

EXPENSE CLAIM FORM
BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF
DIRECTORS OF THE BANFF CENTRE FOUNDATION
(Regular Board and Committee meeting related expenses only)

DATE December 13, 2018

VENDOR/STAFF# (as applicable) _____ NAME (Claimant/Payee) Carolyn Campbell DEPT Board
FIRST MIDDLE LAST

Permanent Mailing Address [REDACTED]

Itinerary and business rationale for expense: Banff Centre Board meeting expenses_July 2018

If non-employee, describe Banff Centre involvement _____

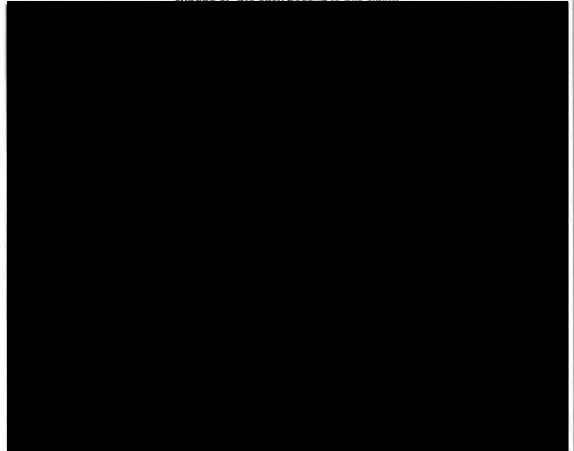
Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	11/7/2018	3102	2100	890030	800				TGE	Airfare (one way, from Edmonton to Calgary, WS 3348)	\$ 125.08		\$ 125.08
2	11/7/2018	3102	2100	890030	800				TGE	First bag fee (WS 3348)	\$ 30.00	\$ 1.50	\$ 31.50
3	11/7/2018	3102	2100	890080	800				TGE	Banff Airporter (from Calgary Airport to Banff Centre)	\$ 74.01	\$ 3.35	\$ 77.36
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
Total Expenses : A											229.09	4.85	\$ 233.94

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				155.08	1.50	\$ 156.58
3102	2100	890080	800				74.01	3.35	\$ 77.36
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 229.09	\$ 4.85	\$ 233.94

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 233.94

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)	[REDACTED]	Mail to Claimant	
Requestor Name (if RTR)	[REDACTED]		
Requestor Dept (if RTR)	[REDACTED]		
Prepared by (if not Claimant)	[REDACTED]		