

APR - 2 2014

**The Banff Centre**  
inspiring creativity

**Expense Claims Forms**

Date: April 2, 2014

EMPLOYEE# VE-0394 NAME Gillian Danby Position VP, CFO DEPT Executive Office

FIRST MIDDLE LAST

Mailing Address :

Itinerary and Purpose of Travel : Meeting with RBC; Joe Lougheed; Discovery House and with CIO candidate

Please leave the colored cells for Financial Services

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	2/14/2014	Travel	3101	2100	890050	800				parking Bow Valley Square (no receipt)	\$ 12.00		\$ 12.00
2	2/14/2014	Meals	3108	2100	890050	800				Lunch w/CIO candidate at Tim Hortons	\$ 11.66		\$ 11.66
3	3/17/2014	Travel	3101	2100	890050	800				Calgary mileage 259.50 km return @0.30 (17th/18th)	\$ 77.85	3.71	\$ 77.85
4	2/19/2014	Travel	3101	2100	890050	800				Calgary mileage 259.50 km return @0.30 (24th/25th)	\$ 77.48	3.69	\$ 77.48
5				2100									\$ -
6				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									\$ -
<b>Total Expenses : A</b>											\$ 171.59	7.40	178.99

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel					159.93	167.33	7.40	167.33
3102	2100	Travel-BOG					-	-	-	-
3105	2100	Accommodation					-	-	-	-
3106	2100	Meals					11.66	-	-	11.66
3610	2100	Hosting					-	-	-	-
3611	2100	Hosting-Alcohol					-	-	-	-
3107	2100	Incidentals					-	-	-	-
6132	2100	Travel Advance					-	-	-	-
<b>Total</b>								178.99		178.99

Travel Advance (positive)	B 6132-2100	\$	178.99
	A-B	\$	178.99

ENTERED MAR 31 2014

Claimant's Supervisor: [Redacted]

Date: 4/2/2014

Return to Requestor	Pauline Martin
Department	Executive Office
Cost Centre Code	890050
Prepared By	Pauline Martin

Claimant's Supervisor: [Redacted]

Date: APR 02 2014

hunch will do

Tim Hortons 5029  
615 Macleod Trail SE  
Calgary, AB  
T2G 4T8  
GST#806473641-RT0001

Take-out  
Order #  
035111

Currywake

2

1 Turkey Club Sandwich	4.99
Whole Wheat Bun	
Not Toasted Sandwich	
1 Coffee - Small	1.32
Black	
1 Bottled Orange Juice	1.40
Deposit	0.10
Recycle fee Btl 300ml	0.61
1 Chunk Chicken Sandwich	3.29
Whole Wheat Bun	
Not Toasted Sandwich	
Subtotal	11.11
GST	0.55
<b>Total</b>	<b>11.66</b>
Cash	20.00
Change Due	8.34
Rounded Change Due	8.35

Tuesday March 18, 2014  
Shift # 1 Reg. # 3

12:49:12  
Trans # 125111

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Expenses - gas/hotel  
Discoveries  
~~Royal Bank~~ (gas)  
H  
p.ling

Travel to Calgary  
17/18KL Mileage

4 - 24/25KL Mileage  
• board  
• Norton  
1 - \$12 Parking  
hunch  
Rae  
with  
cop.