banff Centre Board meeting July 2019 (July 18 - 19)

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	7/17/2019	3102	2100	890030	800				TGE	Airfare from Edmonton to Calgary, One-way, West Jet (WS 3350)	\$ 259.12	\$ 12.96	\$ 272.08
2	7/17/2019	3102	2100	890030	800				TGE	One-way transfer from Calgary Airport to Banff Centre (Banff Airporter)	\$ 75.07	\$ 3.40	\$ 78.47
3													\$ -
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											334.19	16.36	\$ 350.55

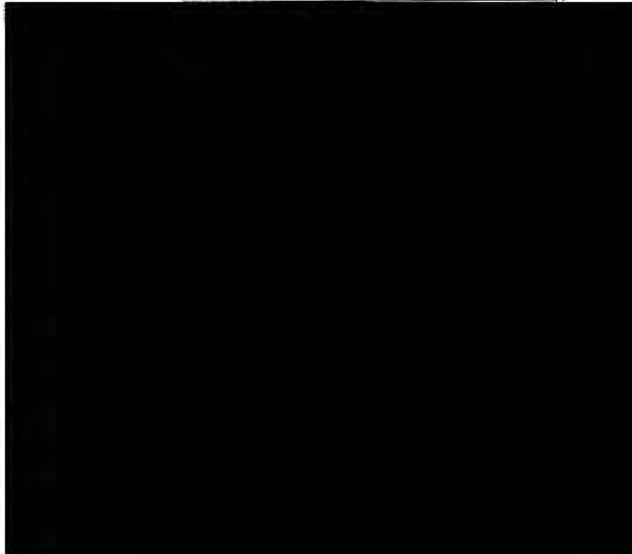
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GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				334.19	16.36	\$ 350.55
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 334.19	\$ 16.36	\$ 350.55

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 350.55

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.



Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)	[REDACTED]	
Requestor Dept (if RTR)	[REDACTED]	
Prepared by (if not Claimant)	[REDACTED]	

Summed Aug 29