

Chq Date: 19/08/15

AUG - 8 2019

**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 July 23, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

J. Mark MacDonald

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense:

If non-employee, describe Banff Centre involvement

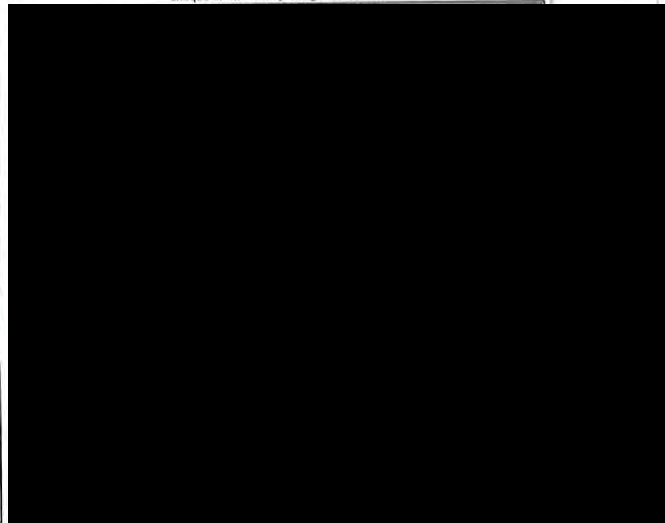
Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	07/18/19	3102	2100	890030	800				TGE	Airfare from Calgary to Toronto (Air Canada 1592)	\$ 677.29	\$ 31.36	\$ 708.65
2	07/21/19	3102	2100	890030	800				TGE	Airfare from Toronto to Calgary (Air Canada 1595)	\$ 608.12	\$ 30.41	\$ 638.53
3	07/21/19	3102	2100	890030	800				TGE	Car rental (Budget, July 18 - July 21)	\$ 333.72	\$ 16.57	\$ 350.29
4	07/21/19	3102	2100	890030	800				TGE	Parking	\$ 76.46	\$ 3.54	\$ 80.00
5	07/21/19	3102	2100	890030	800				TGE	Air Canada Baggage fee	\$ 30.00	\$ 1.50	\$ 31.50
6	07/21/19	3102	2100	890030	800				TGE	Gas (Shell Canada, Calgary)	\$ 24.30	\$ 1.22	\$ 25.52
7													\$ -
8													\$ -
9													\$ -
10													\$ -
<b>Total Expenses : A</b>											<b>1,749.89</b>	<b>84.60</b>	<b>\$ 1,834.49</b>

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				1749.89	84.60	\$ 1,834.49
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>ENTERED AUG 14 2019</b>									
<b>Total</b>							<b>\$1,749.89</b>	<b>\$ 84.60</b>	<b>\$ 1,834.49</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,834.49

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]	