

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 develope 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

EXPENSE CLAIM FORM - President, VP, Board

DATE November 13, 2024

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

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	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
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						-	-	-
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	B	
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.

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

Date _____