



The Banff Centre
inspiring creativity

EMPLOYEE#



Expense Claims Forms

Date: December 3, 2013

NAME **Carolyn Warren**

Position **VP Arts**

DEPT **Executive Office**

Mailing Address :

Itinerary and Purpose of Travel : SAO meeting Edmonton (Oct 27-28/13) / Business for the Arts Awards Gala in Toronto (Nov 14-16/13)

Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	10/27/2013	Travel	3101	2100	270900	690				Yellow Cab, Edmonton	\$ 61.00		\$ 61.00
2	10/28/2013	Meals	3106	2100	270900	690				Blink Restaurant	\$ 54.04		\$ 54.04
3	10/28/2013	Travel	3101	2100	270900	690				Co-op Taxi, Edmoton	\$ 60.00		\$ 60.00
4	10/29/2013	Travel	3101	2100	270900	690				Associated Cab, Calgary	\$ 45.00		\$ 45.00
5	10/29/2013	Accommodation	3105	2100	270900	690				Fairmont Hotel MacDonald, Edmonton	\$ 305.81	\$ 10.76	\$ 316.57
6	11/9/2013	Travel	3101	2100	270900	690				Banff Airporter	\$ 50.74	2.42	\$ 50.74
7	11/13/2013	Travel	3101	2100	270900	690				Banff Airporter	\$ 50.74	2.42	\$ 50.74
8	11/16/2013	Meals	3106	2100	270900	690				Intercontinental Toronto, Azure	\$ 27.73		\$ 27.73
9	11/17/2013	Accommodation	3105	2100	270900	690				Intercontinental Toronto Centre	\$ 626.43	26.40	\$ 626.43
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
Total Expenses : A											\$ 1,281.49	42.00	1,292.25

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						262.64	4.84	267.48
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						905.84	37.16	943.00
3106	2100	Meals						81.77	-	81.77
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
ENTERED DEC 10 2013										
Total								1,281.49	42.00	1,292.25

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	1,292.25

Date: **Dec 5, 2013**
 Date: **DEC 09 2013**

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carignan



Diners Club : Statement

[Close Window](#)

Account Name :	CAROLYN WARREN THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 4,973.40
Statement Date :	28-Nov-2013	Payments :	\$ -4,500.00
Payment Due Date :	25-Dec-2013	New Transactions :	\$ 1,292.25
		Balance Due :	\$ 1,765.65
		Past Due Balance :	\$ 473.40

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR CAROLYN WARREN [REDACTED]		
27-Oct-2013	YELLOW CAB,EDMONTON,AB,CAN	\$ 61.00 /	549467701974
28-Oct-2013	BLINK RESTAURANT & BAR,CALGARY,AB,CAN	\$ 54.04 /	461634753617
28-Oct-2013	CO-OP TAXI,EDMONTON,AB,CAN	\$ 60.00 /	549470427632
29-Oct-2013	FAIRMONT HOTEL MACDONA,EDMONTON,AB,CAN	\$ 316.57 /	800105441823
30-Oct-2013	ASSOCIATED CAB/ALLIED,CALGARY,AB,CAN	\$ 45.00 /	549477248229
09-Nov-2013	BANFF AIRPORTER INC,403-762-3330,AB,CAN	\$ 50.74 /	000943967943
12-Nov-2013	PAYMENT RECEIVED -- THANK, YOU,CAN	\$ -4,500.00	0000 009766
13-Nov-2013	BANFF AIRPORTER INC,403-762-3330,AB,CAN	\$ 50.74 /	000558224073
16-Nov-2013	INTERCONTINENTAL TORON,TORONTO,ON,CAN	\$ 27.73 /	800117799744
17-Nov-2013	INTERCONTINENTAL TORON,TORONTO,ON,CAN	\$ 626.43 /	800112513124
	[REDACTED]	\$ -4,500.00	
		\$ 1,292.25	

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

BLINK RESTAURANT & BAR
111 8th Avenue SW
Calgary, AB
T2P 1B4
403-263-5330

= TRANSACTION RECEIPT =

** TRANSACTION RECORD **

ALBERTA COOP TAXI

Tran. #: 8123

10538 - 114 ST

RUC: Restaurant
Table #: 57
Check #: 5186
Group #: 1
Employee #: 14
Employee Name: [REDACTED]

EDMONTON, AB T5H 3J7

(780) 425-2525

ACCT TYPE: CREDIT CARD

CARD NUMBER:
[REDACTED]

Term Id: 4502412478240

Tran. #: 0253

Ref. #: [REDACTED]

[REDACTED]

APPROVED

AMOUNT: CAD\$61.00

Ref. #: C
Auth. #: 093506
Resp. Code: 06
TUR: 4000008000
TSI: E800

Amount \$48.04
Tip \$6.00
=====

TOTAL CAD\$54.04

DATE/TIME:

13/10/28 14:51:12

AUTH#: 038644

BOOK ON LINE: WWW.ONLINE-TAXI.COM
THANK YOU FOR BEING OUR GUEST

100460070

Date: 2013/10/25 Time: 19:46:43
Resp: AUTH 010006

COPY COPY

TUR: 0000008000
TSI: E800

No signature required

VEH/DRV: 0108 / 1320

GST#:

