



The Banff Centre  
inspiring creativity

### Expense Claims Forms

Date: November 4, 2014

VE-0394

NAME Gillian Danby  
VP, CFO

Position Vice President, CFO

Itinerary and Purpose of Travel : Project Manager Selection Interviews, Calgary, September 30, 2014, SBO Meeting, Calgary October 2, 2014, CRA Audit Meeting, Calgary, October 6, Council of Presidents meeting, Edmonton, October 20, 2014

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount	
1	9/27/2014	Travel	3101	2100	890050	800	Flight changes-British Airways	\$ 220.78		\$ 220.78	
2	9/30/2014	Travel	3101	2100	890050	800	Delta Hotel	\$ 258.56	\$ 9.48	\$ 268.04	
3	10/3/2014	Travel	3101	2100	890050	800	Aloft Hotel	\$ 191.74	\$ 9.22	\$ 200.96	
4	10/6/2014	Travel	3101	2100	890050	800	Calgary downtown parking	\$ 39.90		\$ 39.90	
5	10/8/2014	Travel	3101	2100	890050	800	Calgary downtown parking	\$ 37.80		\$ 37.80	
6	10/8/2014	Meals	3106	2100	890050	800	Deloitte Meeting	\$ 8.66		\$ 8.66	
7	10/14/2014	Incidentals	3107	2100	890050	800	Subscription-The Economist	\$ 15.75		\$ 15.75	
8	10/19/2014	Travel	3101	2100	890050	800	Taxi Edmonton to Hotel	\$ 63.25		\$ 63.25	
9	10/20/2014	Travel	3106	2100	890050	800	Taxi Hotel to Edmonton downtown meeting	\$ 16.79		\$ 16.79	
10	10/20/2014	Travel	3101	2100	890050	800	Hotel Edmonton	\$ 399.95	\$ 13.85	\$ 413.80	
11	10/21/2014	Meals	3101	2100	890050	800	Dinner	\$ 36.23		\$ 36.23	
12	10/21/2014	Travel	3101	2100	890050	800	Parking	\$ 24.00		\$ 24.00	
13	10/27/2014	Travel	3101	2100	890050	800	Calgary Airport Parking	\$ 77.70		\$ 77.70	
14	10/21/2014	Travel	3101	2100	890050	800	Delta Hotel Airport	\$ 220.15	\$ 7.42	\$ 227.57	
15	10/23/2014	Incidentals	3181 3107	2100	<del>890050</del>	800	Amazon book purchase - PhD	\$ 76.78		\$ 76.78	
16	10/23/2014	Incidentals	3181 3107	2100	<del>890050</del>	800	Amazon book purchase - PhD	\$ 56.70		\$ 56.70	
<b>853950</b>								<b>Total Expenses : A</b>	<b>\$ 1,744.74</b>	<b>\$ 39.97</b>	<b>1,784.71</b>

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			1,550.62	39.97	1,590.59
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			44.89	-	44.89
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			149.23	-	149.23
3181							
<b>Total</b>					<b>1,744.74</b>	<b>39.97</b>	<b>1,784.71</b>

