



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: April 25, 2014

VE-0220

NAME **Jeff Melanson**
President

Position **President**

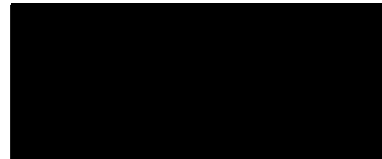
Itinerary and Purpose of Travel : Calgary for business meetings (Apr. 8, 22), Edmonton for PLLI announcement and business meetings (Apr. 14-17)

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Description | NET Amount | GST Amount | Total Amount |
|---------------------------|------------|---------------|---------|------|-------------|---------------|---|--------------------|-----------------|-----------------|
| 1 | 04/08/2014 | Travel | 3101 | 2100 | 890900 | 800 | Parking for business meeting | \$ 24.00 | \$ 1.20 | \$ 25.20 |
| 2 | 04/17/2014 | Travel | 3101 | 2100 | 890900 | 800 | Transportation to/from business meeting | \$ 8.98 | \$ 0.32 | \$ 9.30 |
| 3 | 04/14/2014 | Travel | 3101 | 2100 | 890900 | 800 | Transportation to airport | \$ 62.00 | | \$ 62.00 |
| 4 | 04/14/2014 | Travel | 3101 | 2100 | 890900 | 800 | Transportation from airport to hotel | \$ 70.86 | \$ 3.14 | \$ 74.00 |
| 5 | 04/14/2014 | Hosting | 3610 | 2100 | 890900 | 800 | Business meeting | \$ 155.79 | | \$ 158.81 |
| 6 | 04/15/2014 | Hosting | 3610 | 2100 | 890900 | 800 | Executive Officer business meeting | \$ 92.62 | \$ - | \$ 94.49 |
| 7 | 04/17/2014 | Travel | 3101 | 2100 | 890900 | 800 | Fuel | \$ 69.05 | \$ 2.90 | \$ 72.50 |
| 8 | 04/17/2014 | Travel | 3101 | 2100 | 890900 | 800 | Transportation to airport | \$ 74.86 | \$ 3.14 | \$ 78.00 |
| 9 | 04/17/2014 | Travel | 3101 | 2100 | 890900 | 800 | Calgary airport parking | \$ 109.00 | \$ 5.45 | \$ 114.45 |
| 10 | 04/22/2014 | Accommodation | 3105 | 2100 | 890900 | 800 | Accommodation for Development event and business meetings | \$ 358.29 | \$ 17.30 | \$ 375.59 |
| 11 | 04/17/2014 | Accommodation | 3105 | 2100 | 890900 | 800 | Accommodation for PLLI Announcement and business meetings | \$ 620.73 | \$ 25.50 | \$ 646.23 |
| Total Expenses : A | | | | | | | | \$ 1,646.17 | \$ 64.40 | 1,710.57 |

Summary by Expense Type

| GL | Fund | Expense Type | Cost Centre | Activity Type | NET Amount | GST | Total Amount |
|--------------|------|-----------------|-------------|---------------|--------------|--------------|-----------------|
| 3101 | 2100 | Travel | | | 419.30 | 16.15 | 435.45 |
| 3102 | 2100 | Travel-BOG | | | - | - | - |
| 3105 | 2100 | Accommodation | | | 979.02 | 42.80 | 1,021.82 |
| 3106 | 2100 | Meals | | | - | - | - |
| 3610 | 2100 | Hosting | | | 248.44 | 4.89 | 253.30 |
| 3611 | 2100 | Hosting-Alcohol | | | - | - | - |
| 3107 | 2100 | Incidentals | | | - | - | - |
| Total | | | | | ##### | 64.40 | 1,710.57 |

| | | | |
|---------------------------|-----------|----|----------|
| Travel Advance (positive) | B | \$ | |
| | 6132-2100 | \$ | |
| | A-B | \$ | 1,710.57 |



Date

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

Claimant's Supervisor

Date



4/29/2014

Date

ENTERED APR 30 2014



The Banff Centre
inspiring creativity

Expense Claims Forms

NAME Jeff Melanson
President

Position President

Itinerary and Purpose of Travel : Calgary for business meetings (Apr. 8, 22), Edmonton for PLLI announcement and business meetings (Apr. 14-17)

