

EXPENSE CLAIM FORM - President, VP, Board

DATE August 16, 2017

VENDOR/STAFF# (as applicable) **VE-0490**

NAME **Janice Price**

Position **President & CEO**

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: **cash claim for business trips to Vancouver, Toronto, PEI, and Edmonton**

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	3/7/2017	Travel-General (Pres, VP)	3101	2100	890900	800		Vancouver taxi from airport to stakeholder meeting	\$ 10.00	\$ -	\$ 10.00
2	4/19/2017	Travel-General (Pres, VP)	3101	2100	890900	800		Calgary taxi from hotel to stakeholder meeting	\$ 6.40	\$ -	\$ 6.40
3	4/19/2017	Travel-General (Pres, VP)	3101	2100	890900	800		Calgary taxi from stakeholder meeting to NMC Chamber Music event	\$ 13.00	\$ -	\$ 13.00
4	4/21/2017	Travel-General (Pres, VP)	3101	2100	890900	800		Toronto taxi from hotel to Creative Minds event	\$ 10.00	\$ -	\$ 10.00
5	4/21/2017	Travel-General (Pres, VP)	3101	2100	890900	800		Toronto taxi from Creative Minds event to hotel	\$ 10.00	\$ -	\$ 10.00
6	5/14/2017	Travel-General (Pres, VP)	3101	2100	890900	800		PEI taxi from Canadian Arts Summit to airport	\$ 17.00	\$ -	\$ 17.00
7	7/15/2017	Travel-General (Pres, VP)	3101	2100	890900	800		Calgary airport parking during Edmonton trip for coaching seminar	\$ 83.86	\$ 4.19	\$ 88.05
8			#N/A	2100							\$ -
Total Expenses: A											154.45

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890900	2100	800		150.26	4.19	154.45
3102	Travel-General (BOG)	890900	2100	800		-	-	-
3105	Travel-Accommodation	890900	2100	800		-	-	-
3106	Travel-Meals	890900	2100	800		-	-	-
3107	Travel-Incidents	890900	2100	800		-	-	-
3610	Hosting	890900	2100	800		-	-	-
3611	Hosting (Alcohol)	890900	2100	800		-	-	-
6132	Travel Advance	890900	2100	800		-	-	-
	Other1	890900	2100	800		-	-	-
	Other2	890900	2100	800		-	-	-
	Other3	890900	2100	800		-	-	-
Total						150.26	4.19	154.45

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 154.45

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to the claim



Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		President's Office
Prepared by (if not claimant)		

EXPENSE CLAIM FORM - President, VP, Board

VENDOR/STAFF# (as applicable)

VE DINERS ALL 28/17

NAME

Janice Price

DATE September 5, 2017

Position President & CEO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: *diners card claim for local business plus a business trip to New York*

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	8/3/2017	Travel-General (Pres, VP)	3101	2100	890900	800		gas for President's car, for local business	\$ 76.43	\$ 3.82	\$ 80.25
2	8/13/2017	Travel-General (Pres, VP)	3101	2100	890900	800		NY taxi from airport to hotel, to prepare for interviews (\$US45.00)	\$ 60.10	\$ -	\$ 60.10
3	8/14/2017	Travel-General (Pres, VP)	3101	2100	890900	800		NY taxi from hotel to interviews (\$US14.75)	\$ 19.22	\$ -	\$ 19.22
4	8/14/2017	Travel-General (Pres, VP)	3101	2100	890900	800		NY taxi from interviews to hotel (\$US12.85)	\$ 16.83	\$ -	\$ 16.83
5	8/15/2017	Travel-General (Pres, VP)	3101	2100	890900	800		NY taxi from hotel to interviews (\$US8.16)	\$ 10.68	\$ -	\$ 10.68
6	8/15/2017	Travel-General (Pres, VP)	3101	2100	890900	800		2 night NY hotel stay for interviews (\$US473.23)	\$ 619.31	\$ -	\$ 619.31
7	8/15/2017	Travel-General (Pres, VP)	3101	2100	890900	800		NY taxi from interviews to airport (\$US41.46)	\$ 54.29	\$ -	\$ 54.29
8	8/25/2017	Travel-General (Pres, VP)	3101	2100	890900	800		gas for President's car, for local business	\$ 90.37	\$ 4.52	\$ 94.89
9			#N/A	2100	890900	800					\$ -
10			#N/A	2100	890900	800					\$ -
Total Expenses: A											955.57

