

JUL - 4 2014



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: July 4, 2014

VE-0394

NAME Gillian Danby
VP, CFO

Position Vice President, CFO

Itinerary and Purpose of Travel : 1) Lunch for Alto Partners Meeting; 2) Edmonton for Alberta Council of Presidents; 3) Lunch-Strategic Plan, Banff; 4) 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	5/27/2014	Meals	3106	2100	890050	800	Lunch	\$ 8.82	\$ 0.22	\$ 9.03
2	6/2/2014	Travel	3101	2100	890050	800	Flight to YVR (Cancelled with pending WestJet Credit)	\$ 220.50	\$ 1.72	\$ 222.22
3	6/11/2014	Meals	3106	2100	890050	800	Lunch	\$ 70.43	\$ 1.50	\$ 71.93
4	6/25/2014	Travel	3101	2100	890050	800	Hotel	\$ 154.25	\$ 7.42	\$ 161.67
5				2100	890050	800				\$ -
Total Expenses : A								\$ 454.00	\$ 9.35	463.35

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			374.75	7.42	382.17
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	1.72	-
3106	2100	Meals			79.46	79.25	158.71
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
Total					454.00	9.35	463.35

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	463.35

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

Date	[Redacted]
Date	[Redacted]
Date	[Redacted]

ENTERED JUL - 9 2014

Gillian Danby **MasterCard**

The Westin Calgary
320 Fourth Avenue SW
Calgary, Alberta T2P 2S6
(403) 266-1611

CHECK: 9297
SERVER: 753
DATE: MAY 27 '14 2:09PM
CARD TYPE:
ACCT #:
EXP DATE:
AUTH CODE: 086218
GILLIAN DANBY

①

The Juniper Bistro and Lounge
1 Juniper Way, PO Box 3449
Banff, AB T1L 1E1
1-866-551-2281

Emp: 3- Ck #: 15

06/11/2014 Table: 2
01:38 PM Guests: 2

SUBTOTAL: 9.03

GRATUITY

TOTAL

SIGNATURE

1	GL Water Wheel Chardonnay	7.00
1	GL Water Wheel Chardonnay	7.00
1	Juniper Burger	13.00
	Brussel Sprouts	4.00
1	Sandwich Of The Day	14.00
1	Open Food	4.00
	Broccoli	
1	Tea	2.75
1	Open Food	5.00
	Mocha	
1	Coffee	3.00

③

Sub Total: 59.75
Bistro GST: 2.99
Total Due: 62.74

with HARVEY Locke

*lunch for
alts partners
meeting*

③

*lunch
with Harvey
re Strategic Plan*
1 JUNIPER WAY
P.O. BOX 3449
BANFF, AB T1L1E1
4037622781

MERCHANT ID: 97206300014 TERM ID: 002
SERVER: 3

SALE

METHOD: CHIP
06/11/14 14:21:28
INV #: 000008 APPR CODE: 037682
BATCH #: 000269
REF #: 008

AMOUNT \$62.74
TIP \$9.41
TOTAL \$72.15

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT

VERIFICATION
CARDHOLDER COPY
APPROVED

APPLICATION LABEL:
AID: 6000000041010
TIME: 00 00 00 00 00
TS1: 23 00


WestJet Rewards members earn 1% back in WestJet dollars on hotel booked at westjet.com.*
* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.


Charged to		\$345.71 CAD
Charged to		\$220.50 CAD
Total:		\$566.21 CAD


2


Important details


WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - [learn more](#). All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our [restricted items info page](#) or [catsa.gc.ca](#).

 Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see [Checked and excess baggage](#).

 Use web check in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.

 Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our [ID requirements section](#) for more information.

 Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see [Guests with special needs](#).

 We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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Reid, Rosalind

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
<noreply@itinerary.westjet.com>
Sent: Monday, June 02, 2014 2:15 PM
To: Danby, Gillian
Subject: Reservation Confirmation

Cancel June



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **QLHNTY**

Main contact: Ms Gillian Danby
E-mail: gillian_danby@banffcentre.ca
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Ms. Gillian Danby Flight Calgary (YYC)-Vancouver (YVR), Vancouver (YVR)-Calgary (YYC)
Ticket Number TN8382198676335
Seat YYC-YVR: *; YVR-YYC: *

Air Itinerary Details

WS655 WestJet	Calgary, CA Tue 10 Jun, 2014 12:00 PM	Vancouver, CA Tue 10 Jun, 2014 12:24 PM	Fare type: Econo Non-stop
WS544 WestJet	Vancouver, CA Thu 12 Jun, 2014 08:00 AM	Calgary, CA Thu 12 Jun, 2014 10:20 AM	Fare type: Econo Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 364.00	CAD 36.00	CAD 87.46	CAD 487.46	x 1	CAD 487.46
						Total airfare: CAD 487.46

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 23.21
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 50.00
		Total taxes: CAD 87.46

Fare family benefits

YYC-YVR: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **



Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: **QLHNTY**

Guest details

Ms Gillian Danby Flight Calgary (YYC)-Vancouver (YVR), Vancouver (YVR)-Calgary (YYC)
 Ticket number 8382198676335
 Seat YYC-YVR YVR-YYC

* You may not select a seat at this time. Seat selection will be available in the 'Manage bookings' section of your WestJet profile, during online check-in, or at the airport.

