Transaction Search - Company

BMO, 10/01/2024 to 12/31/2024

Company Unit - T&E EXEC

Mapped Cards

Chris Lorway

Posting Date	Supplier		Amount
10/01/2024	Calgary Airport-Online	Travel-Banff Centre Employees	61.43
10/02/2024	Bow Valley Basics	Supplies- Office	16.28
10/03/2024	Compass Vending	Travel-Banff Centre Employees	9.65
10/03/2024	Bow Valley Basics	Supplies- Office	30.42
10/07/2024	Compass Vending	Travel-Banff Centre Employees	4.65
10/08/2024	Calgary Airport-Online	Travel-Banff Centre Employees	50.4
10/14/2024	The Banff Centre - Mac	Travel-Banff Centre Employees	10.84
10/14/2024	European League Of I	Travel-Banff Centre Employees	811.75
10/18/2024	Park Indigo - No Cca15	Travel-Banff Centre Employees	10.5
10/23/2024	The Banff Centre-Box O	Other Staff Related Costs	216.3
10/23/2024	Calgary Airport-Online	Travel-Banff Centre Employees	154.35
11/11/2024	The Banff Centre - Mac	Travel-Banff Centre Employees	14.87
11/12/2024	The Banff Centre - Vis	Travel-Banff Centre Employees	72.83
11/14/2024	The Banff Centre-Box O	Other Staff Related Costs	357
11/14/2024	Banff Airporter	Travel-Banff Centre Employees	45.05
11/28/2024	The Banff Centre-Box O	Other Staff Related Costs	145.96
12/02/2024	The Banff Centre-Box O	Other Staff Related Costs	115.5
12/02/2024	Ls Cellar Door	Travel-Banff Centre Employees	82.95
12/04/2024	La Boulangerie Bakery	Travel-Banff Centre Employees	13.04
12/13/2024	The Banff Centre - Mac	Travel-Banff Centre Employees	22.68
12/16/2024	Event 2025 Canadian A	Conference/ Prof develp fees	3,790.40
12/19/2024	Busbud	Travel-Banff Centre Employees	22.39
	Debit Total CAD		6,059.24
	Credit Total CAD		0
	Total CAD		6,059.24

Transaction Search - Company

BMO, 10/01/2024 to 12/31/2024

Company Unit - T&E EXEC

Mapped Cards

Chris Lorway

Posting Date	Supplier		Amount
10/24/2024	International Society	Travel-Banff Centre Employees	700
10/24/2024	International Society	Travel-Banff Centre Employees	1,595.00
12/13/2024	Tickets Under The	Travel-Banff Centre Employees	237.54
	Debit Total USD		2,532.54
	Credit Total USD		0
	Total USD		2,532.54

EVDENCE			President.	VD Doord
EVLENSE	CLAIN	FURIN -	President.	VP. Doard

DATE November 13, 2024

VENDOR/STAFF# (as applicable)	NAME (Claimant/Payee)	Chris Lorway	y	Position	President & CEO
	FIRST	MIDDLE	LAST		

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Travel for Business/Arts Awards Celebration in Toronto

Rcpt no.	Date	Expense Type	GL Acct	Fund	Contro	Activity	Activity Code	Description and Reason	NET mount	GST Amount	Total mount
1								Marriot Calgary Airport - Night of Oct 27 for Oct 28 flight	\$ 329.58	\$ 15.68	\$ 345.26
2								Flight YYC to YYZ	\$ 292.46	\$ 14.62	\$ 307.08
3								Mileage - home to YYC, 146km x2 @ 0.545	\$ 159.14		\$ 159.14
4				2100							\$ -
5				2100							\$ -
6				2100							\$ -
7				2100							\$ -
8				2100							\$ -
9				2100							\$ -
10				2100							\$ -
11				2100							\$ -
12				2100							\$ -
13				2100							\$ -
14				2100							\$ -
15				2100							\$ -
								Total Expenses: A			811.48

				GL Code	Summary			
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101						781.18	30.30	811.48
3102						-	-	-
3105						1	-	-
3106						-	-	-
3107						-	-	-
3610						-	-	-
3611						-	-	-
6132						-	-	-
						-	-	-
						-	-	-
						-	-	-
					Total	781.18	30.30	811.48

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

Travel Advance	В	
Balance Due to Claimant	A-B	\$ 811.48

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.

By signing below, the Claimant confirms that each listed expense was actually and reasonably incurred by the Claimant in the performance of the Claimant's duties for Banff Centre with due regard for economy, and was not personal in nature. The Claimant acknowledges that these expenses will be disclosed to the public in accordance with applicable Banff Centre policy and procedure.

Banff Centre's Financial Services confirm that each listed expense is allowable and properly documented in accordance with applicable Banff Centre policy and procedure.

