

EXPENSE CLAIM FORM

BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION

DATE December 9, 2019

(Regular Board and Committee meeting related expenses only)

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Tim Kitchen

DEPT Board of Governors

Permanent Mailing Address

Itinerary and business rationale for expense: Banff Centre Foundation Board of Directors meeting (Nov 5, Calgary)

If non-employee, describe Banff Centre involvement

Receipt 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	11/05/19	3106	2100	890030	800				TGE	Catering Service for Banff Centre Foundation meeting (Nov 5), Courtside Lounge and Bistro	\$ 134.44	\$ 5.81	\$ 140.25
2	11/05/19	3106	2100	890030	800				TGE	Coffee Service for Banff Centre Foundation meeting (Nov 5), Starbucks Coffee #4412	\$ 33.90	\$ 1.70	\$ 35.60
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											168.34	7.51	\$ 175.85

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
3106	2100	890030	800				168.34	7.51	\$ 175.85
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 168.34	\$ 7.51	\$ 175.85

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 175.85

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)			

ENTERED DEC 17 2019

