

DEC 13 2013



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: December 12, 2013

VE-0220
NAME Jeff Melanson
President

Position President

(Diners)

Itinerary and Purpose of Travel : Kingston, Canadian Network for Arts & Learning (Oct. 23-25) and Oklahoma City, National Creativity Network Conference (Nov. 18/19)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	10/24/2013	Travel	3101	2100	890900	800	Flight change fee OKC - YYC	\$ 200.00		\$ 200.00
2	10/24/2013	Travel	3101	2100	890900	800	Flight change fare difference YYZ-YYC	\$ 128.10	6.10	\$ 128.10
3	10/24/2013	Travel	3101	2100	890900	800	Flight change fee YYZ-YYC	\$ 75.00	3.75	\$ 78.75
4	10/25/2013	Travel	3101	2100	890900	800	Flight change fare difference OKC-YYC	\$ 609.00	29.00	\$ 609.00
5	11/06/2013	Incidentals	3107	2100	890900	800	2 books for Library	\$ 61.71	3.09	\$ 64.80
6	11/04/2013	Travel	3101	2100	890900	800	Via rail credit	\$ (73.73)		\$ (73.73)
Total Expenses : A								\$ 1,000.08	\$ 41.94	1,006.92

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			903.27	38.85	942.12
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			61.71	3.09	64.80
Total					1,000.08	6.84	1,006.92

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	1,006.92

Claimant's Date: 12-Dec-13

Claimant's Supervisor Date

DEC 16 2013

Date

ENTERED DEC 17 2013

From: "Harvey, Julie" <Julie_Harvey@banffcentre.ca>
 Subject: Expense claims for your review and signature
 Date: December 11, 2013 4:15:07 PM MST

3 Attachments, 209 KB

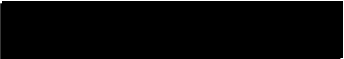
Good afternoon Brenda,

I hope you're well and surviving the cold weather and slippery roads.

Please find two of Jeff's expense claims attached. Please review, print, sign, scan and send back to me ideally by Friday, December 13th at noon.

Please let me know if you have any questions or challenges opening/printing them.

Thanks,
 Julie



The Banff Centre
 107 Tunnel Mountain Drive
 Box 1020, Stn 6
 Banff, AB T1L 1H5
 phone: (403) 762-6138
 fax: (403) 762-6116

Inspiring Creativity Through Donation
www.banffcentre.ca/support

The Banff Centre LIVE! Listen online to Banff Centre performances
<http://www.banffcentre.ca/live/homepage>



The Banff Centre Expense Claims Form
 Inspiring Creativity

Name: Jeff Robinson Position: President Date: December 11, 2013

Mission and Purpose of Travel: Regional, Canadian Network for Arts & Learning (Oct. 23-25) and Chateau City, National Creativity Network Conference (Nov. 10-12)

Item No.	Date	Expense Type	EL Code	Plant Code	Activity Code	Description	NET Amount	GST Amount	Total Amount
1	10/24/2013	Travel	3121	2100	00000	Flight charges for OQG-YYC	\$ 200.00	\$ -	\$ 200.00
2	10/24/2013	Travel	3121	2100	00000	Flight charges from OQG-YYC	\$ 128.30	\$ -	\$ 128.30
3	10/24/2013	Travel	3121	2100	00000	Flight charges from YYC-YYC	\$ 75.00	\$ 3.75	\$ 78.75
4	10/24/2013	Travel	3121	2100	00000	Flight charges from YYC-YYC	\$ 600.00	\$ -	\$ 600.00
5	11/06/2013	Incidental	2100	00000	000	12 meals for 4 days	\$ 31.71	\$ 3.00	\$ 34.71
Total Expenses - A							\$ 1,075.01	\$ 6.75	1,081.76

EL Code	Plant Code	Expense Type	Cost Centre	Activity Code	NET Amount	GST	Total Amount
3121	2100	Travel			1,075.01	6.75	1,081.76
2100	2100	Travel-OCQ			-	-	-
3100	2100	Accommodation			-	-	-
3100	2100	Meals			-	-	-
3100	2100	Hotels			-	-	-
3011	2100	Health/Personal			-	-	-
3107	2100	Incidental			-	-	-
Total					1,075.01	6.75	1,081.76

