

The Banff Centre
inspiring creativity

Expense Claims Forms

Date: October 27, 2014

EMPLOYEE# VE-0394 NAME Gillian Danby Position Vice President, CFO
VP, CFO

Mailing Address: The Banff Centre #06

Itinerary and Purpose of Travel: SBO meeting in Calgary Oct. 2, 2014 - CRA Meeting in Calgary, October 6, 2014 - All Presidents Meeting Edmonton-October 20, 2014 - Board of Governors meeting (October 29-30, 2014)

Please leave the colored cells for Financial Services

Rcpt 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	10/2/2014	Travel	3101	2100	890050	800				Banff to Calgary-return for Business m	\$ 78.00	3.71	\$ 78.00
2	10/6/2014	Travel	3101	2100	890050	800				Banff to Calgary-return for Business m	\$ 78.00	3.71	\$ 78.00
3	10/8/2014	Travel	3101	2100	890050	800				Banff to Calgary-return for Business m	\$ 78.00	3.71	\$ 78.00
4	10/20/2014	Travel	3101	2100	890050	800				Banff to Calgary-return for Business m	\$ 78.00	3.71	\$ 78.00
5	10/21/2014	Meals	3106	2100	890050	800				E-Campus Alberta meeting	\$ 7.40	\$ 0.37	\$ 7.77
6	10/22/2014	Meals	3106	2100	890050	800				Banff Community Foundation Meeting	\$ 4.43	\$ 0.22	\$ 4.65
7	10/30/2014	Travel	3101	2100	890050	800				Banff to Calgary-return for BOG meeti	\$ 78.00	3.71	\$ 78.00
8				2100									\$ -
35				2100								18.55	\$ -
Total Expenses : A											\$ 401.83	\$ 0.59	402.42

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						390.00	18.55	390.00
3102	2100	Travel-BOG								
3105	2100	Accommodation								
3106	2100	Meals						11.83	0.59	12.42
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
Total								401.83	0.59	402.42

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	402.42

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

ENTERED NOV 12 2014

Date 2014/10/27/1

Date 12 2014

Date

Gill Danby - Oct. Expenses

#5

6

SIC

DELTA BOW VALLEY STARBUCKS
GST #R826085417

302 SBUX AM1

CHK 4560 OCT21'14 9:43AM

1 San Pelegrino 2.95
1 ChaiTea Latte Gr 4.45

FOOD 4.45
BEVERAGES 2.95
GST 0.37
PAYMENT 7.77
CASH 10.00
CHANGE DUE ... 2.23

E Campos Alberta
with Inoka

ROOM # Donovan

PRINT NAME Expenses

STGNATURE _____

Community
Foundation
Meeting
- expenses

Wild Flour Banff's Artisan Bakery
211 Bear Street, Box 4509
Banff, AB
Canada, T1L 1E8
Tel: 403-760-5074

October 22, 2014 at 8:59 AM Table Order #: 94

Tax #: 102754736/RT0004

La Tea 16oz \$4.65

Tea And Other Drink Total \$4.65

Sub Total \$4.65

Total \$4.65

Cash \$20.00
Change \$15.35

Tax 1 Included in Total \$0.22

Thank You
Please Come Again!