

OCT - 8 2014



Expense Claims Forms

Date: October 3, 2014

VE-0394

NAME Gillian Danby
VP, CFO

Position Vice President, CFO

Itinerary and Purpose of Travel : Project Mgmt recruitment (Sep 16) UAPP meeting, Calgary (Sep 17), Presidents Council in Red Deer (Sep 19) - Books for PhD

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	8/28/2014	Incidentals	3107	2100	890050	800	Books for Professional Development- PhD	\$ 95.03		\$ 95.03
2	9/8/2014	Travel	3101	2100	890050	800	Airfare to England for PhD	\$ 1,140.84		\$ 1,140.84
3	9/11/2014	Incidentals	3107	2100	890050	800	Books for Professional Development- PhD	\$ 35.72		\$ 35.72
4	9/16/2014	Travel	3101	2100	890050	800	Hotel - Calgary Meetings	\$ 311.47	11.81	\$ 311.47
5	9/17/2014	Travel	3101	2100	890050	800	Taxi	\$ 38.53		\$ 38.53
6	9/17/2014	Incidentals	3107	2100	890050	800	Books for Professional Development - Phd	\$ 65.45		\$ 65.45
7	9/17/2014	Travel	3101	2100	890050	800	Taxi	\$ 44.73		\$ 44.73
8	9/18/2014	Travel	3101	2100	890050	800	Hotel - Delta Airport - UAPP	\$ 678.46	27.52	\$ 678.46
9	9/18/2014	Meals	3106	2100	890050	800	Lunch with BOD - Chair	\$ 57.29		\$ 57.29
10	9/19/2014	Travel	3101	2100	890050	800	Parking in Red Deer	\$ 8.00		\$ 8.00
11	9/19/2014	Travel	3101	2100	890050	800	Hotel in Red Deer	\$ 154.12	7.07	\$ 154.12
12	9/18/2014	Travel	3101	2100	890050	800	Parking in Calgary at Delta Calgary Airport	\$ 27.30		\$ 27.30
13										\$ -
Total Expenses : A								\$ 2,656.94	\$ 46.40	2,656.94

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			2,357.05	46.40	2,403.45
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			57.29	-	57.29
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			196.20	-	196.20
Total					2,656.94	-	2,656.94

Travel Advance (positive)	B	\$	
	6132-2100	\$	1
	A-B	\$	2,656.94

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

Oct-14	Date
[Redacted]	Date
[Redacted]	Date

ENTERED OCT 15 2014



Diners Club : Statement

[Close Window](#)

Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 3.00 ✓
Statement Date :	28-Sep-2014	Payments :	\$0.00
Payment Due Date :	25-Oct-2014	New Transactions :	\$ 2,656.94
		Balance Due :	\$ 2,659.94
		Past Due Balance :	✓ 2656.94 Pay \$0.00

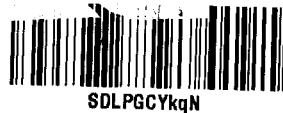
Date	Description	Transaction Amount	Reference Number
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TRANSACTIONS FOR
GILLIAN DANBY