Return to: Julie Harvey, Department: President's Office, Credit Centre Code: _____, Prepared By: Julie Harvey, Financial Services: _____, Date: _____

MELANSON, JEFF

Oct. 29, 2013 - Nov. 28, 2013


PAYMENTS, CREDITS AND ADJUSTMENTS

Trans	Post	Description	Reference	Amount
Nov. 4	Nov. 5	VIA RAIL INTERNET #500 MONTREAL QC	800156431354	-\$73.73
Nov. 13	Nov. 14	PAYMENT RECEIVED -- THANK YOU	7047088	-\$3,577.85
Total Payments, Credits and Adjustments				-\$3,651.58

PURCHASES

Trans	Post	Description	Reference	Amount
Oct. 24	Oct. 29	AIR CAN 00142126077322 WINNIPEG MB NAME: MELANSON/JEFFREY MR DEPART: 10/24/13 ORIGINAL TICKET: 0142126077322 Saint John, New Brunswick, Canada TO : Y	004008117705	\$200.00
Oct. 24	Oct. 29	AIR CAN 00142126982761 WINNIPEG MB NAME: MELANSON/JEFFREY MR DEPART: 10/25/13 ORIGINAL TICKET: 0142126982761 Mississauga, Ontario, Canada TO Calgary, Alberta, Canada: Y	004008178459	\$128.10
Oct. 24	Oct. 29	AIR CAN 00142126982761 WINNIPEG MB NAME: MELANSON/JEFFREY MR DEPART: 10/25/13 ORIGINAL TICKET: 0142126982761 Mississauga, Ontario, Canada TO Calgary, Alberta, Canada: Y	004008128579	\$78.75
Oct. 25	Oct. 29	AIR CAN 00142127040194 WINNIPEG MB NAME: MELANSON/JEFFREY MR DEPART: 11/19/13 ORIGINAL TICKET: 0142127040194 Oklahoma City, Oklahoma, United States TO Denver, Colorado, United States: M Denver, Colorado, United States TO Calgary, Alberta, Canada: M	004008188243	\$609.00
Nov. 6	Nov. 7	INDIGO ONLINE BRAMPTON ON	800139498534	\$64.80
Total Purchases				\$1,080.65

BMDCC21100_1747539_001 - 0002928 HRI - 02-02-31 - 011711

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: LKGWYR

Name: Mr Jeffrey Melanson

E-mail

[Redacted]

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification

Electronic Ticketing confirmed.
 This is your official itinerary/receipt.

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC4128	Oklahoma City (OKC)	Denver (DEN)	CRJ	M	Confirmed
<i>Operated by:</i>	Tue 19-Nov 2013	Tue 19-Nov 2013			
<i>United</i>	17:23	18:08			
Seat number(s) requested: 04C					
AC5202	Denver (DEN)	Calgary (YYC)	739	M	Confirmed
<i>Operated by:</i>	Tue 19-Nov 2013	Tue 19-Nov 2013			
<i>United</i>	19:51	22:28			
Seat number(s) requested: 30C					

Passenger Information

Name: Mr Jeffrey Melanson
Frequent Flyer Pgm: Air Canada Aeroplan

Passenger 1

Ticket number: 014 2126 077322
Program number: [Redacted]

Fare Summary

Passenger: 1 Ticket number 014 2126 077322

Date of issue	29-Sept 2013
Fare Amount in Canadian dollars:	823.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	13.00
Combined Taxes *see fare calculation below (XT)	PD
Total Fare in Canadian dollars:	273.00A
Options	
Change fee in Canadian dollars	150.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	7.50
Change fee in Canadian dollars	200.00
Ticket particularities:	
AC ONLY/NONREF/CHGFEE -BG:AC	

150.00
7.50
200.00

**Fare calculation:*

21NOV13YYC AC LAX Q7.50R299.00/-OKC AC X/DEN AC YYC
 Q7.50R509.00CAD823.00 END ROE1.00 PD12.10CA30.26XG30.00SQ
 36.18US7.36XY5.78YC2.63AY5.26XA PDXF4.73LAX4.50
Canadian tax registration numbers:
 XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Important Information & Conditions

This is your E-ticket itinerary/receipt. Keep this document for your travel. Your flight coupons are stored in our reservation system. The Conditions of Contract and other legal notices are provided with this itinerary/receipt.

