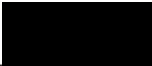


EXPENSE CLAIM FORM

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 November 29, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Lotha J. MacLachlan

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: Banff Centre Board of Governors meeting (Nov 20-22, 2019, Banff)

If non-employee, describe Banff Centre involvement

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loan	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	11/19/19	3102	2100	890030	800				TGE	Banff Airporter (From Calgary Airport to Banff Centre, Booking confirmation# 293658)	\$ 65.10	\$ 3.10	\$ 68.20
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
6			2100										\$ -
Total Expenses : A											65.10	3.10	\$ 68.20

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				65.10	3.10	\$ 68.20
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 65.10	\$ 3.10	\$ 68.20

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 68.20

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)		



ENTERED NOV 30 2019