	[REDACTED]		
28-Aug-2014	Amazon.com,AMZN.COM/BILL,WA,USA USD 85.34 @ 1.086478 INCLUDE FOREIGN TRANSACTION FEE 2.31	✓ \$ 95.03	000092983759
08-Sep-2014	BRITISH A,QUEBEC,QC,CAN PASSENGER: DANBY/GILLIAN MS TICKET: 12585156628630 DEPART: 11/18/14 YYC TO LHR CLASS: O YYC TO YYC CLASS: O	✓ <u>\$ 1,140.84</u>	050000467134
11-Sep-2014	Amazon.ca,AMAZON.CA,ON,CAN	\$ 35.72	000174651549 - missing -
16-Sep-2014	SANDMAN 01-026 CALGARY,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 09/15/14 DEPART: 09/16/14 FOLIO NBR: 00083253 LOCATION PH: 4032378626	✓ <u>\$ 311.47</u>	549493465815
17-Sep-2014	CHECKER CABS LTD.,CALGARY,AB,CAN	✓ <u>\$ 38.53</u>	549496726725
17-Sep-2014	Amazon.com,AMZN.COM/BILL,WA,USA USD 57.69 @ 1.106951 INCLUDE FOREIGN TRANSACTION FEE 1.59	\$ 65.45	000733368365
17-Sep-2014	CHECKER CABS LTD.,CALGARY,AB,CAN	\$ 44.73	549496724944
18-Sep-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 09/16/14 DEPART: 09/18/14 FOLIO NBR: 17616988 LOCATION PH: 4032506018	\$ 678.46	549404385216
18-Sep-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN	\$ 57.29	463658530570
19-Sep-2014	RDC PUBLIC PARKING,RED DEER,AB,CAN	\$ 8.00	800105687875
19-Sep-2014	HOLIDAY INN EXPRESS RE,RED DEER,AB,CAN	\$ 154.12	800139024970
19-Sep-2014	DELTA CALGARY AIRPORT,CALGARY,AB,CAN CUST SVC PH: 8005551212 ARRIVE: 07/04/14 DEPART: 09/19/14 FOLIO NBR: 17594158 LOCATION PH: 4032506018	\$ 27.30	549404385224
	[REDACTED]	\$ 0.00	
		\$ 2,656.94	

Gill Danby. Expense Claim dated - Oct 3, 2014

amazon.com



①

Your order of August 28, 2014 (Order ID 105-8671340-6520248)

Qty.	Item	Item Price	Total
1	Research Methods for Business: A Skill-Building Approach Sekaran, Uma --- Paperback (ISBN P-1-B185H561) 111994225X	\$70.34	\$70.34

This shipment completes your order.		Subtotal	\$70.34
Have feedback on how we packaged your order? Tell us at www.amazon.com/packaging .		Shipping & Handling	\$11.48
		Order Total	\$85.34
		Paid via credit/debit	\$85.34
		Balance due	\$0.00

Returns Are Easy! Most items can be refunded, exchanged, or replaced when returned in original and unopened condition. Visit <http://www.amazon.com/returns> to start your return, or <http://www.amazon.com/help> for more information on return policies.



0/DLPGCYkqN/- 1 of 1-//ONT5/expd-intl-us-ca-ag/4715346/0829-18:00/0828-09:39

BA8

VISA M/C

Danby, Gillian

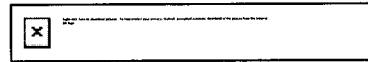
From: British Airways e-ticket <BA.e-ticket@email.ba.com>
Sent: Monday, September 08, 2014 6:26 PM
To: Danby, Gillian
Subject: BA e-ticket receipt 25OAFI: YYC-LHR 18 Nov 2014 19:50

2

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY AS EMAILS RECEIVED AT THIS ADDRESS WILL BE AUTOMATICALLY DELETED.

Virus checking of emails (including attachments) is the responsibility of the recipient.

This message is private and confidential and may also be legally privileged. If you have received this message in error, please advise the sender and immediately, permanently destroy the document. Please do not read, print, re-transmit, store or act in reliance on it or any attachments.



e-ticket receipt

Dear **MS DANBY**,

Booking reference: **25OAFI**

Thank you for booking with British Airways.

Ticket Type: e-ticket

This is your e-ticket receipt. Your ticket is held in our systems, you will not receive a paper ticket for your booking.

If the payment cardholder is travelling, you must bring the card used to pay for this booking to the airport with you, for verification, before you can travel.
Your itinerary is detailed below.

What to do next

Visit Manage My Booking and print "Your Itinerary", a customer friendly up-to-date summary of your booking. We suggest you take this with you on your trip, as some authorities will need to see a printed flight itinerary.

