



The Banff Centre  
inspiring creativity

## Expense Claims Forms

Date: March 4, 2014

VE-0220

NAME Jeff Melanson  
President

Position President

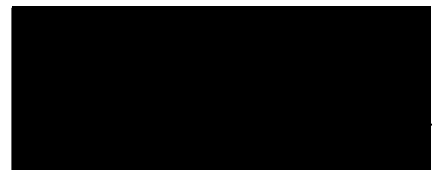
Itinerary and Purpose of Travel : Regular business; Calgary, business meetings (Feb.10); Toronto, business meetings (Feb. 12-27)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	02/07/2014	Travel	3101	2100	890900	800	Fuel	\$ 41.33	\$ 2.07	\$ 43.40
2	02/10/2014	Travel	3101	2100	890900	800	Fuel	\$ 46.74	\$ 2.34	\$ 49.08
3	02/10/2014	Travel	3101	2100	890900	800	Parking for business meeting	\$ 8.10	\$ 0.40	\$ 8.50
4	02/12/2014	Travel	3101	2100	890900	800	Fuel	\$ 58.93	\$ 2.95	\$ 61.88
5	02/12/2014	Travel	3101	2100	890900	800	Travel from airport	\$ 68.00		\$ 68.00
6	02/13/2014	Travel	3101	2100	890900	800	Taxi for business meeting	\$ 12.00		\$ 12.00
7	02/13/2014	Travel	3101	2100	890900	800	Taxi for business meeting	\$ 14.00		\$ 14.00
8	02/13/2014	Travel	3101	2100	890900	800	Taxi for business meeting	\$ 17.25		\$ 17.25
9	02/13/2014	Travel	3101	2100	890900	800	Taxi for business meeting	\$ 14.37		\$ 14.37
10	02/14/2014	Travel	3101	2100	890900	800	Business meeting	\$ 84.36		\$ 84.36
11	02/14/2014	Travel	3101	2100	890900	800	Taxi for business meeting	\$ 20.63		\$ 20.63
12	02/14/2014	Travel	3101	2100	890900	800	Taxi for business meeting	\$ 37.75		\$ 37.75
13	02/27/2014	Travel	3101	2100	890900	800	Transportion to airport	\$ 60.50		\$ 60.50
14	02/27/2014	Travel	3101	2100	890900	800	Calgary airport parking	\$ 180.98	\$ 9.05	\$ 190.03
15	02/27/2014	Travel	3101	2100	890900	800	Fuel	\$ 63.50	\$ 3.17	\$ 66.67
16	01/07/2014	Travel	3101	2100	890900	800	Change in flight to accommodate business meeting	\$ 123.73		\$ 123.73
17	02/12/2014	Travel	3101	2100	890900	800	Flight, bag fee	\$ 20.00	\$ 1.00	\$ 21.00
<b>Total Expenses : A</b>								<b>\$ 872.17</b>	<b>\$ 20.98</b>	<b>\$ 893.15</b>

**Summary by Expense Type**

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			872.17	20.98	893.15
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
<b>Total</b>					<b>872.17</b>	<b>20.98</b>	<b>893.15</b>

Travel Advance (positive)	<b>B</b> 6132-2100	\$	893.15
	<b>A-B</b>	\$	893.15



04-Mar-14  
Date



Date

MAR 05 2014

Date

Return to Requestor	Julie Harvey
Department	President's Office
Cost Centre Code	
Prepared By	Julie Harvey

Expense Claim Form

Date: March 4, 2014

Name: John Mackinnon Position: President

Activity and Purpose of Travel: Regular business, Calgary, business meetings (Pub 15); Toronto, business meetings (Pub. 15-07)

