

Transaction Search - Company

BMO, 10/01/2019 to 12/31/2019

Michael Code

Posting Date	Supplier	Expense Category	Amount
11/5/2019	Indigo - Petroleum	Travel-Banff Centre Employees	5
11/8/2019	Hotel Le Germain Calga	Travel-Banff Centre Employees	288.59
11/8/2019	Pizza Pizza # 140	Travel-Banff Centre Employees	11.29
11/8/2019	Up Express Pearson Tvm	Travel-Banff Centre Employees	12.35
11/8/2019	Presto Pearson Stn	Travel-Banff Centre Employees	20
11/8/2019	Pac-Westjetconnect	Travel-Banff Centre Employees	23.09
11/11/2019	Holiday Inns	Travel-Banff Centre Employees	872.59
11/11/2019	Beck Taxi	Travel-Banff Centre Employees	14.95
11/11/2019	Gogoinflight	Travel-Banff Centre Employees	22.54
11/11/2019	Norton Np1295324073	Travel-Banff Centre Employees	41.99
11/11/2019	Park 2 Go Inc	Travel-Banff Centre Employees	55.33
	Debit Total CAD		1,367.72
	Credit Total CAD		0
	Total CAD		1,367.72

EXPENSE CLAIM FORM
VICE PRESIDENT
 (All expenses)

DATE November 18, 2019

VENDOR/STAFF#
(as applicable)



NAME
(Claimant/Payee)

Michael Code

DEPT VP, Operations

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Foundation meeting and dinner (Nov 4-5, 2019, Calgary). Meeting with KPMB (Nov 7-9, 2019, Toronto)

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	11/04/19	3101	2100	790910	790				TGE	Mileage reimbursement for round trip from Banff to Calgary (Le Germain Hotel) 127km x 2 @\$0.480	\$121.92	5.80	\$ 121.92
2	11/07/19	3101	2100	790910	790				TGE	Mileage reimbursement for round trip from Banff to Calgary airport, 145km x 2 @\$0.480	\$139.20	6.62	\$ 139.20
3	11/07/19	3106	2100	790910	790				TGE	Per Diem - Breakfast	\$ 12.00	.46	\$ 12.00
4	11/07/19	3106	2100	790910	790				TGE	per Diem - Lunch	\$ 15.00	.57	\$ 15.00
5	11/08/19	3106	2100	790910	790				TGE	Per Diem - Breakfast	\$ 12.00	.46	\$ 12.00
7	11/08/19	3106	2100	790910	790				TGE	per Diem - Dinner	\$ 24.00	.92	\$ 24.00
8	11/08/19	3101	2100	790910	790				TGE	Taxi fare, from KPMB to Royal York Hotel	\$ 10.00		\$ 10.00
9			2100										\$ -
10			2100										\$ -
Total Expenses : A											334.12	14.83	\$ 334.12

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	790910	790				60.59	2.41	\$ 63.00	
3101	2100	790910	790				258.70	12.42	\$ 271.12	
2100										
2100										
2100										
2100										
2100										
2100										
2100							319.29	14.83		
ENTERED NOV 20 2019							Total	\$ 334.12	\$ -	\$ 334.12

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 334.12

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)		