Please check the details of the items purchased are correct. If you have made a mistake, you may cancel your flight booking and claim a refund without penalty, up to 24 hours from when you made the original booking. Refunds under these circumstances can only be requested by calling our contact centres.
> More information

We also recommend the following services to help you get the most out of your journey:



Add Advance Passenger Information Save time at the airport by providing this information online now. If you are travelling with an infant, this can only be added for them when online check-in opens at 24 hours before departure.



Pay for extra checked baggage allowance Lots of bags? Save time and money by increasing your baggage allowance online.



Request special meals If you have special or medical dietary requirements then request your special meal online.



Travel insurance Cover yourself so that if things go wrong you don't have to worry, with protection against trip cancellation or delays, medical emergencies and much more.



This is only a selection of the services available for you in Manage My Booking. To use these, or to see what else is available please click below*:

[Manage My Booking](#) 

* Please note that this link provides direct access to your booking, so please only forward this email if you want the recipient to access your booking and the related services.



Your Itinerary 

British Airways booking reference: **25OAFI**

Passenger(s)	MS GILLIAN DANBY
Flight number	BA0102
From	Calgary
To	Heathrow (London) Terminal 5
Depart	18 Nov 2014 19:50
Arrive	19 Nov 2014 12:00
Cabin	World Traveller
Operated by	British Airways
Booking status	Confirmed
Seat selection	Seat 17A - MS GILLIAN DANBY

Flight number	BA0103
From	Heathrow (London) Terminal 5
To	Calgary
Depart	2 Dec 2014 15:35
Arrive	2 Dec 2014 17:35
Cabin	World Traveller
Operated by	British Airways
Booking status	Confirmed
Seat selection	Seat 31A - MS GILLIAN DANBY

Checked baggage

Adults and children: 1 bag at 23kg (51lbs)

You may be charged for extra or overweight bags. There are restrictions on what you may pack and on the dimensions of your bags.

> [British Airways baggage information](#)

> [Baggage Charges](#)

Hand baggage on BA operated flights

1 piece of hand baggage (56cm x 45cm x 25cm/22in x 18in x 10in) plus a briefcase, laptop or handbag (45cm x 36cm x 20cm/18in x 14in x 8in) per person.

> [Hand baggage policy information](#)



Your seats

Total for seat selection CAD 120.08

Payment Information

Ticket Number(s) 125-8515662863 (MS GILLIAN DANBY)

Card Type [REDACTED]
Card Holder MS GILLIAN DANBY
Card Number [REDACTED]
Payment Total CAD 1140.84
Date 8 Sep 2014 //
Flight tickets issued by British Airways, Canada
IATA Number 67991416
Endorsements Pax non-ref/changes restricted
Fare Details CAD 324.00

\$ 1,140.84

Fare breakdown The price of your ticket includes a security and insurance surcharge and a carrier imposed charge per sector levied by the carrier. All taxes, fees and charges are to be paid by the member (not British Airways). The price of your seat selection at CAD 120.08 is included in the payment total.

Please note that air travel is not subject to VAT therefore we do not issue VAT receipts.

Where applicable, if you wish to change the date or time of your flight, or cancel your booking, the cost of doing so will generally be lower on ba.com than over the telephone or at a ticket desk. Service charges are subject to change. For further details and a list of the current charges, please visit:
> <http://ba.com/servicefees>

Taxes/fees/charges

Government, authority and airport charges	Per adult
Air Travellers Security Charge - Canada	CAD25.91
Goods & Services Tax (Gst) - Canada	CAD1.50
Airport Improvement Fee - Canada	CAD30.00
Air Passenger Duty - United Kingdom	CAD125.55
Passenger Service Charge - United Kingdom	CAD81.80
Total government, authority and airport charges*	CAD264.76
> More information	
British Airways fees and surcharges	Per adult
Carrier imposed charge**	CAD432.00
Total British Airways fees and surcharges	CAD432.00
> More information	
Total taxes, fees and surcharges per person	CAD696.76

*Government and/or airport taxes are refundable, however some countries will apply a Value Added Tax, Sales Tax or equivalent, which will only be refunded on fully flexible tickets.

