

Chq Date: 19/10/10

OCT - 7 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 September 13, 2019

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Gay Mitchell

DEPT Board of Governors

Permanent Mailing Address:

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

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	11/24/19	3102	2100	890030	800				TGE	Airfare, oneway trip from Calgary to Toronto (Air Canada Economy Flex rate + taxes)	\$ 366.12	\$ 18.31	\$ 384.43
2													\$ -
3													\$ -
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
ENTERED OCT - 9 2019													
Total Expenses : A											366.12	18.31	\$ 384.43

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				366.12	18.31	\$ 384.43
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
	05/09/30								
Total							\$ 366.12	\$ 18.31	\$ 384.43

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 384.43

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheques 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)			