

**GENERAL EXPENSE CLAIM FORM (Do not use for Board/Executives)**

DATE December 13, 2022

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

LETHA MACLACHLAN

DEPT

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Travel to Banff Centre for the November Board of Governors Meeting

If non-employee, describe Banff Centre involvement Banff Centre Board of Governor

Rcpt no.	Date	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)								NET Amount	GST Amount	Total Amount
1	2022-04-05	Parks Pass – for BOG meetings and trips to interview CEO candidates on campus								\$ 61.75		\$ 61.75
2	26/5/22	Mileage for in person attendance at the May board meeting								\$ 133.90	6.38	\$ 133.90
3		2100									\$ -	
4		2100									\$ -	
5		2100									\$ -	
6		2100									\$ -	
7		2100									\$ -	
8		2100									\$ -	
9		2100									\$ -	
10		2100									\$ -	
11		2100									\$ -	
12		2100									\$ -	
13		2100									\$ -	
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16		2100									\$ -	
17		2100									\$ -	
18		2100									\$ -	
19		2100									\$ -	
20		2100									\$ -	
21		2100									\$ -	
22		2100									\$ -	
23		2100									\$ -	
24		2100									\$ -	
<b>Total Expenses : A</b>									<b>189.27</b>	<b>6.38</b>	<b>\$ 195.65</b>	

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 195.65

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.

