

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 10, 2020

VENDOR/STAFF# (as applicable) _____ NAME (Claimant/Payee) Judith LaRocque DEPT Board of Governors

FIRST _____ MIDDLE _____ LAST _____

Permanent Mailing Address: _____

Itinerary and business rationale for expense: Board of Governors Meetings (February 26 - 28, 2020)

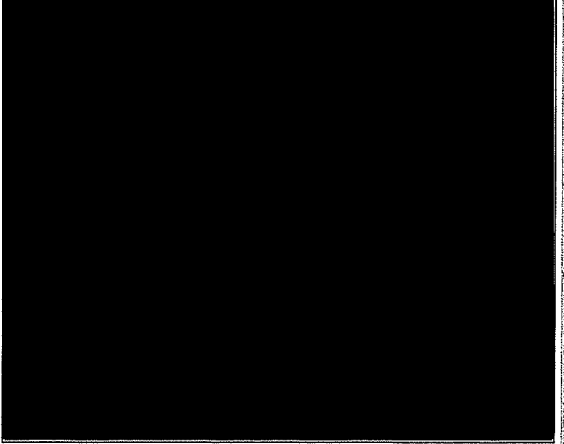
If non-employee, describe Banff Centre involvement _____

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 Montreal - Calgary, Air Canada (AC 317 / AC318, Economy Flex)	\$ 944.17	\$ 43.06	\$ 987.23
2	02/26/20	3102	2100	890030	800				TGE	Roundtrip transportation from Calgary airport to Banff, Banff Airport	\$ 127.18	\$ 6.21	\$ 133.39
3	02/26/20	3102	2100	890030	800				TGE	Roundtrip transfer from Hawkesbury to Montreal airport, Feb 26 & 29, Voyages Rozan	\$ 150.00	\$ -	\$ 150.00
4	02/26/20	3102	2100	890030	800				TGE	Service fee for the Clagary trip, Voyages Rozan	\$ 30.00	\$ -	\$ 30.00
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											1,251.35	49.27	\$ 1,300.62

GL Codes Summary (please summarize by unique GL string) - 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				1251.35	49.27	\$ 1,300.62
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 1,251.35	\$ 49.27	\$ 1,300.62

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,300.62

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)	[Redacted]		
Requestor Dept (if RTR)	[Redacted]		
Prepared by (if not Claimant)	[Redacted]		

MAR 18 2020
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