

GENERAL EXPENSE CLAIM FORM (Do not use for Board/Executives)

DATE June 21, 2022

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Mark Wold

DEPT Programming

Permanent Mailing Address:

Itinerary and business rationale for expense: Alberta Lieutenant Governor Awards, Lac La Biche June 2022

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	05/27/2022	TGE	Gala ticket	\$ 127.50		\$ 127.50
2	06/09/2022	TGE	Four Points Hotel	\$ 119.60	\$ 5.75	\$ 125.35
3	06/09/2022	TGE	Ric's Grill- dinner	\$ 34.47	\$ 1.45	\$ 35.92
4	06/10/2022	TGE	Ric Grill- breakfast	\$ 26.60	\$ 1.15	\$ 27.75
5	06/10/2022	TGE	Centex E-Park gasoline	\$ 60.16	\$ 3.01	\$ 63.17
6	06/10/2022	TGE	Costa Café- dinner	\$ 39.21	\$ 1.65	\$ 40.86
7	06/11/2022	TGE	Esso- gasoline	\$ 42.46	\$ 2.12	\$ 44.58
8	06/11/2022	TGE	Café on Main - lunch, breakfast	\$ 41.69	\$ 1.81	\$ 43.50
9	06/12/2022	TGE	Gasoline Alley Esso	\$ 61.39	\$ 3.07	\$ 64.46
10	06/12/2022	TGE	Edo Japan- lunch	\$ 25.73	\$ 1.28	\$ 27.01
11	06/12/2022	TGE	Shell- gasoline	\$ 38.58	\$ 1.93	\$ 40.51
12	06/12/2022	TGE	Ramada- Hotel	\$ 238.00	\$ 29.20	\$ 267.20
13				267.20	0	\$ -
14						\$ -
15						\$ -
16						\$ -
17						\$ -
18						\$ -
19						\$ -
20						\$ -
21						\$ -
22						\$ -
23						\$ -
24				884.59	23.22	\$ -
Total Expenses : A				855.39	52.42	\$ 907.81

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
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
	2100						\$ -		\$ -
Total							\$ -	\$ -	\$ -

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 907.81

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)		