Gill Danky

M/C
Expenses Claim
Date Oct 3, 2014

Missing # 3

Amazon Receipt

\$35.72

4

Sandman Hotel Calgary City-Centre
 888 7th Avenue SW
 Calgary, Alberta T2P 3J3
 Tel:403.237.8626 Fax:403.290.1238
 www.sandmanhotels.com

PROPERTY: 01-026 Invoice #: 926044 Description: Guest Folio

Page: 1

Mail To: Danby
 PO box 4762
 Banff AB CA
 T1L 1E9

Res. No.: 717959
 Arrive: 15/09/2014 06:57pm
 Depart: 16/09/2014 12:14pm
 Room: kitn 0815

Group:
 Guest: Gillian Mrs Danby
 Bill To: Danby

Date	Description	Voucher	Amount
15/09/2014	Moxies Restaurant	0231 05	54.89
15/09/2014	Room Revenue	cgy-0815	206.10
15/09/2014	Destination Marketing Fee	cgy-0815	6.18
15/09/2014	GST	cgy-0815	10.61
15/09/2014	Provincial Tourism Levy	cgy-0815	8.49
15/09/2014	Guest Parking	-	24.00
15/09/2014	GST-Incidental	-	1.20
16/09/2014			-311.47

Balance: .00

Bill To: Danby

Total GST: 10.61
 Total GST-Incidental: 1.20
 GST Registration # 12176 7065 RT0001

Signature



M/C
Gill Dunby - Expense Claim
Dated Oct 3, 2014

Airport to
701 Ave to
Meet Brendy
CHECKER/YELLOW CAB
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

Merchant ID: 432765GD
Driver ID: 4939
Record Num.: 0002

(5)

Sale



AID: A000000041010
MASTERCARD Entry Method: Chip
Amount: \$ 33.50
Tip: \$ 5.03
Total: CAD\$ 38.53
2014/09/17 18:13:45
Resp Code: 00
TRN: 000000000
IS1: E000
Invtl: 000046 Appr Code: 002995
Apprvd: Online Batch#: 000008
TRN Ref #: MCONT51YS0917

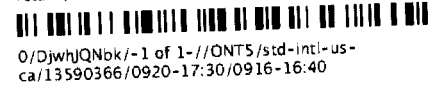
amazon.com



Your order of September 15, 2014 (Order ID 106-2467895-4845834)

Qty.	Item	Item Price	Total
1	Writing and Presenting Research (SAGE Study Skills Series) Thody, Angela --- Paperback (** P-5-D13D2 **) 1412902932	\$47.82	\$47.82
This shipment completes your order.		Subtotal	\$47.82
Have feedback on how we packaged your order? Tell us at www.amazon.com/packaging.		Shipping & Handling	\$7.48
		Order Total	\$57.69
		Paid via credit/debit	\$57.69
		Balance due	\$0.00

Returns Are Easy! Most items can be refunded, exchanged, or replaced when returned in original and unopened condition. Visit <http://www.amazon.com/returns> to start your return, or <http://www.amazon.com/help> for more information on return policies.



~~VISA~~ / MC
65 45 CAD
J5

Returns Cab (7)

CHECKER-YELLOW CAB
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

COPY

RECEIVED BY: [REDACTED]
DATE: 10/03/14
AMOUNT: \$44.73
CASH: 0.00
TOTAL: \$44.73



\$44.73

THANK YOU
CHECKER-YELLOW CAB
CALGARY, AB
WWW.CHECKER-YELLOW.COM





DELTA

CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8

Tel: 403-291-2600 Fax: 403-250-6121

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI
 Gillian Danby
 Canada

Room: 631
 Folio: 465750
 Cashier: 124
 Arrival: 09-16-14
 Departure: 09-18-14

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Date	Description	Additional Information	Charges	Credits
09-16-14	Room Charge		239.00	
09-16-14	Room Destination Marketing Fee		7.17	
09-16-14	Room Tourism Levy		9.85	
09-16-14	Room GST		12.31	
09-17-14	Compass Restaurant Gratuity	CHECK# 0011556	5.00	
09-17-14	YYC Lounge - Dinner <i>for 2</i>	CHECK# 0023143	108.70	
09-17-14	Room Charge		239.00	
09-17-14	Room Destination Marketing Fee		7.17	
09-17-14	Room Tourism Levy		9.85	
09-17-14	Room GST		12.31	
09-18-14	In Room Dining - Breakfast	CHECK# 0047087	28.10	
09-18-14				678.46

