



The Banff Centre
inspiring creativity

Expense Claims Forms

Date:

EMPLOYEE# **VE-0342**

NAME **Carolyn Warren**

Position **VP Arts**

DEPT

FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : Meetings in Toronto (December 3-4, 2013)

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
1	12/3/2013	Travel	3101	2100	270900	690				BlueLine	\$ 31.00
2	12/3/2013	Travel	3101	2100	270900	690				ICO Taxi	\$ 12.00
3	12/3/2013	Travel	3101	2100	270900	690				Beck Taxi	\$ 15.00
4	12/3/2013	Travel	3101	2100	270900	690				Royal Taxi	\$ 18.20
5	12/4/2013	Travel	3101	2100	270900	690				Imperial Taxi	\$ 66.00
6	12/3/2013	Meals	3106	2100	270900	690				Noodle Bar	\$ 23.73
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							
Total Expenses : A											\$ 165.93

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						142.20	-	142.20
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						23.73	-	23.73
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								165.93		165.93

Travel Advance (positive)	B 6132-2100
	A-B

ENTERED JAN 16 2013

Claim

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carignan



Job # _____
RECEIPT FOR CAB FARE

Airport

Amount 43.1 Date Dec 3 - 2013
From 7 Elm Park Dr
To 1211 on Ave
Cab No. 513 Driver _____
H.S.T. Included in meter fare



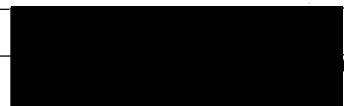
①

⑤



The driver is an independent Contractor, any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Imperial Taxi.

Date: 04/12/13 CAB # _____
Amount \$ 66.00 HST# _____
From: _____
To: _____
Signature: _____
Airport / Pearson



taxi.ca

②



INDEPENDENT CAB OWNERS'
CO-OPERATIVE INCORPORATED
TORONTO, ONTARIO



Date: 03-12-13 FARE: 12.00
From: _____ TIP: _____
To: to 4 Seasons Centre / Opera inty. TOTAL: 12.00
Cab# 45 Driver: _____

Flat rates available for Airport, Out of Town, Business Trips, Sightseeing, Etc: Ask Driver for details.

⑥

NOODLE BAR
Momofuku Toronto
190 University Ave.
Toronto, Ontario (647) 253-8000
www.momofuku.com

120002 _____

BECK TAXI RECEIPT
Cab No. 2669 G.S.T. _____
From _____
To to COC offices on front
Date 03/12/13 Amount 15.75
Signature _____



Tbl W3/1 Chk 7686 Gst 1
Dec03'13 07:15PM

1 Chicken Ramen 14.00
1 PearHammer Cider 7.00
Subtotal 21.00
Tax 2.73
Amount Due 23.73

Need New Years Eve Plans?
Make a reservation with us ASAP!

④

ROYAL TAXI (416) 777-9222
www.royaltaxi.ca

DATE 3 Dec 13 AMT. \$ 18.25
FROM _____
TO Lebanon Airport to hotel
DRIVER'S NAME _____ HST# _____
CAB# _____

The driver is an independent Contractor, any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Royal Taxi.

THANK YOU

Now accepting reservations
At www.momofuku.com
HST # 828934505