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Travel Documents

Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the reservation or ticket. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document such as a Nexus card. Nexus members are required to carry appropriate immigration and identity documents in addition to their Nexus card. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on documentation required for travel.

YOU CANNOT TRAVEL IF YOU DO NOT HAVE ALL REQUIRED TRAVEL DOCUMENTS, SUCH AS PASSPORT AND VISA (if applicable).

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: NBCXDZ

Name: Mr Jeffrey Melanson
E-mail: [REDACTED]
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification

Electronic Ticketing confirmed.
 This is your official itinerary/receipt.

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC121	Toronto Pearson (YYZ)	Calgary (YYC)	320	N	Confirmed
	Fri 25-Oct 2013 14:00 - TERMINAL T1	Fri 25-Oct 2013 16:17			

Seat number(s) requested: 17B

Passenger Information

Passenger 1

Name: Mr Jeffrey Melanson
 Frequent Flyer Pgm: Air Canada Aeroplan

Ticket number: **014 2126 982761**
 Program number: [REDACTED]

Fare Summary

Passenger: 1 Ticket number 014 2126 982761

Date of issue
Fare Amount in Canadian dollars:
(including navigational & other charges)

24-Oct 2013
 666.00

Taxes, Fees & Charges

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
 Combined Taxes *see fare calculation below (XT)

6.10
 PD

Total Fare in Canadian dollars:

128.10A

Options

Seat selection fee in Canadian dollars
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
 Seat selection fee in Canadian dollars
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
 Change fee in Canadian dollars
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
 Ticket particularities:
 AC ONLY/NON-REF/CHGE FEE

46.00

2.30

46.00

2.30

75.00

3.75

**Fare calculation:*

25OCT13YYC AC YTO Q23.00R229.00AC YYC Q23.00R391.00CAD666.00
 END ROE1.00 PD14.25CA29.41XG3.25RC55.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

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Secure Flight

For travel to, from or via the United States you are required by the Transportation Security Administration (TSA) to provide full passenger name (as it appears on your travel document), date of birth and gender for each traveller at least 72 hours prior to departure, or at time of booking if you book your flight within 72 hours of departure.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: LKGWYR

Name: Mr Jeffrey Melanson
E-mail: [REDACTED]
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations 1-888-247-2262
Air Canada Flight Information 1-888-422-7533
<u>International Reservations</u>
Alert me of flight changes
<u>Flight notification</u>

Electronic Ticketing confirmed.
This is your official itinerary/receipt.

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC4128	Oklahoma City (OKC)	Denver (DEN)	CRJ	M	Confirmed
<i>Operated by:</i>	Tue 19-Nov 2013	Tue 19-Nov 2013			
<i>United</i>	17:23	18:08			
Seat number(s) requested: 04C					
AC5202	Denver (DEN)	Calgary (YYC)	739	M	Confirmed
<i>Operated by:</i>	Tue 19-Nov 2013	Tue 19-Nov 2013			
<i>United</i>	19:51	22:28			
Seat number(s) requested: 30C					

Passenger Information

Name: Mr Jeffrey Melanson	Passenger 1	Ticket number: 014 2127 040194
Frequent Flyer Pgm: Air Canada Aeroplan		Program number: [REDACTED]



Fare Summary

Passenger: 1 Ticket number 014 2127 040194

Date of issue	25-Oct 2013
Fare Amount in Canadian dollars:	1,143.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	29.00
Combined Taxes *see fare calculation below (XT)	PD
Total Fare in Canadian dollars:	609.00A
Options	
Change fee in Canadian dollars	200.00

***Fare calculation:**

19NOV13YYC AC LAX Q7.50R299.00/-OKC AC X/DEN AC YYC
 Q7.50R829.00CAD1143.00 END ROE1.00 PD12.10CA30.26XG30.00SQ
 36.18US7.36XY5.78YC2.63AY5.26XA PDXF4.73OKC4.50
Canadian tax registration numbers:
 XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

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 YOU CANNOT TRAVEL IF YOU DO NOT HAVE ALL REQUIRED TRAVEL DOCUMENTS, SUCH AS PASSPORT AND VISA (if applicable).

