

APR - 9 2014



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: April 9, 2014

NAME Jeff Melanson
President

Position President

Itinerary and Purpose of Travel : Ottawa business meeting (April 3), Calgary for business meetings (April 1, 8), regular business related

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	04/01/2014	Hosting	3610	2100	890900	800	Business meeting	\$ 162.96	\$ 3.30	\$ 166.26
2	04/02/2014	Travel	3101	2100	890900	800	Transportation from airport to hotel	\$ 43.35		\$ 43.35
3	04/02/2014	Meals	3106	2100	890900	800	Meal	\$ 60.85		\$ 60.85
4	04/03/2014	Travel	3101	2100	890900	800	Transportation from hotel to airport	\$ 42.80		\$ 42.80
5	04/08/2014	Travel	3101	2100	890900	800	Parking for business meeting	\$ 6.71	\$ 0.34	\$ 7.05
6	04/08/2014	Hosting	3610	2100	890900	800	Business meeting	\$ 119.75	\$ 2.33	\$ 122.07
7	04/08/2014	Travel	3101	2100	890900	800	Calgary airport parking	\$ 109.00	\$ 5.45	\$ 114.45
8	04/03/2014	Accommodation	3105	2100	890900	800	Accommodation for business meeting	\$ 245.03	9.75	\$ 245.03
Total Expenses : A								\$ 780.69	\$ 21.17	801.86

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			201.86	5.79	207.65
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			235.28	9.75	245.03
3106	2100	Meals			60.85	-	60.85
3610	2100	Hosting			282.70	5.63	288.33
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
Total					780.69	21.17	801.86

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	801.86



9-Apr-14
Date



Date



APR 15 2014

Financial Services

Date

Return to Requestor	Julie Harvey
Department	President's Office
Cost Centre Code	
Prepared By	Julie Harvey

ENTERED APR 16 2014

CHARCUT ROAST HOUSE
899 CENTRE STREET SW.
#10
CALGARY AB

WESTWAY TAXI
11 BENTLEY AVE.
NEPEAN ON K2E 6T7

KASBAH VILLAGE MEDITERRANEAN
261 LAURIER AVE. WEST
OTTAWA ON

CARD TYPE VISA
DATE 2014/04/01
TIME 5236 20:40:07
CLERK ID 7092
RECEIPT NUMBER
C06829626-001-070-043-0

TERM # 42266728
RECORD # 000749
HOST INVOICE # 1000150
HOST SEQ # 1002097

CARD TYPE VISA
DATE 2014/04/02
TIME 5079 20:17:06
RECEIPT NUMBER
CB2002050-001-393-011-0

PURCHASE
AMOUNT \$138.55
TIP \$27.71
TOTAL

CREDIT/VISA D
2014/04/02 19:01:47

PURCHASE
AMOUNT \$50.85
TIP \$10.00
TOTAL

\$166.26

Purchase
AMOUNT \$33.85
TIP \$8.00
AIRTIME FEE \$1.50
TOTAL \$43.35

\$60.85

AUTH#: 069254 B: 0001
HTS: 20140402190228

A0000000031010
E91C17BE80F52777
0000008000-E800
F1326391BBB38BF9
0000008000-F800

**TRANSACTION
APPROVED - 000**

THANK YOU

APPROVED

AUTH# 012600 01-027
THANK YOU

AID: A0000000031010
TC: 08B674E00CF11B69
TVR: 0080008000
TS1: F800

CARDHOLDER COPY

CUSTOMER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

A0000000031010
69A5EBB1190AB03E
0000008000-E800
505E4178FB8E345A
0000008000-F800

APPROVED

AUTH# 002572 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

OTTAWA TAXI
613 727 0167
769
3942 1673

amount paid: \$7.05 (gst incl.)
Start Time: 4/8/2014 1:56 PM
Auth No: 092194
Receipt No: 4292
attery Boosting & Tire Inflation Services (403) 537-7006
FREE B:

Valid through:
TUESDAY 08 APR 14
3:30 PM

Terminal: 643
Plate: BDZ4247

GARY PARKING AUTHORITY (403) 537-7000

CALC

CAPITAL TAXI
613-744-3333
CAR 2583
TAXI TAB

04/03/2014 11:57:36

PURCHASE

Transaction # 1
Card Type
Acc:
Entry: Swipe
Terminal ID: 29R3101
Merchant ID: 29RR
Batch: 00004
Trace Number: 000107
Bse Amt: 35.80
Tip: 7.00
Total: 42.80

Auth.Code: 025687
Response: APPROVED

CUSTOMER COPY

CUSTOMER SERVICE
866 565 8294
help@taxitab.com
DRIVER #

(F)

(5)



LORD ELGIN

2

N/A Jeff Melanson

Room No. : 0841
Arrival : 04-02-14
Departure : 04-03-14
Folio No. :
Conf. No. : 27433
Cashier No. :
I.D. :

Company Name:
Group Name:
H.S.T: 102094604RT
INFORMATION INVOICE

Date	Description	Charges	Credits
04-02-14	Movie Posting Room# 0841 : MOVIE	15.99	
04-02-14	HST other	2.08	
04-02-14	Room Charge	195.00 - 975	
04-02-14	Destination Marketing Fee	5.85	
04-02-14	Room HST	26.11	
04-03-14			245.03

Total Charges	245.03	
Total Credits		245.03
Balance		0.00

Page No. 1 of 1

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RECEIPT
GST NO. R122556194

6

EARLS 10221 - Banff
229 Banff Avenue
Banff, AB
T1L 1B9
403-762-4414

** TRANSACTION RECORD **

Tran. #: 9394

RUC: Restaurant

Table #: 24

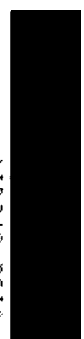
Check #: 5374

Group #: 1

Employee #: 170

Employee Name: SAMANTHA

Visa Credit



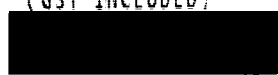
Amount \$97.65
Tip \$24.42
TOTAL CAD\$122.07

APPROVED 010391
00-001 010391
EH36MS02/EH36MC02
079001001007
2014/04/08 21:10:32

TUR: 0000008000
TSI: F800

Customer Copy
THANK YOU
Come Again

EXIT No. A103
IN: 04/02/14 10:37
OUT: 04/08/14 13:32
DURATION: 6 02: 55
PAID: \$ 114.45
(GST INCLUDED)



REF. 13
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade