

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 20, 2020

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

Permanent Mailing Address: _____

Itinerary and business rationale for expense: Banff Centre BOG meeting-Novembwer 2019 (Nov 4-5, 2019)

If non-employee, describe Banff Centre involvement _____

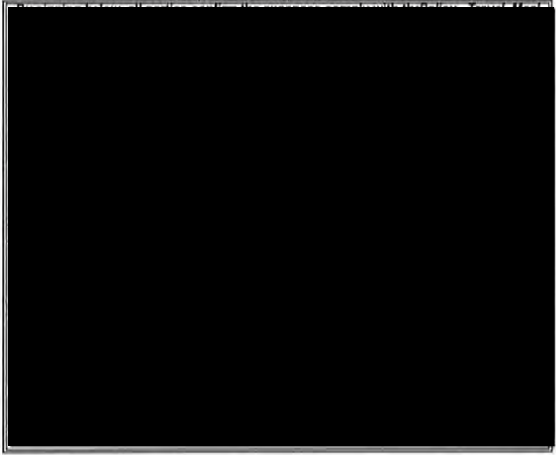
Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	11/04/19	3102	2100	890030	800					WestJet flights (Palm Springs - Calgary - Toronto), as per agreement via email	\$ 668.92		\$ 668.92
2													\$ -
3													\$ -
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											668.92	-	\$ 668.92

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
	2100								
	2100	890030	800				668.92		\$ 668.92
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 668.92	\$ -	\$ 668.92

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 668.92

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.



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

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 20, 2020

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

Permanent Mailing Address: _____

Itinerary and business rationale for expense: Banff Centre BOG meeting-July 2019 (July 18 - 21, 2019)

If non-employee, describe Banff Centre involvement _____

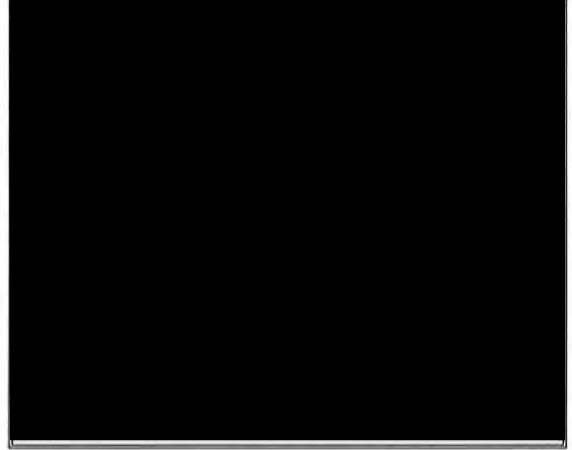
Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	07/18/19	3102	2100	890030	800				TGE	Air Canada flight from Vancouver to Calgary (Comfort)	\$ 248.00		\$ 248.00
2	07/18/19	3102	2100	890030	800				TGE	Banff Airporter, from Calgary to Banff	\$ 93.07	\$ 3.40	\$ 96.47
3	07/21/19	3102	2100	890030	800				TGE	50% of car rental charges (Avis, Calgary - Banff, July 18 - 21, claiming 1/2 of Total charge \$267.37)	\$ 127.32	\$ 6.37	\$ 133.69
4	07/21/19	3102	2100	890030	800				TGE	Air Canada flight from Calgary to Toronto	\$ 419.00		\$ 419.00
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											887.39	9.77	\$ 897.16

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				887.39	9.77	\$ 897.16
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 887.39	\$ 9.77	\$ 897.16

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 897.16

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.



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