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Description |
|---------------------------|---------|---------------|---------|------|-------------|---------------|---|
| 1 | 4/8/14 | Travel | 3101 | 2100 | 890900 | 800 | Parking for business meeting |
| 2 | 4/17/14 | Travel | 3101 | 2100 | 890900 | 800 | Transportation to/from business meeting |
| 3 | 4/14/14 | Travel | 3101 | 2100 | 890900 | 800 | Transportation to airport |
| 4 | 4/14/14 | Travel | 3101 | 2100 | 890900 | 800 | Transportation from airport to hotel |
| 5 | 4/14/14 | Hosting | 3610 | 2100 | 890900 | 800 | Business meeting |
| 6 | 4/15/14 | Hosting | 3610 | 2100 | 890900 | 800 | Executive Officer business meeting |
| 7 | 4/17/14 | Travel | 3101 | 2100 | 890900 | 800 | Fuel |
| 8 | 4/17/14 | Travel | 3101 | 2100 | 890900 | 800 | Transportation to airport |
| 9 | 4/17/14 | Travel | 3101 | 2100 | 890900 | 800 | Calgary airport parking |
| 10 | 4/22/14 | Accommodation | 3105 | 2100 | 890900 | 800 | Accommodation for Development event and business meetings |
| 11 | 4/17/14 | Accommodation | 3105 | 2100 | 890900 | 800 | Accommodation for PLLI Announcement and business meetings |
| Total Expenses : A | | | | | | | |

| Summary by Expense Type | | | | | | | |
|-------------------------|------|-----------------|-------------|---------------|-----------------|--------------|-----------------|
| GL | Fund | Expense Type | Cost Centre | Activity Type | NET Amount | GST | Total Amount |
| 3101 | 2100 | Travel | | | 418.74 | 16.71 | 435.45 |
| 3102 | 2100 | Travel-BOG | | | - | - | - |
| 3105 | 2100 | Accommodation | | | 979.02 | 42.80 | 1,021.82 |
| 3106 | 2100 | Meals | | | - | - | - |
| 3610 | 2100 | Hosting | | | 248.41 | 4.89 | 253.30 |
| 3611 | 2100 | Hosting-Alcohol | | | - | - | - |
| 3107 | 2100 | Incidentals | | | - | - | - |
| Total | | | | | 1,646.17 | 64.40 | 1,710.57 |

| |
|---------------------------|
| Travel Advance (positive) |
| |

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

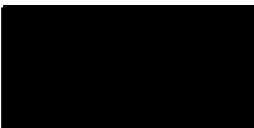
Claimant's Signa

Claimant's Super

Financial Service

Date: April 25, 2014

| NET Amount | GST Amount | Total Amount |
|----------------|------------|--------------|
| \$ 24.00 | \$ 1.20 | \$ 25.20 |
| \$ 8.98 | \$ 0.32 | \$ 9.30 |
| \$ 62.00 | | \$ 62.00 |
| \$ 70.86 | \$ 3.14 | \$ 74.00 |
| \$ 155.79 | \$ 3.03 | \$ 158.81 |
| \$ 92.62 | \$ 1.87 | \$ 94.49 |
| \$ 69.05 | \$ 3.45 | \$ 72.50 |
| \$ 74.86 | \$ 3.14 | \$ 78.00 |
| \$ 109.00 | \$ 5.45 | \$ 114.45 |
| \$ 358.29 | \$ 17.30 | \$ 375.59 |
| \$ 620.73 | \$ 25.50 | \$ 646.23 |
| \$ 1,646.17 | \$ 64.40 | \$ 1,710.57 |
| B 6132-2100 | \$ | 0.00 |
| A-B | \$ | 1,710.57 |

ire Date
 April 25/14
Date
Date

RECEIPT



Expiration Date/Time

05:23 PM
APR 08, 2014

Purchase Date/Time: 03:23pm Apr 08, 2014
Total Parking: \$24.00
Total Federal: \$1.20
Total Due: \$25.20
Total Paid: \$25.20
Ticket #: 00021430
S/N #: 500012260460
Setting: Lot 31
Mach Name: Lot 31-2

Rate: 2 HOURS
Payment Type: Card

Auth #: 027600

ATS GROUP
4608 101 STREET NW T6E5G9
EDMONTON AB
22946210

|||| PURCHASE ||||

04-14-2014 17:41:50
C
Exp Date Card Type VI
Name: JEFFREY J MELANSON
A0000000031010