Line #	Date	Expense Type	Alt. Amt.	Fund	Cost Center	Activity Type	Description	REV Amount	REV Amount	Total Amount
1	02/07/2014	Travel	3101	2100	00000	000	Fuel	\$ 41.38	\$ 2.07	\$ 43.45
2	02/10/2014	Travel	3101	2100	00000	000	Fuel	\$ 49.74	\$ 2.24	\$ 51.98
3	02/12/2014	Travel	3101	2100	00000	000	Provision for business meeting	\$ 5.10	\$ 0.50	\$ 5.60
4	02/12/2014	Travel	3101	2100	00000	000	Fuel	\$ 56.93	\$ 2.95	\$ 59.88
5	02/12/2014	Travel	3101	2100	00000	000	Travel from airport	\$ 68.00	\$ -	\$ 68.00
6	02/12/2014	Travel	3101	2100	00000	000	Taxi for business meeting	\$ 12.00	\$ -	\$ 12.00
7	02/12/2014	Travel	3101	2100	00000	000	Taxi for business meeting	\$ 14.00	\$ -	\$ 14.00
8	02/12/2014	Travel	3101	2100	00000	000	Taxi for business meeting	\$ 17.28	\$ -	\$ 17.28
9	02/12/2014	Travel	3101	2100	00000	000	Taxi for business meeting	\$ 14.37	\$ -	\$ 14.37
10	02/14/2014	Travel	3101	2100	00000	000	Business meeting	\$ 64.38	\$ -	\$ 64.38
11	02/14/2014	Travel	3101	2100	00000	000	Taxi for business meeting	\$ 20.83	\$ -	\$ 20.83
12	02/14/2014	Travel	3101	2100	00000	000	Taxi for business meeting	\$ 37.74	\$ -	\$ 37.74
13	02/27/2014	Travel	3101	2100	00000	000	Transportation to airport	\$ 62.00	\$ -	\$ 62.00
14	02/27/2014	Travel	3101	2100	00000	000	Customer airport meeting	\$ 168.00	\$ 0.00	\$ 168.00
15	02/27/2014	Travel	3101	2100	00000	000	Fuel	\$ 63.80	\$ 3.17	\$ 66.97
16	01/07/2014	Travel	3101	2100	00000	000	Change in flight to accommodate business meeting	\$ 129.73	\$ -	\$ 129.73
17	02/12/2014	Travel	3101	2100	00000	000	Check, taxi fee	\$ 20.00	\$ 1.00	\$ 21.00
<b>Total Expenses: A</b>								<b>\$ 873.17</b>	<b>\$ 69.00</b>	<b>\$ 942.17</b>

Summary by Expense Type					
Alt.	Fund	Expense Type	Cost Center	REV Amount	Total Amount
3101	2100	Travel		873.17	942.17
3100	2100	Travel-BOG		-	-
3100	2100	Accommodation		-	-
3100	2100	Meals		-	-
3010	2100	Housing		-	-
3010	2100	Housing-Travel		-	-
3107	2100	Incidentals		-	-
<b>Total</b>				<b>873.17</b>	<b>942.17</b>

Level Advance given:	\$	0
A-B	\$	000.18



Return to Supervisor: John Harvey  
 Department: President's Office  
 Cost Center Code: \_\_\_\_\_  
 Prepared By: John Harvey

Printed Version: \_\_\_\_\_ Date: \_\_\_\_\_

1

2

3

WELCOME

Shell Canada  
230 LYNX STREET  
T1L-1C8

BANFF (403) 837 5211 AB



INV No. 0003596706  
2014/02/07 08:01  
Visa Credit  
AID A0000000031010  
TVR 0000008000

Bronze  
PUMP No. 02  
LITRES 38.440  
PRICE/L \$1.129  
TOTAL FUEL \$43.40  
01 APPROVED - THANK YOU 001

APPROVAL No. 044542  
TERMINAL No. 89000350  
VERIFIED BY PIN

IMPORTANT  
retain this copy for  
your records

FUEL INCLUDES  
GST - Fuel \$2.07  
No. 137400032RT

TOTAL SALE \$43.40

STORE: C00035  
TRAN: 2824700  
2014/02/07 08:03:17

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www.shell.ca/opinion  
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\$25 Shell Gift Card  
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THANK YOU  
Questions?  
1-800-661-1600

WELCOME

Shell Canada  
230 LYNX STREET  
T1L-1C8

BANFF (403) 837 5211 AB



INV No. 0003597741  
2014/02/10 06:20  
Visa Credit  
AID A0000000031010  
TVR 0000008000