Secure Flight

Harvey, Julie

From: chapters.indigo.ca <service@chapters.indigo.ca>
Sent: Wednesday, November 06, 2013 4:35 PM
To: Harvey, Julie
Subject: Shipping Confirmation: Your Chapters-Indigo Order, OR50497641

Bonjour Jeff, ce message figure en français ci-dessous.

Dear Jeff Melanson,

Thank you for shopping at chapters.indigo.ca - we are pleased to confirm that the item(s) listed below has shipped from your order, OR50497641. Any item(s) remaining in your order will ship as they become available. If you paid for your order by credit card, we are now processing a charge to your card for the shipped item(s).

You can check the status of your order at any time here:

<https://shop.chapters.indigo.ca/OrderLookup/OrderStatusPage.aspx?orderid=9a64387a50824b268c1be55e92b50ecf>

ITEM(S) SHIPPED:

- 1. Creative Confidence: Unleashing The Creative Potential Within Us All - 1 @ \$22.44
- 2. The Shallows - 1 @ \$22.11
- 3. Remote: Office Not Required - 1 @ \$17.16

Item(s) Subtotal: \$61.71
Shipping and Handling: \$0.00
GST: \$3.09

=====

TOTAL: \$64.80

Any plum points associated with any remaining items in your order will be awarded when they ship.

SHIPPING INFORMATION:

Your order is shipping by Standard Shipping to:

Jeff Melanson
107 Tunnel Mountain Drive
Box 1020
Banff, Alberta T1L1H5
Canada

RECEIPT/INVOICE -

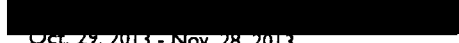
This e-mail serves as your receipt/invoice so please save it for your records; you will not receive an invoice with your package. You can print a copy of your invoice by signing-in to your Online Account, selecting the Order History link and then clicking the "Request Invoice" button. If you do not have an online account, please contact customer service at <http://help.indigo.ca/app/ask/>.

CANCELLATIONS-



STATEMENT Card Program

MELANSON, JEFF



Oct. 29, 2013 - Nov. 28, 2013

How to Reach Us Visit dinersclubcanada.com
Customer Service: 1-800-363-3333 or write:
Diners Club P.O. Box 3200 RPO
Streetsville Mississauga, ON L5M 0S2

QUICK REFERENCE

Total Balance	\$1,006.92
Total Due	\$1,006.92
Due Date*	Dec. 25, 2013



ACCOUNT SUMMARY

Previous Balance	\$3,577.85
Payments, Credits & Adjustments	-\$3,651.58
Purchases	\$1,080.65
Cash Advances	\$0.00
Fees	\$0.00
Total Balance	\$1,006.92

NEWS FROM DINERS CLUB

Please note that the amounts shown in the "Monthly Activity By Category" section include both debit and credit amounts. Therefore, the totals shown in this section may not correspond to the totals shown in the "Account Summary" section. The "Monthly Activity by Category" is for reference purposes only, to provide totals by merchant category.

MONTHLY ACTIVITY BY CATEGORY

Airlines	\$1,015.85
Rail	-\$73.73
Retail	\$64.80

The total amount shown for Cash Advances in the "Account Summary" section will vary from the total amount shown in the "Monthly Activity by Category" section of your statement. Cash Advance Fee amounts are not included in the "Monthly Activity by Category" section.

011709
--
- 02-01-30 -
HRI - 0002928
- 001
BMDCC21100_1747539_001

Detach and follow the payment instructions on the reverse side. Payment must be received by 5:00 PM local time on the payment due date.



Diners Club
P.O. Box 5000, Station F
Toronto, Ontario M4Y 2T1

BMDCC21100_1747539_001 E D

02928



Total Due: **\$1,006.92**
Payment Due Date: **Dec. 25, 2013**

Please Enter Amount of Payment Enclosed

\$

MELANSON, JEFF
107 TUNNEL MOUNTAIN DRIVE
PO BOX 1020 STN 18
BANFF AB T1L1H5

Diners Club Commercial
P.O. Box 6044, Station Centre-Ville,
Montreal, QC H3C 3X2

