

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 21, 2020

FEB 05 2020

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Lis Welch

DEPT Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Board of Governors meeting (November 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	11/20/19	3102	2100	890030	800				TGE	WestJet flights (Palm Springs - Calgary, claiming EconoFlex rate)	\$ 682.79		\$ 682.79
2	11/20/19	3102	2100	890030	800				TGE	Banff Airporter (from Calgary to Banff, Nov 20, 2019)	\$ 61.19	\$ 3.06	\$ 64.25
3	11/20/19	3102	2100	890030	800				TGE	Banff Airporter (from Banff to Calgary, Nov 22, 2019)	\$ 61.19	\$ 3.06	\$ 64.25
4			2100										\$ -
5			2100										\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											805.17	6.12	\$ 811.29

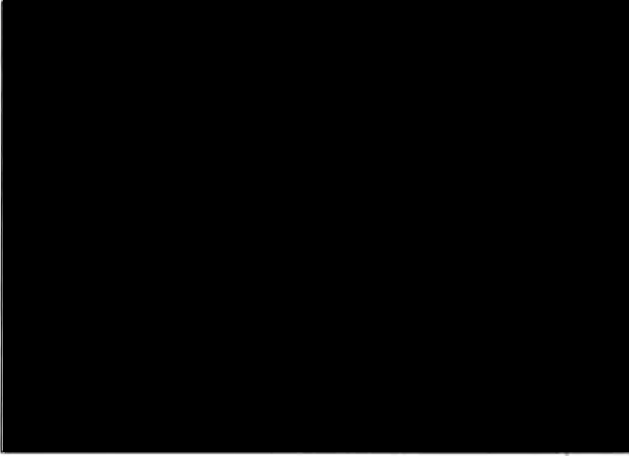
GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				805.17	6.12	\$ 811.29
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 805.17	\$ 6.12	\$ 811.29

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 811.29

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)			



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 21, 2020

FEB 05 20

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Liz Welch

DEPT Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Board of Governors Meeting (Feb 26 - 28, 2020, Banff)

If non-employee, describe Banff Centre involvement

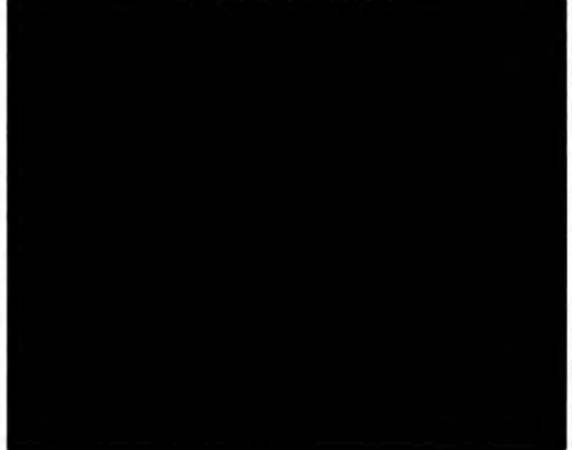
Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	02/26/20	3102	2100	890030	800				TGE	WestJet flights Vancouver - Calgary - Palm Springs (Feb 26 WS126, Feb 28 WS1466, Econo Flex rate)	\$ 590.29	\$ 27.16	\$ 617.45
2	02/26/20	3102	2100	890030	800				TGE	Banff Airporter, YYC to Banff Centre, Feb 26/20	\$ 61.19	\$ 3.06	\$ 64.25
3	02/28/20	3102	2100	890030	800				TGE	Banff Airporter, Banff Centre to YYC, Feb 28/20	\$ 61.19	\$ 3.06	\$ 64.25
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
Total Expenses : A											712.67	33.28	\$ 745.95

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				712.67	33.28	\$ 745.95
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 712.67	\$ 33.28	\$ 745.95

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 745.95

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)			