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	1,784.71

ENTERED NOV 12 2014

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

4-Nov-14
Date
Date
2 2014
Date




Diners Club : Statement

Close Window

<b>Account Name :</b>	GILLIAN DANBY THE BANFF CENTRE	<b>Currency :</b>	CAD
<b>Card Number :</b>	[REDACTED]	<b>Previous Balance :</b>	\$ 2,659.94
<b>Statement Date :</b>	28-Oct-2014	<b>Payments :</b>	\$-2,656.94
<b>Payment Due Date :</b>	24-Nov-2014	<b>New Transactions :</b>	\$ 1,784.71
		<b>Balance Due :</b>	\$ 1,787.71
		<b>Past Due Balance :</b>	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR GILLIAN DANBY [REDACTED]		
27-Sep-2014	BRITISH A,INTERNET,ESP,ESP GBP 118.07 @ 1.824345 INCLUDE FOREIGN TRANSACTION FEE 5.38 PASSENGER: DANBY/GILLIAN MS TICKET: 12585165251510 DEPART: 11/19/14 LHR TO LBA CLASS: O LHR TO LHR CLASS: O	\$ 220.78	080000644762 ✓ <i>missing on previous statement change to financial account</i>
30-Sep-2014	DELTA CALGARY SOUTH,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 09/29/14 DEPART: 09/30/14 FOLIO NBR: 18782927 LOCATION PH: 4032785050	\$ 268.04	549445462046 ✓
03-Oct-2014	ALOFT CALGARY UNIVERSI,CALGARY,AB,CAN NET: 170.82 GST: 30.14 CUST SVC PH: 4032891973 ARRIVE: 10/02/14 DEPART: 10/03/14 FOLIO NBR: 100300012 ROOM RATE: 179.00 LOCATION PH: 4032891973	\$ 200.96	072004608308 ✓
06-Oct-2014	IMPARK00030373U,CALGARY,AB,CAN	\$ 39.90	000620223013 ✓
08-Oct-2014	IMPARK00030370U,CALGARY,AB,CAN	\$ 37.80	000503696440 ✓
08-Oct-2014	GOOD EARTH CAFE #23,CALGARY,AB,CAN	\$ 8.66	800135866152 ✓
14-Oct-2014	THE ECONOMIST,INTERNET,GBR,GBR	\$ 15.75	090001930140 ✓ <i>NO bill</i>
19-Oct-2014	AIRPORT TAXI SERVICE,EDMONTON,AB,CAN	\$ 63.25	800133024475 ✓
20-Oct-2014	YELLOW CAB,EDMONTON,AB,CAN	\$ 16.79	549406428306 ✓
21-Oct-2014	FAIRMONT HOTEL MACDONA,EDMONTON,AB,CAN	\$ 413.80	800105623667 ✓
21-Oct-2014	DELTA BOW VALLEY,CALGARY,AB,CAN <i>breakfast with</i>	\$ 36.23	461671361122 ✓ <i>missing</i>
21-Oct-2014	VINCI PARK - DELTA BOW,CALGARY,AB,CAN <i>with</i>	\$ 24.00	800174635618 ✓
21-Oct-2014	THE CALGARY AIRPORT AU,CALGARY,AB,CAN <i>Brigade</i>	\$ 77.70	043606101388 ✓
21-Oct-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 10/20/14 DEPART: 10/21/14 FOLIO NBR: 17627741 LOCATION PH: 4032506018	\$ 227.57	549411521333 ✓

Diners Club : Statement

22-Oct-2014	PAYMENT RECEIVED -- THANK, YOU, CAN	\$ -2,656.94	02-938-00029
23-Oct-2014	Amazon.ca, AMAZON.CA, ON, CAN	\$ 76.78	000960231621 <i>MISSING ✓</i>
25-Oct-2014	Amazon EU, AMAZON.CO.UK, LUX, LUX GBP 30.74 @ 1.799610 INCLUDE FOREIGN TRANSACTION FEE 1.38	\$ 56.70	000792123725 <i>MISSING ✓</i>
		\$ -2,656.94	
	NET: 170.82	\$ 1,784.71	
	GST/HST/TOTAL TAX: 30.14	\$ 0.00	
		\$ 0.00	

**Danby, Gillian**

---

**From:** contact@contact.BritishAirways.com  
**Sent:** Tuesday, October 28, 2014 7:32 AM  
**To:** Danby, Gillian  
**Subject:** Your British Airways Travel Reservation: 359GAJ

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY

Thank you for using British Airways on-line.

Your Notes

---

Your Itinerary Details

---

**From:** Heathrow (London), United Kingdom  
**Terminal:** 5  
**to** Leeds Bradford International, United Kingdom  
**Flight Number:** BA1344 (Confirmed)  
**Depart:** Wed 19 November 2014, 18:20  
**Arrive:** Wed 19 November 2014, 19:25  
**Cabin:** Domestic  
**Baggage Allowance:** 1 bag at 23kg (51lbs) per adult/child  
**Operated By:** British Airways  
**Number of Stops:** 0

**Passenger:** MS GILLIAN DANBY

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Your Itinerary Details

---

**From:** Leeds Bradford International, United Kingdom  
**to** Heathrow (London), United Kingdom  
**Terminal:** 5  
**Flight Number:** BA1347 (Confirmed)  
**Depart:** Tue 2 December 2014, 09:25  
**Arrive:** Tue 2 December 2014, 10:40  
**Cabin:** Domestic  
**Baggage Allowance:** 1 bag at 23kg (51lbs) per adult/child  
**Operated By:** British Airways  
**Number of Stops:** 0

