

**EXPENSE CLAIM FORM**  
**BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF**  
**THE BANFF CENTRE FOUNDATION**

DATE August 23, 2019

*(All expenses EXCLUDING regular Board and Committee meetings)*

VENDOR/STAFF#  
(as applicable)



NAME  
(Claimant/Payee)

John Snow

DEPT BOG

Permanent Mailing Address:



Itinerary and business rationale for expense: Interview with [redacted] (August 19, Banff Centre)

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	08/19/19	3102	2100	890030	800				TGE	Mileage Reimbursement, roundtrip from residence to Banff Centre for the interview with [redacted] (121km x 2 @ 0.490/km)	\$ 118.58 <i>112.94</i>	<i>5.64</i>	\$ 118.58
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
Total Expenses : A											<i>112.94</i>	<i>5.64</i>	\$ 118.58

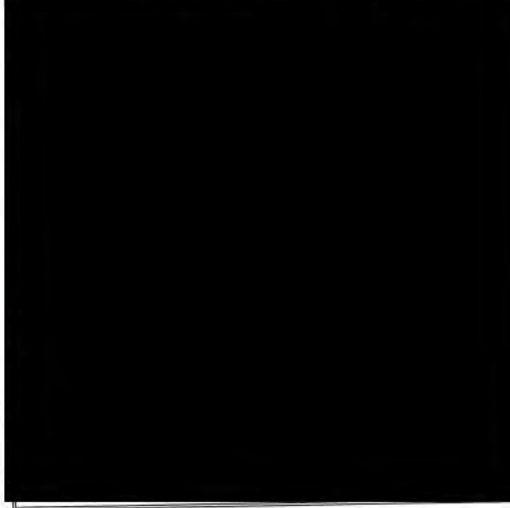
ENTERED AUG 27 2019

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				<i>112.94</i>	<i>5.64</i>	\$ 118.58
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 118.58	\$ -	\$ 118.58

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 118.58

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]		

AUG 28 2019  
*scanned*

