

JUL 18 2016

PM

### EXPENSE CLAIM FORM - President, VP, Board

DATE July 7, 2016

VENDOR/STAFF#  
(as applicable)

VC-0584

NAME  
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Banff Canmore Community Foundation retreat (HI Lake Louise, July 7)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	07/07/2016	Travel-General (Pres,VP)	3101	2100	890050	800				mileage - Banff to Lake Louise, roundtrip (119km x \$0.30)	\$ 35.70		\$ 35.70
2			#N/A	2100	890050	800							\$ -
3			#N/A	2100	890050	800							\$ -
4			#N/A	2100	890050	800							\$ -
5			#N/A	2100	890050	800							\$ -
6			#N/A	2100	890050	800							\$ -
7			#N/A	2100	890050	800							\$ -
8			#N/A	2100	890050	500							\$ -
9			#N/A	2100	890050	500							\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
<b>Total Expenses : A</b>													<b>35.70</b>

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800			34.00	35.70	1.70	35.70
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				-	-	-
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
3040	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
<b>Total</b>										<b>35.70</b>

Travel Advance	B		
Balance Due to Claimant	A-B	\$	35.70

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)		VP, CFO	
Prepared by (if not claimant)			