

Chq Date: 20/03/09

MAR 17 2020

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 March 9, 2020

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Andy Kenins *Kenins*

DEPT Board of Governors

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Board meeting expenses February 2020

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	02/26/20	3102	2100	890030	800				TGE	Roundtrip Airfare from Toronto to Calgary, Air Canada (AC139 / AC146, Economy Flex), less seat selection fee (\$54.24)	\$ 996.00 961.47	\$ 9.66 42.11	\$ 1,003.58
2	02/28/20	3102	2100	890030	800				TGE	Roundtrip transportation from Calgary airport to Banff, Banff Airporter	\$ 140.98	\$ 6.90	\$ 147.88
3	02/28/20	3102	2100	890030	800				TGE	Parking at Toronto Pearson Airport	\$ 99.00		\$ 99.00
4	02/28/20	3102	2100	890030	800				TGE	Mileage claim from residence to Toronto Pearson airport, roundtrip (33.3km x 2 @ \$0.475)	\$ 31.64		\$ 31.64
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											1,271.55 1,233.09	10.55 49.01	\$ 1,282.10

GL Codes Summary (please summarize by unique GL string) - LEAVE THIS SECTION BLANK										DO NOT	
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount		
3102	2100	890030	800				1271.55	10.55	\$ 1,282.10		
	2100										
	2100										
	2100										
	2100										
	2100										
	2100										
	2100										
ENTERED MAR 17 2020											
Total							\$ 1,271.55	\$ 10.55	\$ 1,282.10		

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,282.10

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 and properly documented with the required support, by signing, Finance

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)		

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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 January 21, 2020

VENDOR/STAFF# (as applicable) _____ NAME (Claimant/Payee) Andy Kennis DEPT Board of Governors
 FIRST MIDDLE LAST

Permanent Mailing Address: [REDACTED]

Itinerary and business rationale for expense: Banff Centre Foundation Board Meeting, and Dinner, November 4 - 5, 2019

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	11/01/19	3102	2100	890030	800				TGE	Airfare (Chicago - Calgary - Toronto), Air Canada	\$ 1,546.21	\$ 77.21	\$ 1,623.42
2	11/04/19	3105	2100	890030	800				TGE	Accommodation, Fairmont Palliser	\$ 294.10	\$ 14.14	\$ 308.24
3	11/04/19	3102	2100	890030	800				TGE	Taxi, from Calgary Airport to Fairmont Palliser	\$ 64.61		\$ 64.61
4	11/04/19	3102	2100	890030	800				TGE	Taxi from Board dinner to Fairmont Palliser, with Rosemary Thompson	\$ 7.40		\$ 7.40
5	11/05/19	3102	2100	890030	800				TGE	Transportation from Fairmont Palliser to Calgary Airport, Uber	\$ 33.32	\$ 1.67	\$ 34.99
6	11/04/19	3102	2100	890030	800				TGE	Chicago Subway to Chicago Airport (no receipt, credit card statement to confirm)	\$ 4.05		\$ 4.05
7	11/05/19	3102	2100	890030	800				TGE	Transportation from Toronto airport to residence	\$ 73.16		\$ 73.16
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											2,022.85	93.02	\$ 2,115.87

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
3105	2100	890030	800				294.10	14.14	\$ 308.24
3102	2100	890030	800				1728.75	78.88	\$ 1,807.63
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 2,022.85	\$ 93.02	\$ 2,115.87

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 2,115.87

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.

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 Claimant
 Authoriz
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Return to Requestor (RTR)	V	Mail to Claimant	
Requestor Name (if RTR)	[REDACTED]		
Requestor Dept (if RTR)	[REDACTED]		
Prepared by (if not Claimant)	[REDACTED]		