Bronze  
PUMP No. 06  
LITRES 43.857  
PRICE/L \$1.119  
TOTAL FUEL \$49.08  
01 APPROVED - THANK YOU 001

APPROVAL No. 010600  
TERMINAL No. 89000350  
VERIFIED BY PIN

IMPORTANT  
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your records

FUEL INCLUDES  
GST - Fuel \$2.34  
No. 137400032RT

TOTAL SALE \$49.08

STORE: C00035  
TRAN: 2829369  
2014/02/10 06:22:07

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\$25 Shell Gift Card  
\*Receipt Required

THANK YOU  
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1-800-661-1600

NG AUTHORITY (403) 537-7000 CALGARY F

Zone: 1710

Terminal: 140  
Plate: [Redacted]

Valid through:

MONDAY 10 FEB 14  
5:49 PM

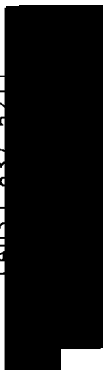
AMOUNT PAID: \$8.50 / GST incl.  
Start Time: 2/10/2014 3:49 PM  
Auth No: 002799  
Receipt No: 5991

ng & Tire Inflation Services (403) 537-7006 FREE Battery Bc

WELCOME

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230 LYNX STREET  
T1L-1C8

BANFF (403) 837 5211 AB



INV No. 0003598318  
2014/02/12 07:28  
Visa Credit  
AID A0000000031010  
TVR 0000008000

Bronze  
PUMP No. 02  
LITRES 55.300  
PRICE/L \$1.119  
TOTAL FUEL \$61.88  
01 APPROVED - THANK YOU 001

APPROVAL No. 047005  
TERMINAL No. 89000350  
VERIFIED BY PIN

IMPORTANT  
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your records

FUEL INCLUDES  
GST - Fuel \$6.95  
No. 137400032RT

TOTAL SALE \$61.88

STORE: C00035  
TRAN: 2831830  
2014/02/12 07:30:18

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1-800-661-1600

AArop... usine  
Vaughan, ON L4K 1Y5  
416-225-1555

1 CREDIT UNION DR  
Toronto ON, M4A 2S6  
www.becktaxi.com  
(416)751-5555

MAPLE LEAF TAXI - 1919  
40 WYNFORD DR  
SUITE 106  
NORTH YORK ON M3C 1J5  
4164655555

Date: 2/12/14 20:10

Trx: 2229038

**SALE**

MID: 4340721  
TID: A4340721  
Batch #: 029  
02/13/14  
SEQ: 025001001005  
18:09:41  
CVC: Y

APPR CODE: 083108

AMOUNT \$9.00  
TIP \$3.00  
TOTAL \$12.00

00 - APPROVED - 001

AID: A000000031010  
TVR: 00 00 00 80 00  
TS: F8 00

Thank You for Choosing  
Beck Taxi  
3 Ways to Order  
PHONE-WEB-APP

NS  
CAB 1592

CUSTOMER COPY

Fare: \$58.00

Tip: \$10.00

Total: \$68.00

Vehicle: 0050

Driver: 3070

BECK TAXI  
1 CREDIT UNION DR  
Toronto ON, M4A 2S6  
www.becktaxi.com  
(416)751-5555

**SALE**

MID: 5824433  
TID: A5824433  
Batch #: 509  
02/13/14  
REF#: 00000003  
SEQ: 509001001003  
09:48:59  
CVC: Y

APPR CODE: 070298

AMOUNT \$14.75  
TIP \$2.50  
TOTAL \$17.25

00 - APPROVED - 001

AID: A000000031010  
TVR: 00 00 00 80 00  
TS: F8 00

Thank You for Choosing  
Beck Taxi  
3 Ways to Order  
PHONE-WEB-APP

BT  
CAB 2285

CUSTOMER COPY

**SALE**

MID: 4416919  
TID: A4416919  
Batch #: 244  
02/13/14  
REF#: 00000004  
SEQ: 244001001004  
12:46:51  
CVC: Y

APPR CODE: 095994

AMOUNT \$12.00  
TIP \$2.00  
TOTAL \$14.00

00 - APPROVED - 001

AID: A000000031010  
TVR: 00 00 00 80 00  
TS: F8 00

CUSTOMER COPY

Z I TAXI  
416-722-9351

Term Id:14R10057  
Merch Id:14R057  
Receipt #:2869 Batch#:10  
Visa Credit

APPROVED 00

AMOUNT CAD\$11.50  
TIP CAD\$2.87  
TOTAL CAD\$14.37

I agree to pay above total,  
as per cardholder or merchant  
agreement. Retain this copy  
for your records.