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890900	2100	800		947.23	8.34	955.57
3102	Travel-General (RTR)	890900	2100	800		-	-	-
3105	Travel-Accommodation	890900	2100	800		-	-	-
3106	Travel-Meals	890900	2100	800		-	-	-
3107	Travel-Incidentals	890900	2100	800		-	-	-
3610	Hosting	890900	2100	800		-	-	-
3611	Hosting (Alcohol)	890900	2100	800		-	-	-
6132	Travel-Advance	890900	2100	800		-	-	-
	Other1	890900	2100	800		-	-	-
	Other2	890900	2100	800		-	-	-
	Other3	890900	2100	800		-	-	-
Total						947.23	8.34	955.57

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 955.57

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)	Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

WINERS July 25/17

EXPENSE CLAIM FORM - President, VP, Board

DATE July 6, 2017

VENDOR/STAFF# (as applicable)

VE 0490

NAME (Claimant/Payee)

Janice Price

Position

President & CEO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: local business plus business trips to Montreal, Edmonton, Toronto, Whistler

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	5/25/2017	Travel-Accomm.	3105	2100	890900	800		Montreal hotel stay for brand promotion and stakeholder meetings during ISPA	\$ 430.28	\$ 19.56	\$ 449.82
2	5/27/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Calgary airport parking during business trip to Montreal	\$ 111.81	\$ 5.59	\$ 117.40
3	5/27/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Edmonton taxi from hotel to the opening of the Alberta Biennial Exhibition	\$ 56.12	\$ -	\$ 56.12
4	5/28/2017	Travel-General (Pres,VP)	3101	2100	890900	800		gas for President's car, for local business and trips to Calgary	\$ 76.24	\$ 3.81	\$ 80.05
5	5/28/2017	Travel-Accomm.	3105	2100	890900	800		Edmonton hotel during stay for the opening of the Alberta Biennial Exhibition, and for a meeting with stakeholder	\$ 576.30	\$ 27.70	\$ 604.00
6	5/31/2017	Hosting	3610	2100	890900	800		meeting [redacted] to complete CIP contract	\$ 17.25	\$ 0.45	\$ 17.70
7	5/31/2017	Hosting (Alcohol)	3611	2100	890900	800		meeting [redacted] to complete CIP contract	\$ 43.35	\$ 2.17	\$ 45.52
8	6/3/2017	Travel-Accomm.	3105	2100	890900	800		Toronto hotel deposit during stay for the BfA board meeting	\$ 20.00	\$ -	\$ 20.00
9	6/4/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Calgary airport parking during business trip to Toronto	\$ 111.81	\$ 5.59	\$ 117.40
10	6/4/2017	Travel-Meals	3106	2100	890900	800		Breakfast during the Governor General's Canadian Leadership Conference in Whistler BC	\$ 42.44	\$ 2.12	\$ 44.56
11	6/4/2017	Travel-General (Pres,VP)	3101	2100	890900	800		bus from Whistler conference to Vancouver airport	\$ 64.00	\$ 3.20	\$ 67.20
12	6/5/2017	Travel-General (Pres,VP)	3101	2100	890900	800		gas for President's car, for local business and trips to Calgary	\$ 65.50	\$ 3.27	\$ 68.77
