

Chq Date: 20/02/06

FEB - 4 2020

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 January 16, 2020

VENDOR/STAFF# (as applicable) [REDACTED] NAME (Claimant/Payee) Gay Mitchell DEPT Board of Governors

Permanent Mailing Address [REDACTED]

Itinerary and business rationale for expense: Right Management/Banff Centre BOG November 2019 (Nov 20-22, 2019)

If non-employee, describe Banff Centre involvement

Rept 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	11/23/19	3102	2100	890030	800				TGE	Car Rental (Nov 19-23, 2019, Avis) - claiming the charge of 3-day rental out of 5 days: \$293.86/5 x 3 = 176.32 (GST included)	\$ 167.93	\$ 8.39	\$ 176.32
2	11/23/19	3102	2100	890030	800				TGE	Shell Canada - Fuel for a rental vehicle	\$ 56.92	\$ 2.85	\$ 59.77
3	11/23/19	3102	2100	890030	800				TGE	Air Canada Flight passes, Lat/ue class, 8 flight credits between Toronto and Western Canada - claiming 1 pass out of 8: \$2982.00/8 = \$372.75 (GST/HST included)	\$ 356.26	\$ 16.49	\$ 372.75
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											581.11	27.73	\$ 608.84

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	05/09/30	890030	800				581.11	27.73	\$ 608.84
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	05/09/30								
	05/09/30								
	05/09/30								
Total							\$ 581.11	\$ 27.73	\$ 608.84

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 608.84

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]		

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