Trace # 030002 Operator 817
FV22946210G5
Inv. # 48
Auth # 045836 RRN 001006002

Purchase \$66.00
Tip \$8.00
Total \$74.00

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

7430 RT0001

399

PARKING RECEIPT

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI
10538 - 114 ST
EDMONTON, AB T5H 3J7
(780) 425-2525

ACCT TYPE: CREDIT CARD
CARD NUMBER:



DATE/TIME:
14/04/17 08:55:20
AUTH#: 061915

VEH/DRV: 0108 / 1320
GST#:
TXN ID: 2138283

FARE: \$ 6.48
FLAT: \$000.00
EXTRAS: \$000.00
TAX: \$ 0.32
FA+FL+EX+TAX: \$ 6.80
TIP: \$ 2.50
DISCOUNT: \$000.00
TOTAL: \$ 9.30

SIGNATURE:

BECK TAXI
1 GREEN GARDEN DR
Toronto ON, M4A 2S6
www.becktaxi.com
(416)751-5555

SALE

MID: 4340719
TID: A4340719 REF#: 00000005
Batch #: 591 SEQ: 591001001005
04/14/14 12:57:02
CVC: Y

APPR CODE: 011103



/

AMOUNT \$52.00
TIP \$10.00
TOTAL \$62.00

00 - APPROVED - 001

Visa Credit
AID: A0000000031010
TVR: 00 00 00 80 00
TS: F8 00

Thank You for Choosing
Beck Taxi
3 Ways to Order
PHONE-WEB-APP

WS
CAB 1285

PLEASE COPY

4

THE [REDACTED] RESTAURANT
GROUP LTD.
9940 106 ST NW
EDMONTON AB

EARLS #10204 Campus
8629 112th Street
Edmonton, AB
T6G 1K1
780-439-4848

***** COPY *****

Bow Trail Husky Market
3824 Bow Trail SW
Calgary AB
(403) 242-2424
GST# 826570244
Retailer ID 450087
Rct:63395 1166-3
Batch:3806-142

ATS GROUP
4608 101 STREET NW T6E5G9
EDMONTON AB
22946210

|||| PURCHASE ||||
04-17-2014 12:48:47

Name: JEFFREY J MELANSON

Trace # 030014 Operator 817
FV2294621005

Inv. # 60
Auth # 054687 RRN 001006014

Purchase \$66.00
Tip \$12.00
Total \$78.00

(OO) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

GST_85956_7430_RT0001

788 888 7888

Approved

WASH CODE 44302

Expires 90 days
This Location Only

Earn FREE fuel fast!
Register today at
myHuskyRewards.ca

*** *****

** TRANSACTION RECORD **

Tran. #: 11455
RUC: Restaurant
Table #: 21
Check #: 6394
Group #: 1
Employee #: 482
Employee Name: [REDACTED]

AID: A0000000031010

Amount \$78.49
Tip \$16.00
=====

TOTAL CAD\$94.49

APPROVED 047688
00-001 047688
EA15WS05/EA15WC05
065001001002
2014/04/15 12:51:58

TUR: 0000008000
TSI: F800

Customer Copy

THANK YOU
Come Again

DATE 2014/04/14
TIME 6608 20:05:18
RECEIPT NUMBER
C06846004-001-004-028-0

PURCHASE AMOUNT \$127.05
TIP \$31.76
TOTAL

\$158.81

A0000000031010
2F07DC33EF390A1F
0000008000-E800
862DB2CDBCED0D17
0000008000-F800

APPROVED

AUTH# 056089 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 04/11/14 14:14
OUT: 04/17/14 15:23
DURATION: 6 01: 09
PAID: \$ 114.45
(GST INCLUDED)

REF. 15
THANK YOU FOR
YOUR VISIT



HÔTEL LE GERMAIN
CALGARY

Mr JEFFREY MELANSON
BANFF CENTRE
107 TUNNEL MOUNTAIN DRIVE
BANFF, AB T1L 1H5
CANADA

Date : 23-04-14
Time : 09:03 AM
Room No. : 0303
Arrival : 22-04-14
Departure : 23-04-14
Conf. No. : 2702828
Page No. : 1 of 1
Invoice :
PO :

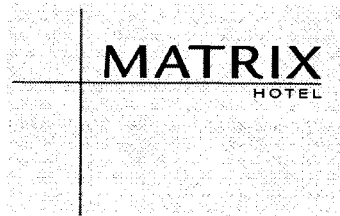
Guest Name :
Company Name : BANFF CENTRE
A/R Number :
Group Name :