13	6/6/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Edmonton taxi from hotel to the official opening of Peter Lougheed Hall	\$ 63.25	\$ -	\$ 63.25
14	6/7/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Toronto taxi from hotel to the BfA board meeting	\$ 40.42	\$ -	\$ 40.42
15	6/7/2017	Hosting (Alcohol) Meals	3611	2100	890900	800		Breakfast with Neil before the official opening of Peter Lougheed Hall	\$ 72.00	\$ 3.10	\$ 75.10
16	6/7/2017	Travel-Accomm.	3105	2100	890900	800		Edmonton hotel during stay for the official opening of Peter Lougheed Hall	\$ 288.15	\$ 13.85	\$ 302.00
17	6/7/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Toronto taxi from the BfA board meeting back to hotel	\$ 33.93	\$ -	\$ 33.93
18	6/8/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Montreal taxi from airport to Chamber Music VIP reception (Banff Centre sponsored event)	\$ 48.00	\$ -	\$ 48.00
19	6/8/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Montreal taxi from Chamber Music VIP reception (Banff Centre sponsored event) back to airport	\$ 48.00	\$ -	\$ 48.00
20	6/8/2017	Travel-Accomm.	3105	2100	890900	800		Toronto hotel during stay for the BfA board meeting	\$ 766.03	\$ 36.39	\$ 802.42
21	6/9/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Calgary airport parking during business trip to Montreal and Toronto	\$ 111.81	\$ 5.59	\$ 117.40
22	6/10/2017	Travel-Accomm.	3105	2100	890900	800		Montreal hotel during stay for the Chamber Music VIP reception (Banff Centre sponsored event)	\$ 431.40	\$ 19.61	\$ 451.01
23	6/13/2017	Travel-General (Pres,VP)	3101	2100	890900	800		parking while presenting the Francophone Program category at the Rockie Awards Program Competition	\$ 33.33	\$ 1.67	\$ 35.00
24	6/14/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Toronto taxi from hotel to dinner with stakeholders [redacted]	\$ 21.85	\$ -	\$ 21.85
25	6/16/2017	Travel-General (Pres,VP)	3101	2100	890900	800		Calgary airport parking during business trip to Toronto	\$ 111.81	\$ 5.59	\$ 117.40
26	6/17/2017	Travel-Accomm.	3105	2100	890900	800		Toronto hotel during stay for stakeholder meetings [redacted] and to attend King Arthur's Night	\$ 1,250.64	\$ 57.90	\$ 1,308.54
27	6/17/2017	Hosting	3610	2100	890900	800		June 14 working lunch [redacted] - Ball discussion [redacted]	\$ 55.40	\$ 2.75	\$ 58.15
28	6/17/2017	Hosting (Alcohol)	3611	2100	890900	800		June 14 working lunch [redacted] - Ball discussion [redacted]	\$ 14.00	\$ -	\$ 14.00
29	6/17/2017	Hosting	3610	2100	890900	800		June 15 lunch meeting [redacted]	\$ 88.60	\$ 2.50	\$ 92.10
30	6/20/2017	Travel-General (Pres,VP)	3101	2100	890900	800		gas for President's car, for local business and trips to Calgary	\$ 80.75	\$ 4.04	\$ 84.79
31	6/20/2017	Travel-General (Pres,VP)	3101	2100	890900	800		parking during lunch [redacted]	\$ 24.00	\$ 1.20	\$ 25.20