Ref. #: 003576 021300003576 C  
Auth.#: 020562  
Date: 2014/02/13 Time: 11:33:59

THANKS FOR CHOOSING  
Z I TAXI

\*\*\*CUSTOMER COPY\*\*\*

Soho House Toronto  
192 Adelaide Street  
Toronto Canada M4H 0A4  
416-599-7646

SOHO HOUSE - Toronto  
192 West Adelaide Street  
Toronto, ON  
M5V 1R2  
416-599-7646

CO-OP CABS -1234  
130 RIVALDA RD

TORONTO, ON M9M 2M8  
(416) 504-2667

\*\* TRANSACTION RECORD \*\*

Trans. #: 25398

RVC: Club Bar  
Table #: 112  
Check #: 1431  
Group #: 1  
Employee #: 8  
Employee Name:

TERM ID: A4316756  
EMPL /EE ID: 394

SHIP TO: [REDACTED]

Sale

INVT: 000000001  
VISA Chip  
SEID: 117001001001

Application Label:  
AID: A0000000031010  
TVR: 00 00 00 00 00  
TSI: F8 00

Amount: \$ 16.50  
Tip: \$ 4.13

Total: CAD\$ 20.63

APPROVED 075102  
001/00

14-Feb -14 17:29:15

CUSTOMER COPY  
THANK YOU

21 [REDACTED]  
-----  
Tbl 112/1 Chk 1431 Gst 1  
MELANSON J.1552  
Feb14'14 11:13AM

Dining

2 GL Pinot Noir Maison Roche 30.00  
2 Cappucino 10.00  
1 Cafe Latte 5.00  
1 Flat Iron Chkn 17.00  
1 Brussels 6.00  
2 Decaf Americano 7.00  
1 Americano 3.50  
1 Pot of Coffee 5.00

Amount \$94.36  
Tip \$20.00  
=====

Reference #: 66228994 0014790040 C  
Auth. #: 091271  
SOT01S12 005  
2014/02/14 16:53:03

A00000000031010  
0000008000 F800  
APPROVED 091271

Subtotal 83.50  
Tax 10.86  
04:52PM Total Due 94.36

APPROVED - THANK YOU  
01-027

Customer Copy

IMPORTANT  
Retain this copy  
for your records

THANK YOU  
Come Again

RECEIPT  
GST NO. R122556194

EXIT No. A5  
IN: 02/12/14 11:39  
OUT: 02/27/14 09:55  
DURATION: 14 22: 16  
PAID: \$ 190.03  
(GST INCLUDED)

REF. 74  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

BECK TAXI  
1 CR... DR  
Toronto ON, M4A 2S6  
www.becktaxi.com  
(416)751-5555

SALE

MID: 5991237  
TID: A5991237  
Batch #: 089  
02/14/14  
CVC: Y  
REF#: 00000002  
SEQ: 09901001002  
1109:10

AMOUNT \$31.72  
TIP \$6.00  
TOTAL \$37.72

00 - APPROVED - 001

Visa Credit  
AID: A0000000031010  
TVR: 00 00 00 80 00  
TSI: F8 00

Thank You for Choosing  
Beck Taxi  
3 Ways to Order  
PHONE-WEB-APP

PS  
CAB 2236  
CUSTOMER COPY

BECK TAXI  
1 CR... DR  
Toronto ON, M4A 2S6  
www.becktaxi.com  
(416)751-5555

SALE

MID: 5830175  
TID: A5830175  
Batch #: 146  
02/27/14  
REF#: 00000004  
SEQ: 14601001004  
05/23/14

AMOUNT \$50.50  
TIP \$10.00  
TOTAL \$60.50

00 - APPROVED - 001

Credit  
AID: A0000000031010  
TVR: 00 00 00 80 00  
TSI: F8 00

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3 Ways to Order  
PHONE-WEB-APP

