



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: August 11, 2014

NAME Gillian Danby
VP, CFO

Position Vice President, CFO

VE - 0394

Itinerary and Purpose of Travel : 1) Edmonton for Alberta Council of Presidents; 2) Late return from Edmonton for Alberta Council of Presidents;

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	6/26/2014	Travel	3101	2100	890050	800	Taxi	\$ 63.25		\$ 63.25
2	6/26/2014	Travel	3101	2100	890050	800	Hotel	\$ 214.90	\$ 7.42	\$ 222.32
3	6/26/2014	Travel	3101	2100	890050	800	Parking	\$ 27.30	1.30	\$ 27.30
4	7/14/2014	Meals	3106	2100	890050	800	Breakfast with Brenda Mackie(Missing Receipt)	\$ 31.40		\$ 31.40
5	7/14/2014	Travel	3101	2100	890050	800	Taxi	\$ 66.00		\$ 66.00
6	7/14/2014	Travel	3101	2100	890050	800	Taxi	\$ 66.00		\$ 66.00
Total Expenses : A								\$ 468.85	\$ 8.72	476.27

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			436.15	8.72	444.87
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			31.40	-	31.40
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
Total					468.85	8.72	476.27

Travel Advance (positive)	B 6132-2100	\$		
	A-B	\$		476.27

Return to Requestor	
Department	VP, CFO
Cost Centre Code	
Prepared By	

	8-Aug-14
	Date
	Date
	Date

ENTERED AUG 13 2014



Diners Club : Statement

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Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 2,373.15
Statement Date :	28-Jul-2014	Payments :	\$0.00
Payment Due Date :	24-Aug-2014	New Transactions :	\$ 476.27
		Balance Due :	\$ 2,914.68
		Past Due Balance :	\$ 2,373.15

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR GILLIAN DANBY ACCOUNT NUMBER: [REDACTED]		
26-Jun-2014	YELLOW CAB,EDMONTON,AB,CAN	\$ 63.25	549416034293
26-Jun-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 06/25/14 DEPART: 06/26/14 FOLIO NBR: 17588067 LOCATION PH: 4032506018	\$ 222.32	549418741837
26-Jun-2014	THE CALGARY AIRPORT AU,CALGARY,AB,CAN	\$ 27.30	043607025858
14-Jul-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 07/13/14 DEPART: 07/14/14 FOLIO NBR: 17586600 LOCATION PH: 4032506018	\$ 31.40	549480406432
14-Jul-2014	AIRPORT TAXI SERVICE,EDMONTON,AB,CAN	\$ 66.00	800130044276
14-Jul-2014	AIRPORT TAXI SERVICE,EDMONTON,AB,CAN	\$ 66.00	800130044284
28-Jul-2014	LATE PAYMENT FEE	\$ 65.26	
	TOTAL PURCHASE CREDIT [REDACTED]	\$ 0.00	
	TOTAL PURCHASE DEBITS [REDACTED]	\$ 476.27	

*breakfast
w. P.
Kendrick Mackie*

New Transactions Since Last Statement



Diners Club : Statement

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Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 2,914.68
Next statement date :	28-Aug-2014	Payments :	\$-2,373.15
		New Transactions :	\$ 0.00
		Balance Due :	\$ 541.53
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR ACCOUNT NUMBER: [REDACTED]		
01-Aug-2014	PAYMENT RECEIVED -- THANK, YOU, CAN	\$ -2,373.15	02-037-00063

①

Grill Danby - June 25-26, 2014
Council of Presidents - Edmonton.

Edmonton Airport
to Grant McEwan
Presidents Meeting

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: 45024124782577
TID: 1032

PURCHASE
Op Id: 997961
Card #:

AID: A0000000041010

APPROVED

AMOUNT	CAD\$55.00
TIP	CAD\$8.25
=====	
TOTAL	CAD\$63.25

Ref. #: C
Auth. #: 021961
Resp. Code: 00
TUR: 4000000000
TSI: F800

SEE AT EDMTAXI.COM
OR BEING OUR GUEST

GST 100403070

Date: 2014/06/26 Time: 09:04:06
Response: AUTH 021961

CUSTOMER COPY

RECEIPT

GST NO. R122556194

Parking - Calgary
Airport

③

EXIT No. A4
IN: 06/25/14 19:54
OUT: 06/26/14 16:44
DURATION: 0 20: 50
PAID: \$ 27.30
CGST INCLUDED

REF. 62

THANK YOU FOR
YOUR VISIT

Presidents Meeting

Calgary International Airport Parkade



DELTA

CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8
 Tel: 403-291-2600 Fax: 403-250-6121

BANFF CENTRE LTD
 Mrs Gill Danby
 Canada

Room: 857
 Folio: 447440
 Cashier: 24
 Arrival: 06-25-14
 Departure: 06-26-14

Date	Description	Additional Information	Charges	Credits
06-25-14	YYC Lounge - Dinner	CHECK# 0024346	60.65	
06-25-14	Room Charge		144.00	
06-25-14	Room Destination Marketing Fee		4.32	
06-25-14	Room Tourism Levy		5.93	
06-25-14	Room GST		7.42	
06-26-14				222.32
Total			222.32	222.32
Balance Due			0.00	CDN

GST Summary	
Reg No:807209770 RT0001	
Room	7.42
F&B	2.65
Other	0.00
Total	10.07

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Gill Danby, Monday, July 14, 2014

(5)

(6)

Council of Presidents
Edmonton

Council of
Presidents Edmonton

AIRPORT TAXI SERVICE
4608 101 ST. (7808907070)
EDMONTON, AB
T6E-5G9

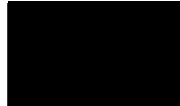
AIRPORT TAXI SERVICE
4608 101 ST. (7808907070)
EDMONTON, AB
T6E-5G9

Term ID: 05656809

Term ID: 05656809

Purchase

Purchase



Entry Method: C

Entry Method: C

Invoice #: 240

Invoice #: 240

Amount: \$ 59.00

Amount: \$ 59.00

Tip: \$ 7.00

Tip: \$ 7.00

Total: \$ 66.00

Total: \$ 66.00

2014/07/14 11:29:06

2014/07/14 16:52:36

Seq #: 0010030300

Seq #: 0010030310

Appr Code: 071916

Appr Code: 071018

Resp Code: 01/027

Resp Code: 01/027

A0000000041010
7D 02 F3 CA 79 3C 22 20
00 00 00 00 00
E8 00
0A A1 48 F4 D1 8A 1F 7D

A0000000041010
D6 1B 6A 29 87 10 55 44
00 00 00 00 00
E8 00
55 0A E2 A9 90 14 3A 27

APPROVED
Thank You

APPROVED
Thank You

Customer Copy

Customer Copy

- IMPORTANT -
retain this copy for your records

- IMPORTANT -
retain this copy for your records

GST816510432

GST816510432