32	6/20/2017	Travel-General (Pres.VP)	3101	2100	890900	800		parking during meeting	\$ 27.62	\$ 1.38	\$ 29.00
33	6/26/2017	Travel-General (Pres.VP)	3101	2100	890900	800		Edmonton taxi from hotel to the Peter Lougheed Learning Initiative Follow Up meeting	\$ 56.58	\$ -	\$ 56.58
34	6/26/2017	Travel-General (Pres.VP)	3101	2100	890900	800		Edmonton taxi from Peter Lougheed Learning Initiative Follow Up meeting back to hotel	\$ 63.25	\$ -	\$ 63.25
35	6/26/2017	Travel-General (Pres.VP)	3101	2100	890900	800		gas for President's car, for local business and trips to Calgary	\$ 58.36	\$ 2.92	\$ 61.28
36	6/27/2017	Hosting	3610	2100	890900	800		refreshments for Banff Centre EO before Peter Lougheed Learning Initiative Follow Up meeting	\$ 16.50	\$ 0.73	\$ 17.23
37			#N/A	2100	890900	800					\$ -
38			#N/A	2100	890900	800					\$ -
Total Expenses : A										221.61	5,654.44

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres.VP)	890900	2100	800		1,308.44	43.85	1,352.29
3102	Travel-General (BOG)	890900	2100	800		-	-	-
3105	Travel-Accommodation	890900	2100	800		3,762.78	175.01	3,937.79
3106	Travel-Meals	890900	2100	800		42.44	2.12	44.56
3107	Travel-Incidentals	890900	2100	800		-	-	-
3610	Hosting	890900	2100	800		177.75	7.43	185.18
3611	Hosting (Alcohol)	890900	2100	800		129.36	5.27	134.62
6132	Travel Advance	890900	2100	800		-	-	-
	Other1	890900	2100	800		-	-	-
	Other2	890900	2100	800		-	-	-
	Other3	890900	2100	800		-	-	-
Total						5,420.76	233.68	5,654.44

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 5,654.44

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)	Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

DINERS JULY 28/17

EXPENSE CLAIM FORM - President, VP, Board

DATE August 16, 2017

VENDOR/STAFF# (as applicable) VE-049D

NAME Janice Price
(Claimant/Payee)

Position President & CEO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: diners card claim for local business plus business trips to Toronto, Ottawa

Rept No.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	6/27/2017	Travel-General (Pres VP)	3101	2100	890900	800		Presto card top-up for travel around Toronto (to save money on taxis)	\$ 100.00	\$ -	\$ 100.00
2	6/28/2017	Travel-Accomm	3105	2100	890900	800		2 nights Ottawa hotel stay for the Governor General's Performing Arts Awards and for meetings with stakeholders	\$ 1,003.39	\$ 46.45	\$ 1,049.84
3	6/28/2017	Travel-General (Pres VP)	3101	2100	890900	800		Ottawa taxi from airport to hotel	\$ 38.38	\$ -	\$ 38.38
4	6/29/2017	Travel-Accomm	3105	2100	890900	800		2 nights Toronto hotel stay (advance purchase for August 3-6) for stakeholder meetings	\$ 584.34	\$ 26.13	\$ 590.47
5	6/29/2017	Travel-Accomm	3105	2100	890900	800		1 night Toronto hotel stay for the Canadian Arts Summit Steering Committee Meeting	\$ 317.10	\$ 14.68	\$ 331.78
6	6/30/2017	Travel-General (Pres VP)	3101	2100	890900	800		Ottawa taxi from hotel to airport	\$ 38.01	\$ -	\$ 38.01
7	6/30/2017	Travel-General (Pres VP)	3101	2100	890900	800		Calgary airport parking during trip to Toronto/Ottawa	\$ 111.81	\$ 5.59	\$ 117.40
8	7/1/2017	Travel-General (Pres VP)	3101	2100	890900	800		pre-booked Avis car rental for upcoming drive to Stratford to meet incoming Director of Indigenous Arts and former President / current donor [redacted] and to attend a concert of Jens Lindeman that was created in Banff	\$ 264.78	\$ 12.26	\$ 277.04
9	7/1/2017	Travel-Accomm	3105	2100	890900	800		2 nights pre-booked hotel for upcoming trip to Stratford to meet incoming Director of Indigenous Arts and former President / current donor [redacted] and to attend a concert of Jens Lindeman that was created in Banff	\$ 471.39	\$ 21.20 \$ 20.62	\$ 501.01
10	7/18/2017	Travel-General (Pres VP)	3101	2100	890900	800		Calgary parking during meeting with stakeholders	\$ 9.52	\$ 0.48	\$ 10.00
11	7/18/2017	Travel-General (Pres VP)	3101	2100	890900	800		gas for President's car, for local business and trips to Calgary	\$ 92.60	\$ 4.63	\$ 97.23
12			#N/A	2100							\$ -
13			#N/A	2100							\$ -
Total Expenses : A											3,151.16

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Travel Amount
3101	Travel-General (Pres VP)	890900	2100	800		655.10	22.98	678.06
3102	Travel-General (BOG)	890900	2100	800				
3105	Travel-Accommodation	890900	2100	800		2,255.22	116.88	2,473.10
3106	Travel-Meals	890900	2100	800		2,364.64	108.46	
3107	Travel-Incidentals	890900	2100	800				
3810	Hosting	890900	2100	800				
3811	Hosting (Alcohol)	890900	2100	800				
6132	Travel Advance	890900	2100	800				
	Other1	890900	2100	800				
	Other2	890900	2100	800				
	Other3	890900	2100	800				
Total						3,011.32	138.84	3,151.16

Travel Advance	B	1
Balance Due to Claimant	A-B	\$ 3,151.16

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)	Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	