BT  
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WELCOME

Shell Canada  
230 LYNX STREET  
T1L-1C8

BANFF AB  
(403) 837 5211



INV No. 0003593510  
2014/02/27 22:08  
Visa Credit  
AID A0000000031010  
TVR 0000008000

Bronze  
PUMP No. 10  
LITRES 57.520  
PRICE/L \$1.159  
TOTAL FUEL \$66.67  
01 APPROVED - THANK  
YOU 001  
APPROVAL No. 054614  
TERMINAL No.  
89000350  
VERIFIED BY PIN

IMPORTANT  
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FUEL INCLUDES  
GST - Fuel \$3.17  
No. 137400032RT

TOTAL SALE \$66.67

STORE: C00035  
TRAN: 2857510  
2014/02/27 22:10:55

-----  
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[www.shell.ca/opinion](http://www.shell.ca/opinion)  
and you could win a  
\$25 Shell Gift Card  
\*Receipt Required  
-----

THANK YOU  
Questions?  
1-800-661-1600



**eTicket Receipt**

**Prepared For**  
**MELANSON/JEFFREY MR**

WESTJET RESERVATION CODE	ESYPJI
ISSUE DATE	07Jan2014
TICKET NUMBER	8382195147537
ISSUING AIRLINE	WESTJET
ISSUING AGENT	West Jet/G85
FREQUENT FLYER NUMBER	[REDACTED]

**Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Jan	WESTJET WS 2611	VARADERO, CUBA  Time 2:30pm	TORONTO ON, CANADA  Time 5:58pm Terminal TERMINAL 3	Fare Family Flex Seat Number 08F - (PAID) Conf: 8380613620983 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VCR Not Valid Before 12 JAN Not Valid After 06 JAN
13Jan	WESTJET WS 669	TORONTO ON, CANADA  Time 6:00pm Terminal TERMINAL 3	CALGARY INTL AB, CANADA  Time 8:17pm	Class ECONOMY Seat Number 12B - (PAID) Conf: 8380613728225 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis MCRP1 Not Valid Before 13 JAN Not Valid After 06 JAN

**Payment/Fare Details**

Form of Payment	CREDIT CARD - [REDACTED]
Endorsement / Restrictions	NONE
Fare Calculation Line	YYC WS XYTO WS VRA296.26WS YTO379.23WS YYC266.59NUC942.08END ROE1.04297

16

Exchanged Ticket	8382194844398
Fare	CAD 983.00
Change Fee	CAD 50.00
Taxes/Fees/Carrier-Imposed Charges	CAD 25.91 CA (AIR TRAVELLERS SECURITY CHARGE)
	CAD 1.50 XG (GOODS AND SERVICES TAX (GST))
	CAD 1.04 RC (HARMONIZED SALES TAX (HST))
	CAD 38.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 15.00 YQ (OTHER AIR TRANSPORTATION CHARGES)
	CAD 16.00 YR (TOURIST CARD)
	CAD 2.73 RC (HARMONIZED SALES TAX (HST))
	CAD 21.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
Total Fare	CAD 73.73
Total Additional Collection	CAD 123.73
Additional Fees not included in Fare	CAD 20.00 - VRA YYZ [REDACTED] (SEAT FEE)
	CAD 30.00 (3.90 RC) - YYZ YYC - VI [REDACTED]

**Positive identification required for airport check in**

**Notice:**

**Thank you for choosing WestJet**

**QST # 1202807956TQ0001      GST # 866112535**

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airline partners; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage info page.
- Positive identification is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your



# WESTJET

## PAYMENT RECEIPT / RECU DE PAIEMENT

Name/Nom  
MELANSON/JEFFREY

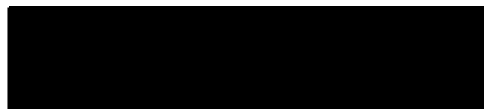
PNR  
PYMYIT

Date  
12FEB14

Time/Heure  
6:49AM

Description	Fee/Frais	GST/TPS	Total
SECOND BAG 8382603018938	\$20.00	1.00	21.00
	\$20.00	1.00	21.00

Total  
MELANSON/JEFFREY  
\$20.00 \$1.00



GST/TPS No. 12082807956  
QST/TVQ No. 866112535