

Chq Date: 19/10/21

EXPENSE CLAIM FORM

BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION
(Regular Board and Committee meeting related expenses only)

DATE August 6, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Laura Haynes

DEPT Board of Governors

Permanent Mailing Address



Itinerary and business rationale for expense

If non-employee, describe Banff Centre involvement

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	07/14/19	3102	2100	890030	800				TGE	Round trip airfare from London (Heathrow) to Calgary, including BA flight (£ 1772.00) + 50% of Airline fuel surcharge (£322.00) + Canada Airport fee (£60.00) = £2154.00 @ 1.6043	\$ 3,455.66		\$ 3,455.66
2	07/15/19	3102	2100	890030	800				TGE	Discovery Pass purchase	\$ 64.48	\$ 3.22	\$ 67.70
3	07/21/19	3102	2100	890030	800				TGE	Car Rental (Thrifty Car Rental)	\$ 548.76		\$ 548.76
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											4,068.90	3.22	\$ 4,072.12

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
3102	2100	890030	800				4068.90	3.22	\$ 4,072.12
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 4,068.90	\$ 3.22	\$ 4,072.12

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 4,072.12

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.

By signing below, all parties confirm the expenses comply with the Policy - Travel, Meal and Hospitality Expenses and associated Procedures.

In addition, the Claimant confirms that each expense was reasonably incurred for Banff Centre business related reasons, was not personal in nature, reflects good judgment and due regard for the economy, would be defensible to an impartial observer, was not previously reimbursed, and is not planned to be reimbursed in future. The Authorized Approver confirms he/she has authority to charge the expense to the GL account indicated, and that each expense is eligible for reimbursement.

Claimant:

Authorized Approver:

Authorized Approver:

Financial Services:

Return to Requestor (RTR)	V	Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			