Total	678.46	678.46
Balance Due	0.00	CDN

GST Summary	
Reg No: 807209770	RT0001
Room	24.62
F&B	5.80 - 2 = 2.90
Other	0.00
Total	30.42

*VAPP plus
 stay over to
 travel to
 Presidents Meeting, Red Deer
 RAPP*

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.

M/C
Gill Danby - Expense Claim
Dated Oct 3, 2014

2001 AIRPORT RD NE
 CALGARY AB T2E 6Z8
 (403) 250-6018

9

PLACE ON DASH FACE UP PLACE ON DASH FACE UP PLACE ON DASH FACE UP PLACE ON DASH FACE UP

Welcome To
 led Deer College
 EXPIRES
22 SEP 14
08:00 PAID \$ 8.00C
 ENTRY TIME 19 SEP 14 09:31

10
 EXPIRES
 22 SEP 14
 08:00
 PAID \$ 8.00C
 RECEIPT

Clerk #: 000104
 MID: 5644838
 TID: E5644838
 Batch #: 081
 09/18/14
 APPR CODE: 083003

Lunch with Barb Pardo

REF#: 00000016
 SEQ: 081001001016
 13:26:11

AMOUNT \$49.82
 TIP \$7.47
 TOTAL \$57.29

00 - APPROVED - 001

AID: A000000041010
 TVR: 00 00 00 80 00
 TSI: E8 00

34
 3LEAU
 VISIBILE

PLACER SUR LE TABLEAU DE BORD CE CÔTÉ VISIBILE PLACER SUR LE TABLEAU DE BORD CE CÔTÉ VISIBILE PLACER SUR LE TABLEAU DE BORD CE CÔTÉ VISIBILE PLACER SUR LE TABLEAU DE BORD CE CÔTÉ VISIBILE

0323165

Compass Restaurant
 (403) 291-2600

21/1 1713 GST 2
 SEP18'14 12:09PM

1 Spinach Salad 15.00
 Chicken 6.00
 1 Cobb Salad 19.00
 1 Coffee 3.95
 1 Tazo Tea 3.50
 FOOD 47.45
 GST 2.37
 1:03 Total Due \$49.82

GRATUITY
 TOTAL
 ROOM NUMBER
 PRINT NAME
 SIGNATURE
 GST #846543619
 SHARE YOUR EXPERIENCE
 www.dinedelta.com



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13

09-19-14

Ms Gillian Danby [Redacted]	Folio No. :	127945	Room No. :	130
	A/R Number :		Arrival :	09-18-14
	Group Code :		Departure :	09-19-14
	Company :	Travel Leaders Group	Conf. No. :	67461903
	Membership No. :		Rate Code :	IPTT1
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-18-14	*Accommodation	139.99	
09-18-14	GST	7.00	
09-18-14	AHT	5.60	
09-18-14	DMF	1.40	
09-18-14	GST	0.07	
09-18-14	AHT	0.06	
09-19-14	[Redacted]		154.12
Total		154.12	154.12
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



12

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

9600 Only Passerby
Canada
Tax ID

Date: 09-18-14
Time: 11:56
Room: 9600
Conf. No.: 7507588
Receipt No.: 459671

PAYMENT RECEIPT

Date	Description	App. Code	Exp. date	Amount
09-18-14	[REDACTED]	089894	XX/XX	27.30CAD

Discounted
parking
VAPP
meeting

Guest Signature

Cashier 124