

**EXPENSE CLAIM FORM**

EXP MAR27/20

BOARD OF GOVERNORS/MEMBERS OF THE BOARD  
DIRECTORS OF THE BANFF CENTRE FOUNDATION

DATE March 27, 2020

VENDOR/STAFF# (as applicable) VP-0028 NAME (Claimant/Payee) PATRICIA M RUBY DEPT BOARD OF GOV

Permanent Mailing Address: 

Itinerary and business rationale for expense: 

Travel Feb 26-29/2020

If non-employee, describe Banff Centre involvement

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1		3102	2100	890030	800				TGE	Mileage, Return trip from residence to Banff Centre (129km x 2 @ 0.475)	\$116.42	\$ 6.13	\$ 122.55
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
<b>Total Expenses : A</b>											<b>116.42</b>	<b>6.13</b>	<b>\$ 122.55</b>

GL Codes Summary (please summarize by unique GL string) -

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				116.42	6.13	\$ 122.55
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
<b>Total</b>							<b>\$ 116.42</b>	<b>\$ 6.13</b>	<b>\$ 122.55</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 122.55

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy

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