**Passenger:** MS GILLIAN DANBY

*\$220.78 by Danby*



# DELTA

CALGARY SOUTH

135 Southland Drive S.E. Calgary, Alberta, T2J 5X5  
Tel: 403-278-5050 Fax: 403-225-5834

Banff Centre  
Ms Gillian Danby  
107 Tunnel Mountain Drive  
Banff AB T1L1H5  
Canada

Room: 0162  
Folio: 268360  
Cashier: 250  
Arrival: 09-29-14  
Departure: 09-30-14

Date	Description	Additional Information	Charges	Credits
09-29-14	Atrium Cafe Charges	Line# 162 : CHECK# 0150	35.98	
09-29-14	Room Charge		184.00	
09-29-14	DMF		5.52	
09-29-14	Room GST		9.48	
09-29-14	Tourism Levy		7.58	
09-30-14	Atrium Cafe Charges	Line# 162 : CHECK# 0040	25.48	
09-30-14				268.04

GST Summary	
Registration No: 895126332	
Room	9.48
F&B	0.00
Other	0.00
<b>Total</b>	<b>9.48</b>

Total	268.04	268.04
Balance Due	0.00	CDN

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.

Aloft Calgary University  
 2359 Banff Trail NW  
 Calgary, AB T2M 4LZ  
 Canada  
 Tel: 403-289-1973 Fax: 403-282-1241



Gillian Danby  
 Travel Leaders/tmc

Page Number : 1 Invoice Nbr : 106847  
 Guest Number : 52971  
 Folio ID : A

Tax Invoice

Tax ID : 893755702RT0001  
 Aloft Calgary Univ 03-OCT-14 07:30 MICHPU

Date	Reference	Description	Charges (CAD)	Credits (CAD)
02-OCT-14	RT203	Room Charge	179.00	
02-OCT-14	RT203	Goods And Services Tax (GST)	9.22	
02-OCT-14	RT203	Alberta Tourism Levy	7.37	
02-OCT-14	RT203	Destination Marketing Fee	5.37	
03-OCT-14				-200.96
***For Authorization Purpose Only***				
	Date	Code	Authorized	
	02-OCT-14	021555	232.7	
		** Total	200.96	-200.96
		*** Balance	0.00	

Continued on the next page

Gill Danby - Oct 8, 2014 2x meeting in Calgary.

**\*DUPLICATE\***

GOOD EARTH CAFE #23  
850 2ND STREET SOUTH  
WEST  
CALGARY AB

**\*DUPLICATE\***



DATE 2014/10/08  
TIME 1733 13:11:49  
RECEIPT NUMBER  
CB4014457-001-041-123-0

PURCHASE  
TOTAL

**\$8.66**

*Lunch - DeLolde*

MasterCard  
A0000000041010  
C4C34DC272E4DAF0  
000000B000-EB00  
FAA30D671C0634DE

*Robert Crowder*

**APPROVED**

AUTH# 044528 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

*→ [unclear]*



*Meeting with DeLolde & Robert Crowder*

BANKER'S HALL  
CALGARY AB  
RECEIPT A1  
IN: 08/10/14 12:56  
OUT: 08/10/14 15:44  
PAID: \$ 37.80

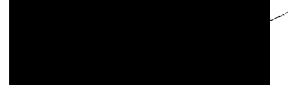


REF. 75  
GST No. 887315638RT00  
GST INCLUDED



*Energy*

SUNCOR ENERGY  
CENTRE  
GST: 102466  
RECEIPT A7  
IN: 06/10/14 10:51  
OUT: 06/10/14 15:14  
DURATION: 0:04:23  
PAID: \$ 30.00



REF. 45  
GST No. 887315638RT



Gill Danby

Oct 2014

MASTER CARD

Hotel to  
Government House  
Council of Presidents  
and CASDC

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

Term Id: 45024124782494  
Item #: 0042  
MasterCard  
PURCHASE  
Dr. Id: 454287

AID: A0000000041010

APPROVED

AMOUNT	CAD\$14.60
TIP	CAD\$2.19
	=====
TOTAL	CAD\$16.79

Edmonton Airport  
to Hotel.

