

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 August 13, 2019

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 (July 2019, Banff)

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	07/15/2019	3102	2100	890030	800				TGE	Airfare, Roundtrip from Montreal (YUL) to Calgary (YYC), Air Canada	\$ 879.28	\$ 40.11	\$ 919.39
2	07/15/2019	3106	2100	890030	800				TGE	Lunch (In-flight meal)	\$ 8.50	\$ 0.43	\$ 8.93
3	07/17/2019	3106	2100	890030	800				TGE	Dinner (MacIab) - missing receipt	\$ 21.99	\$ 0.95	\$ 22.94
4	07/21/2019	3102	2100	890030	800				TGE	Roundtrip transfer between Calgary to Banff (Banff Airport)	\$ 138.98	\$ 6.80	\$ 145.78
5	07/21/2019	3102	2100	890030	800				TGE	Travel Agent Fee	\$ 25.00	\$ -	\$ 25.00
6	07/21/2019	3102	2100	890030	800				TGE	Roundtrip transfer service between Residence to Montreal Airport	\$ 150.00		\$ 150.00
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											1,223.75	48.29	\$ 1,272.04

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				80.49	1.38	\$ 31.87
3102	2100	890030	800				1193.26	46.91	\$ 1,240.17
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
ENTERED AUG 14 2019									
Total							\$ 1,223.75	\$ 48.29	\$ 1,272.04

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,272.04

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)	<input checked="" type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)	[Redacted]		
Requestor Dept (if RTR)	[Redacted]		
Prepared by (if not Claimant)	[Redacted]		

AUG 13 2019
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