EXPENSE CLAIM FORM - President, VP, Board

DATE October 18, 2024

VENDOR/STAFF# (as applicable)

VP-0040

NAME (Claimant/Payee)

Chris Lorway

MIDDLE

Position President and CEO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Vanocuver - Spencer Foundaytion Meeting, Jill Price Dinner, Arts Umbrella Tour. AG = Amiel Gladstone

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	 NET Amount	GST mount	Total mount
1								Flight - YYC to YVR return	\$ 396.92	\$ 19.85	\$ 416.77
2								The Douglas	\$ 841.29	\$ 42.06	\$ 883.35
3								Uber - hotel to Jill Price Dinner	\$ 9.83	\$ 0.49	\$ 10.32
4								Uber - Jill Price dinner to hotel	\$ 8.20	\$ 0.41	\$ 8.61
5								MRKT East - CL Lunch	\$ 18.84		\$ 18.84
6								Taxi - Spencer Foundation to Arts Umbrella - CL & AG	\$ 15.00		\$ 15.00
7								Taxi - Arts Umbrella to hotel - CL & AG	\$ 16.00		\$ 16.00
8								Mileage to and from Banff - 292 x \$0.545	\$ 159.14		\$ 159.14
9								Vij's - CL Dinner	\$ 72.41		\$ 72.41
10				2100							\$ -
11				2100							\$ -
12				2100							\$ -
13				2100							\$ -
14				2100							\$ -
15				2100							\$ -
								Total Expenses : A			1,600.44

Expense Type					GL Code	Summary				
-	GL	Expense Type	Cost Centre	Fund	Activity Type				GST	
841.29 42.06 883.35 91.25 - 91.25 - 91.25								605.09	20.75	625.84
91.25								-		-
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR)								841.29	42.06	883.35
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR)								91.25	-	91.25
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR)								-	-	-
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR) Mail to Claimant								-	-	-
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR) Mail to Claimant								-	-	-
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR) Mail to Claimant								-	-	-
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR) Mail to Claimant								-	-	-
Total 1,537.63 62.81 1,600.44 Return to Requestor (RTR) Mail to Claimant								-	-	-
Return to Requestor (RTR) Mail to Claimant								-	-	-
Return to Requestor (RTR) Mail to Claimant										
Return to Requestor (RTR) Mail to Claimant										
Return to Requestor (RTR) Mail to Claimant										
Return to Requestor (RTR) Mail to Claimant										
Return to Requestor (RTR) Mail to Claimant										
							Total	1,537.63	62.81	1,600.44
	R	eturn to Reques	tor (RTR)			1	Mail t	to Claimant		

Requestor Dept (if RTR)
Prepared by (if not claimant)

Travel Advance	В	
Balance Due to Claimant	A-B	\$ 1,600.44

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.

By signing below, the Claimant confirms that each listed expense was actually and reasonably incurred by the Claimant in the performance of the Claimant's duties for Banff Centre with due regard for economy, and was not personal in nature. The Claimant acknowledges that these expenses will be disclosed to the public in accordance with applicable Banff Centre policy and procedure. Banff Centre's Financial Services confirm that each listed expense is allowable and properly documented in accordance with applicable Banff Centre policy and procedure.

					EXPE	NSE (CLAIM	FORM -	President	VP, Board	DATE	Noven	nber 1	4, 2024
VENDO	OR/STAFF# (as applicable)				(Claim:	NAME ant/Payee)			Chris Lorwa	ау	Position	Preside	ent a	nd CEO
	,	Permar	nent Mailing	a Address:			FIRST		MIDDLE	LAST	~ ~	-		
	Itinera	ary and Purpos	e of Travel	/Expense:	Edmonton	- ABIE Me	eting and s	Strategy Session						
cpt	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity		Description	and Reason	NET Amount	GST Amount		Total Amount
1					Contro	Турс	0000	Flight - YYC to \	EG Retum		\$ 830.92		1	872.47
2								The Westin		*	\$ 242.95	\$ 11.54	\$	254.49
3								Mileage to and	from Banff (288 k	m at \$.545/km)	\$ 156.96		\$	156.96
4								4	3	x 100 2			\$	
5										vit			\$	
6									*				\$	140
7									125				\$	-
8										SET (Ass)			\$	950
9							95	Santar Safferi		= 1			\$	-
10										- · · · · · · · · · · · · · · · · · · ·			\$	
11		ile.		2100									\$	V=3
12				2100						×			\$	
13				2100	200						1		\$	-
14				2100									\$	-
15				2100	2				9				\$	-
										Total Expenses : A				1,283.92
				A PROPERTY OF	Summary					Travel Advance	В			
SL	Expense Type	Cost Centre	Fund	Activity Type		ivity ode	Amou	ant GST	Total Amount	Balance Due to Claimant	A-B	\$		1,283.92
					140			87.88 41.55	1,029.43	If Travel Advance ex				9
							2	42.95 11.54	254.49		lease attach top co cash posting to this		or	
									-	By signing below, the Clair actually and reasonably in				
							ļ		-	the Claimant's duties for Ba was not personal in natur	anff Centre with	due regard f	for eco	nomy, and
									N 12	expenses will be disclosed Banff Centre policy and pa	d to the public in	accordance	e with	applicable
									-	confirm that each listed exp	pense is allowa	ble and prop	erly d	ocumented
								н -		in accordance with appl	icable Banti Cel	ntre policy a	na pro	ceaure.
									-					
							-	- 4	-					
					-		-	-	-					
					-		-							
	The state of the s													
						Total	1,2	30.83 53.09	1,283.92					
	ırn to Reques questor Name					Mail	to Claima	int						
Re	questor Dept	(if RTR)												
Prepa	ared by (if not	claimant)								Financial Services		Date		