AIRPORT TAXI SERVICE  
4608 101 ST. (7808907070)  
EDMONTON, AB  
T6E-5C9

Council of Presidents  
and CASDC  
Term ID: 05130419

Purchase



Entry Method: C

Invoice #: 008

Amount: \$	55.00
Tip: \$	8.25
	=====
Total: \$	63.25

2014/10/19 19:30:44  
Seq #: 0010140210  
Appr Code: 013216  
Resp Code: 01/027

A0000000041010  
D6 DD 14 06 95 40 91 D2  
00 00 00 00 00  
E8 00  
88 A4 A9 66 11 F1 38 58

APPROVED  
Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records

Ref. #: C  
Auth. #: 040656  
Resp. Code: 00  
TUR: 4000000000  
TSI: E800

BOOK ON LINE AT EDMAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/10/20 Time: 09:08:03  
Response: AUTH 040656



Council of Presidents  
and CASDC

THE *Fairmont*  
HOTEL MACDONALD

10065 - 100 Street  
Edmonton, AB, Canada T5J 0N6  
T (780) 424-5181 F (780) 429-6481

Room : 0408  
Folio # : 361812  
Cashier # : 1064  
Page # : 1 of 1

Travel Leaders Worldwide

Mrs Gillian Danby  
Canada

Arrival : 10-19-14  
Departure : 10-20-14

Date	Description	Additional Information	Charges	Credits
10-19-14	High Speed Internet	Room# 0408 : Internet Internet	14.65	
10-19-14	Harvest Room	Room# 0408 : CHECK# 1299	97.15	
10-19-14	Room Charge		269.00	
10-19-14	Room - DMF		8.07	
10-19-14	Room - AB Tourism Levy		11.08	
10-19-14	Room - GST		13.85	
10-20-14				413.80
<b>Total</b>			<b>413.80</b>	<b>413.80</b>
<b>Balance Due</b>			<b>0.00</b>	

Breakfast  
& Supper

GST Summary

Room	13.85
F&B	4.15
Other	0.70
<b>Total</b>	<b>18.70</b>

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr Garrett Turta, General Manager, at [Garrett.Turta@fairmont.com](mailto:Garrett.Turta@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at [www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au [www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année.)  
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont

Gill Danby - Master Card Expenses -

Breakfast  
Potatoe Candote

DELTA BOW VALLEY  
209 4TH AVENUE S E  
CALGARY AB T2G 0C6  
4032661980



DELTA BOW VALLEY BISTRO  
GST #R826085417

117

1 / 1 CHK 4312 GST 2  
OCT21'14 7:36AM

1 HEART SMART	17.00
2 COFFEE	9.00
1 ORANGE JUICE	4.00

SUBTOTAL .....	30.00
GST	1.50
TOTAL DUE ..	\$31.50

SALE

Clerk #: 000117  
 MID: 4297982  
 TID: B4297982 REF#: 00000002  
 Batch #: 075 SEQ: 075001001002  
 10/21/14 08:48:32  
 APPR CODE: 049186

AMOUNT	\$31.50
TIP	\$4.73
TOTAL	\$36.23

00 - APPROVED - 001

AID: A0000000041010  
 TVR: 00 00 00 80 00  
 TSE: E8 00

Share Your Experience  
www.dinedelta.com

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM # \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Share Your Experience  
www.dinedelta.com

Gillian Danby  
MasterCard Oct 2014

~~Delta Bow  
Valley - meeting~~

VINCI PARK  
DELTA BOW VALLEY  
HOTEL  
RECEIPT A1  
IN: 21.10.14 07:0  
OUT: 21.10.14 11:0  
AMOUNT: \$ 24.0

Keep ticket with you

Please pay at the exit  
returning to your vehicle.