TXN ID: 1700956

Merchant Copy

THANK YOU
Come Again

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2013/10/25
PICK-UP TIME: 11:21
DROP-OFF TIME: 11:43
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 1289

FARE: \$ 57.14

FLAT: \$000.00

EXTRAS: \$000.00

TAX: \$ 2.86

FA+FL+EX+TAX: \$ 60.00

TIP: \$000.00

DISCOUNT: \$000.00

TOTAL: \$ 60.00

SIGNATURE:

FARE (\$): 39.50
EXTRA (\$): 0.00
SUBTTL (\$): 39.50

TIP (\$): _____

TOTAL (\$): _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER

5

THE *Fairmont*
HOTEL MACDONALD

10065 - 100 Street
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481

Room : 0504
Folio # : 320447
Cashier # : 1054
Page # : 1 of 1

Ms Carolyn Warren

Arrival : 10-27-13
Departure : 10-28-13

Date	Description	Additional Information	Charges	Credits
10-27-13	Confederation Lounge	Room# 0504 : CHECK# 5300	54.30	
10-27-13	Room Charge		209.00	
10-27-13	Room - DMF		6.27	
10-27-13	Room - AB Tourism Levy		8.61	
10-27-13	Room - GST		10.76	
10-28-13	Harvest Room	Room# 0504 : CHECK# 1433	27.63	
10-28-13				316.57
Total			316.57	316.57
Balance Due			0.00	

GST Summary

Room	10.76
F&B	3.43
Other	0.00
Total	14.19

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr Garrett Turta, General Manager, at Garrett.Turta@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont



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Activity Voucher For: 1830 YYC to Banff

Activity Information:

Status: Confirmed

Confirmation Number: 36124

Client Name: Carolyn Warren

Activity Date: Monday, 28 Oct 2013

Pick Up: Calgary Airport

Notes:

Activity Time: 18:30

Please be ready between 18:30 - 18:30 - 18:30

1830 YYC to Banff

Passengers: 1 (ad)

\$56.85

Tax: \$2.42
Total: \$56.85

Booking Information:

Date Booked: 2013-10-08



Payment Information:

Payment Type	Date	Amount
Discount	2013-10-08	\$8.53
Credit Card	2013-10-08	\$50.74
Outstanding Balance:		\$0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta 9

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way.
We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.



Activity Voucher For: 07:00 Banff to YYC

Activity Information:

Status: Confirmed

Confirmation Number: 38721

Client Name: Carolyn Warren

Activity Date: Thursday, 14 Nov 2013

Pick Up: 115 St Julien Rd

Notes:

Activity Time: 07:00

Please be ready between 07:00 - 07:00 - 07:15

07:00 Banff to YYC

Passengers: 1 (ad)

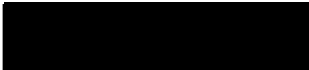
\$56.85

Tax: \$2.84

Total: \$56.85

Booking Information:

Date Booked: 2013-11-04



Payment Information:

Payment Type	Date	Amount
Gift Certificate	2013-11-04	\$41.78
Outstanding Balance:		\$17.91

The Banff Airporter Inc. - Box 2524 Banff Alberta 9

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8

AZURE RESTAURANT & BAR

225 FRONT STREET WEST
TORONTO, CANADA M5V 2X3
416-597-1400

CHECK: 2373
TABLE: 38/2
SERVER: 2043 [REDACTED]
DATE: NOV16'13 11:55AM

[REDACTED]

AUTH CODE: 061209
CAROLYN WARREN

SUBTOTAL: 23.73
GRATUITY 4.00
TOTAL 27.73

CUSTOMER SIGNATURE

PHONE # _____

Gratuity is not included
Thank you for dining in Azure
Please come again soon

9

INFORMATION INVOICE

Membership No. : PC [REDACTED]
 A/R Number :
 Group Code :
 Company Name :

Room No. : 1820
 Confirmation No. : 7598441
 Arrival : 11-14-13
 Departure : 11-16-13
 Page No. : 1 of 1
 Folio No. :
 Cashier No. : 43
 HST Reg No. : 803103712

Carolyn Warren
 [REDACTED]

Date	Text	Reference	Charges	Credits
11-14-13	*Accommodation		304.00	<u>GST</u> 15.20
11-14-13	Destination Fee @ 2.66%		8.07	
11-14-13	DF HST (13%)		1.05	
11-14-13	HST 13% on Rooms		39.52	
11-15-13	Internet	17:32 Room# 1820 :	13.95	
11-15-13	*Accommodation		224.00	11.20
11-15-13	Destination Fee @ 2.66%		5.95	
11-15-13	DF HST (13%)		0.77	<u>26.40</u>
11-15-13	HST 13% on Rooms		29.12	
11-15-13	Mastercard			626.43
		Total	626.43	626.43
	0.00	CAD		
	0.00			
Harmonized Sales Tax		Balance	0.00	CAD

8

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