INFORMATION INVOICE

| DATE | DESCRIPTION | REFERENCE | DÉBIT | CRÉDIT |
|------------------|---------------------------------|-----------|--------------|------------|
| 04-22-14 | Room Charge | | 299.00 | |
| 04-22-14 | DMF - Destination Marketing Fee | | 8.97 | |
| 04-22-14 | Alberta Tourism Tax | | 12.32 | |
| 04-22-14 | GST | | 15.40 | |
| 04-22-14 | Parking | | 38.00 | |
| 04-22-14 | GST | | 1.90 | |
| DMF | | 8.97 | | |
| GST: RT143787109 | | 17.30 | | |
| ATT | | 12.32 | | |
| | | | TOTAL | 375.59 |
| | | | SOLDE | 375.59 CAD |

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.

899 Centre Street SW Calgary (Alberta) T2G 1B8
TEL 403.264.8990 FAX 403.264.8991 1.877.362.8990
www.germaincalgary.com reservations@germaincalgary.com



Mr Jeff Melanson
Box 1020
Banff AB T1L 1H5
Canada

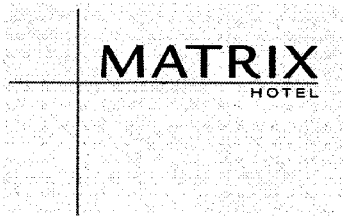
Room Number: 1501
Arrival Date: 04-14-14
Departure Date: 04-17-14
Page No: 1 of 2
Confirmation No 13030581

INFORMATION INVOICE

Folio No: 178055

04-17-14

| Date | Description | Charges | Credits |
|----------|---------------------------------------|---------|---------|
| 04-14-14 | Room Revenue | 165.00 | |
| 04-14-14 | Destination Marketing Fee - 3% | 4.95 | |
| 04-14-14 | Tourism Levy - 4% | 6.80 | |
| 04-14-14 | Room GST - 5% | 8.50 | |
| 04-15-14 | Room Revenue | 165.00 | |
| 04-15-14 | Destination Marketing Fee - 3% | 4.95 | |
| 04-15-14 | Tourism Levy - 4% | 6.80 | |
| 04-15-14 | Room GST - 5% | 8.50 | |
| 04-16-14 | Room Service Room# 1501 : CHECK# 1877 | 4.00 | |
| 04-16-14 | Room Service Room# 1501 : CHECK# 1935 | 45.73 | |
| 04-16-14 | Room Revenue | 165.00 | |
| 04-16-14 | Destination Marketing Fee - 3% | 4.95 | |
| 04-16-14 | Tourism Levy - 4% | 6.80 | |
| 04-16-14 | Room GST - 5% | 8.50 | |
| 04-17-14 | [REDACTED] | | 605.48 |
| 04-17-14 | Room Service Room# * : CHECK# 1995 | 4.00 | |
| 04-17-14 | Refreshment Centre - Vitamin Wat 1 | 4.20 | |
| 04-17-14 | Refreshment Centre - Coke 2 | 3.15 | |
| 04-17-14 | Refreshment Centre - Diet Coke 3 | 3.15 | |
| 04-17-14 | Refreshment Centre - Coke 4 | 3.15 | |
| 04-17-14 | Refreshment Centre - Ginger Ale 5 | 3.15 | |
| 04-17-14 | Refreshment Centre - Pringles 6 | 3.15 | |
| 04-17-14 | Refreshment Centre - M&Ms 7 | 3.15 | |
| 04-17-14 | Refreshment Centre - Toblerone 8 | 4.20 | |
| 04-17-14 | Refreshment Centre - Snickers 9 | 3.15 | |
| 04-17-14 | Refreshment Centre - Jelly Beans 10 | 3.15 | |
| 04-17-14 | Refreshment Centre - Almonds 11 | 3.15 | |
| 04-17-14 | [REDACTED] | | 40.75 |



Mr Jeff Melanson
Box 1020
Banff AB T1L 1H5
Canada

Room Number: 1501
Arrival Date: 04-14-14
Departure Date: 04-17-14
Page No: 2 of 2
Confirmation No 13030581

INFORMATION INVOICE

Folio No: 178055

04-17-14

| Date | Description | Charges | Credits |
|------|----------------|---------------|---------------|
| | Total | 646.23 | 646.23 |
| | Balance | 0.00 | |

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001