

EXPENSE CLAIM FORM - President, VP, Board

DATE March 31, 2017

VENDOR/STAFF# (as applicable) _____

NAME **David Weyant**
(Claimant/Payee)

Position Chair - Board of Governors

Permanent Mailing Address _____

FIRST MIDDLE LAST

Itinerary and Purpose of Travel/Expense Meeting to discuss capital campaign; January Board of Governors meetings

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	1/23/2017	Hosting	3610	2100	890030	800		lunch meeting with _____ (former Exec Dir of TBCF) and _____ (former Chair of TBC) to discuss capital campaign	\$ 68.37	\$ 2.88	\$ 71.25
2	1/26/2017	Travel-Meals	3106	2100	890030	800		breakfast at Vistas	\$ 8.49	\$ 0.42	\$ 8.91
3	1/27/2017	Travel-General (BOG)	3102	2100	890030	800		gas for travel to and from the BoG meetings = 254km @ CAD \$0.445/km	\$ 113.03	\$ -	\$ 113.03
4			#N/A	2100							\$ -
Total Expenses : A											193.19

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres_VP)	890030	2100	800		-	-	-
3102	Travel-General (BOG)	890030	2100	800		113.03	-	113.03
3105	Travel-Accommodation	890030	2100	800		-	-	-
3106	Travel-Meals	890030	2100	800		8.49	0.42	8.91
3107	Travel-Incidentals	890030	2100	800		-	-	-
3610	Hosting	890030	2100	800		68.37	2.88	71.25
3611	Hosting (Alcohol)	890030	2100	800		-	-	-
6132	Travel Advance	890030	2100	800		-	-	-
	Other1	890030	2100	800		-	-	-
	Other2	890030	2100	800		-	-	-
	Other3	890030	2100	800		-	-	-
Total						189.89	3.30	193.19

Travel Advance	B	Total Amount
Balance Due to Claimant	A-B	\$ 193.19

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.

March 30th, 2017

Claimant's Signature Date

Approver - Print Name Date

Approver's Signature Date

Financial Services Date

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