Air itinerary details

Calgary (YYC) Tue Jun 10 2014, 12:00 PM Boeing 737-800	Vancouver (YVR) Tue Jun 10 2014, 12:24 PM	WS 655 WestJet	Fare type: Econo Non-stop
Vancouver (YVR) Thu Jun 12 2014, 8:00 AM Boeing 737-700	Calgary (YYC) Thu Jun 12 2014, 10:20 AM	WS 544 WestJet	Fare type: Econo Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$364.00	\$36.00	\$87.46	\$487.46	x 1	\$487.46 CAD

YYC-YVR: Econo fare type benefits

One complimentary checked bag *

Fully refundable if cancelled within 24 hours of booking **

Advanced seat selection - \$5-34.50 *

\$75-86.25 itinerary change fee + applicable fare difference

\$75-86.25 name change fee

\$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -

* Not applicable on flights operated by our airline partners

** Excluding flights departing within 24 hours of booking

- Non-refundable to original form of payment

YVR-YYC: Econo fare type benefits

One complimentary checked bag *

Fully refundable if cancelled within 24 hours of booking **

Advanced seat selection - \$5-34.50 *

\$75-86.25 itinerary change fee + applicable fare difference

\$75-86.25 name change fee

\$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -

* Not applicable on flights operated by our airline partners

** Excluding flights departing within 24 hours of booking

- Non-refundable to original form of payment

Total airfare: **\$487.46 CAD**

From: Delta Hotels and Resorts <no_reply@zd.deltahotels.com>
Sent: Wednesday, June 25, 2014 9:13 AM
To: [REDACTED]
Subject: Update to Reservation# 33425109 Delta Calgary Airport Arr: Wednesday, June 25, 2014
Attachments: reservation.ics

 **update reservation # 33425109** en français  

hotel information

Delta Calgary Airport
 2001 Airport Road N.E.
 Calgary, AB T2E 6Z8

403-291-2600

check in time: 15:00
 check out time: 12:00



guest details

Gill Danby
 [REDACTED]

(4)

reservation details

confirmation #33425109

dates

arrival date: Wednesday, June 25, 2014
departure date: Thursday, June 26, 2014
length of stay: 1 night
[click here to add to Outlook calendar](#)
[click here to add to TripIt](#)

number of guests

1 adult 0 children

room and rate(s)

Premier Room, 1 King
 Banff Center Sales Manager

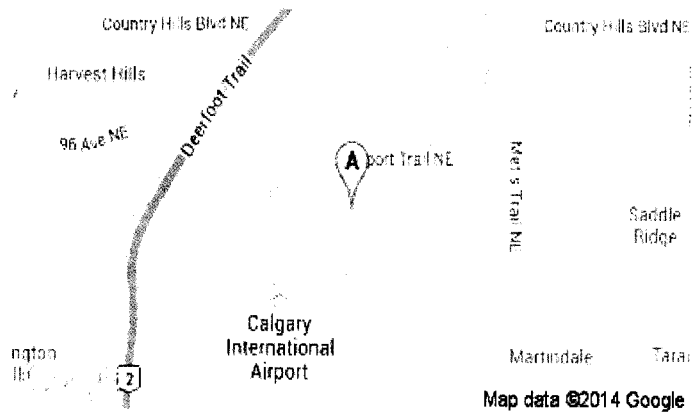
payment information

room rate	\$144.00
room total	\$144.00
taxes, levies and fees	\$17.67
total	\$161.67CAD

Guaranteed for late arrival.

policies

Cancel by 4PM on the day of arrival



If you have a question about this reservation, please contact us by phone 1-800-268-1133 or send us an email at deltanet@deltahotels.com. You can obtain more information regarding Delta Hotels and Resorts from our [website](#). We thank you for your patronage and wish you a pleasant stay at the Delta Calgary Airport. Other special requests may be confirmed at check in.



DELTA

CALGARY AIRPORT

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

~~2~~ 3

BANFF CENTRE LTD
Mrs Gill Danby
Canada

Room: 857
Folio: 447440
Cashier: 29
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	
Registration No:	846543619
Room	7.42
F&B	2.65
Other	0.00
Total	10.07

Council of Presidents
June 25-26, 2014
Edmonton, day
Trip

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.



Diners Club : Statement

[Close Window](#)

Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 1,909.80
Statement Date :	28-Jun-2014	Payments :	\$0.00
Payment Due Date :	25-Jul-2014	New Transactions :	\$ 463.35
		Balance Due :	\$ 2,373.15
		Past Due Balance :	\$ 1,909.80

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR GILLIAN DANBY ACCOUNT NUMBER: [REDACTED]		
27-May-2014	WESTIN CALG STARBUCKS,CALGARY,AB,CAN	① \$ 9.03	271481804273 ✓
02-Jun-2014	WESTJET,CALGARY,AB,CAN PASSENGER: DANBY/GILLIAN MS TICKET: 83821986763352 DEPART: 06/10/14 YYC TO YVR CLASS: M FARE BASIS: MBRSOI YVR TO YYC CLASS: M FARE BASIS: MBROI	② \$ 220.50	004055191099 ✓
11-Jun-2014	JUNIPER HOTEL,BANFF,AB,CAN CUST SVC PH: 4037622781 ARRIVE: 06/11/14 DEPART: 06/11/14 FOLIO NBR: HO0008 LOCATION PH: 4037622781	③ \$ 72.15	000197819278 ✓
13-Jun-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 06/13/14 DEPART: 06/13/14 FOLIO NBR: 17586600 LOCATION PH: 4032506018	④ \$ 161.67	549475011723
	TOTAL PURCHASE CREDIT [REDACTED]	\$ 0.00	
	TOTAL PURCHASE DEBITS [REDACTED]	\$ 463.35	