REF. 001002192  
THANK YOU!  
VINCI PARK

Customer Service 403-296-1820

RECEIPT  
GST NO. R122556194

Airport Calgary  
Parking

EXIT No. A4  
IN: 10/19/14 16:45  
OUT: 10/21/14 06:46  
DURATION: 1 14: 01  
PAID: \$ 77.70  
(GST INCLUDED)

REF. [REDACTED]  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

Meeting with  
 Potential Staff  
 recruit and  
 Inoka Donovan  
 from E Campes  
 Alberta



**DELTA**  
 CALGARY AIRPORT

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

BANFF CENTRE LTD  
 Gillian Mrs Danby

Room: 530  
 Folio: 472460  
 Cashier: 99  
 Arrival: 10-20-14  
 Departure: 10-21-14

Date	Description	Additional Information	Charges	Credits
10-20-14	YYC Lounge - Dinner	CHECK# 0023960	65.90	
10-20-14	Room Charge		144.00	
10-20-14	Room Destination Marketing Fee		4.32	
10-20-14	Room Tourism Levy		5.93	
10-20-14	Room GST		7.42	
10-21-14				227.57

Total	227.57	227.57
Balance Due	0.00	CDN

GST Summary	
Reg No:807209770 RT0001	
Room	7.42
F&B	2.90
Other	0.00
<b>Total</b>	<b>10.32</b>

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.

Returns are easy. Visit our Online Return Centre.

If you need further assistance with your order, please visit Customer Service.

We hope to see you again soon!

**Amazon.ca**

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Vos commandes | Votre compte | Amazon.ca

**amazon.ca**

## Confirmation de l'envoi

Commande #701-9582279-8497006

Bonjour Gillian Danby,

Merci de magasiner avec nous. Nous avons pensé que vous aimeriez savoir que votre article a été expédié. Votre commande est ainsi complète. Votre commande est en route et n'est plus modifiable. Si vous devez retourner un article dans cet envoi ou gérer d'autres commandes, veuillez visiter Vos commandes sur Amazon.ca.

Votre date de livraison prévue est :  
**jeudi 30 octobre 2014**



Votre commande a été envoyée à :  
**Gillian Danby**



Votre colis est expédié par Canada Post et le numéro de suivi est 7316971099879242. Selon le mode de livraison que vous avez choisi, il peut s'écouler jusqu'à 24 heures avant que votre numéro de suivi ne renvoie des informations.

## Détails de l'envoi

Designing  
Research  
for Publication

Designing Research for Publication  
Vendu par Amazon.com.ca, Inc.



**CDN\$ 73.12**

Sous-total de la commande (article(s)) :	CDN\$ 73.12
Expédition et manutention :	CDN\$ 0.00
Estimation de la TPS/TVH :	CDN\$ 3.66
Estimation de la TVP/TVQ :	CDN\$ 0.00

Total : **CDN\$ 76.78** ✓

CDN\$ 76.78

**Subject:** Your Amazon.co.uk order of "Management Research" has been dispatched

**From:** Amazon.co.uk (auto-shipping@amazon.co.uk)

**To:** [Redacted]

**Date:** Saturday, 25 October 2014, 10:43

**amazon.co.uk**

Sell on Amazon | Your Orders | Amazon.co.uk

### Dispatch Confirmation

Order #026-9257627-9771504

Hello,

We thought you'd like to know that we've dispatched your item(s). Your order is on the way, and can no longer be changed. If you need to return an item or manage other orders, please visit Your Orders on Amazon.co.uk.

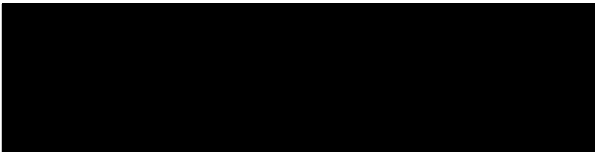
Your estimated delivery date is:

**Thursday, October 30, 2014**

No tracking information. Why?

Your order was sent to:

**Gillian Danby**



Your item(s) is (are) being sent by Royal Mail. This order does not have an associated tracking number.

### Delivery Information

Management Research  
Sold by Amazon EU S.a.r.L.

**£30.74**



Item Subtotal: £30.74

Delivery & Handling: £0.00

**Total: £30.74**

Paid by Mastercard: £30.74

*(Handwritten: Sterling)*

Need to view or print your invoice? Go to Order Details. Learn more.  
It's easy to return an item. Visit our Online Returns Centre.  
If you need further assistance with your order, please visit Customer Service.

*Conversion  
\$52.70*