

**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 October 9, 2019

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Pat Ruby

DEPT Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: Welcome dinner for New Board Governors (Sept 5), Board of Governors Meeting to approve Annual Report (Sept 6)

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	09/05/19	3102	2100	890030	800				TGE	Park Pass (Discovery Pass)	\$ 129.90	\$ 6.50	\$ 136.40
2	09/06/19	3102	2100	890030	800				TGE	Mileage Reimbursement, round trip from residence to Banff Centre (129km x 2 @ 0.490/km)	\$ 126.42	6.02	\$ 126.42
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											250.27	12.55	\$ 262.82

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				256.32	6.50	\$ 262.82
	2100						250.27	12.55	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
ENTERED OCT 29 2019									
Total							\$ 256.32	\$ 6.50	\$ 262.82

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 262.82

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)		

OCT 31 2019  
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