



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: November 7, 2013

NAME **Jeff Melanson**
President

Position **President**

Itinerary and Purpose of Travel : Regular business meetings in Bow Valley and Calgary, Development meetings in Vancouver (Oct. 4), Toronto for Development meetings & CAS Steering Committee meeting (Oct. 9-14), Edmonton for presentation to U of A BOG (Oct. 18), CNAL conference keynote speaker (October 24-25)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	08/04/2013	Hosting	3610	2100	890900	800	Business meeting	\$ 122.38		\$ 122.38
2	09/23/2013	Hosting	3610	2100	890900	800	Business meeting	\$ 134.20		\$ 134.20
3	10/03/2013	Hosting	3610	2100	890900	800	Business meeting	\$ 184.55	\$ 4.69	\$ 189.24
4	10/04/2013	Meals	3106	2100	890900	800	Lunch	\$ 70.80		\$ 70.80
5	10/04/2013	Travel	3101	2100	890900	800	Transportation to airport	\$ 271.63		\$ 271.63
6	10/04/2013	Travel	3101	2100	890900	800	Parking - Calgary Airport	\$ 24.00	\$ 1.20	\$ 25.20
7	10/04/2013	Travel	3101	2100	890900	800	Transportation from Vancouver airport to downtown	\$ 63.50	2.52	\$ 63.50
8	10/07/2013	Travel	3101	2100	890900	800	Fuel	\$ 37.17	\$ 1.86	\$ 39.03
9	10/07/2013	Travel	3101	2100	890900	800	Flight to Toronto for development meetings	\$ 1,179.00	\$ 57.61	\$ 1,238.11
10	10/17/2013	Travel	3101	2100	890900	800	Taxi from Edmonton airport to Hotel	\$ 71.86	\$ 3.14	\$ 75.00
11	10/18/2013	Travel	3101	2100	890900	800	Taxi from hotel to meeting	\$ 13.48	\$ 0.52	\$ 14.00
12	10/18/2013	Travel	3101	2100	890900	800	Taxi from meeting to airport	\$ 62.14	\$ 2.66	\$ 64.80
13	10/18/2013	Travel	3101	2100	890900	800	Parking - Calgary Airport	\$ 35.00	\$ 1.75	\$ 36.75
14	10/18/2013	Accommodation	3105	2100	890900	800	Hotel for business meeting	\$ 179.25	\$ 8.50	\$ 187.75
15	10/19/2013	Hosting	3610	2100	890900	800	WordFest reception	\$ 80.05		\$ 80.05
16	10/22/2013	Travel	3101	2100	890900	800	Fuel	\$ 50.02	\$ 2.50	\$ 52.52
17	10/24/2013	Accommodation	3105	2100	890900	800	Accommodation for CNAL conference	\$ 173.49		\$ 173.49
18	10/25/2013	Travel	3101	2100	890900	800	Car rental, Toronto to Kingston return for CNAL conference	\$ 79.32		\$ 79.32
19	10/25/2013	Travel	3101	2100	890900	800	Fuel	\$ 56.01		\$ 56.01
20	10/26/2013	Travel	3101	2100	890900	800	Fuel	\$ 32.95	\$ 1.65	\$ 34.60
21	10/29/2013	Travel	3101	2100	890900	800	Fuel	\$ 27.72	\$ 1.39	\$ 29.11
22	10/30/2013	Travel	3101	2100	890900	800	Parking - Committee Meeting	\$ 7.14	\$ 0.36	\$ 7.50
23	10/31/2013	Incidentals	3107	2100	890900	800	Books for the Board of Governors	\$ 567.00	\$ 28.35	\$ 595.35
24	11/06/2013	Travel	3101	2100	890900	800	Parking - development meetings	\$ 31.43	\$ 1.57	\$ 33.00
25	11/07/2013	Travel	3101	2100	890900	800	Fuel	\$ 57.75		\$ 57.75
Total Expenses : A								\$ 3,611.83	\$ 91.92	\$ 3,731.09

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			2,099.10	78.73	2,177.83
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			352.74	8.50	361.24
3106	2100	Meals			70.80	-	70.80
3610	2100	Hosting			521.18	4.69	525.87
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			595.35	28.35	595.35
Total					3,639.17	119.26	3,731.09

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	3,731.09

Claimant's Supervisor _____ Date _____
 see copy →
NOV 13 2013
 Date

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

ENTERED NOV 13 2013

NOV - 9 2013

NOV - 9 2013



Expense Claims Forms

Date: November 7, 2013

NAME Jeff Melanson
President

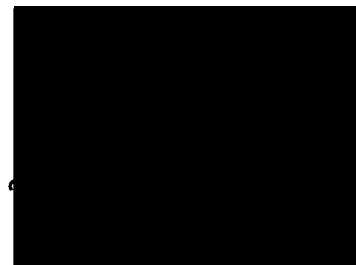
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Travel Advance (positive)	B 6132-2100	\$	-
	A-B	\$	3,731.09



Date
10/13
Date

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

Financial Services Date

1
BANK OF MONTREAL
BANFF AB T1L 1B3
4037622400

SALE

Clerk #: 004387
Table #: 0003
Check #: 0000152146
MID: 496380
TID: F0496380 REF#: 00000001
Batch #: 001 SEQ: 001001001003
08/04/13 19:11:23
CVC: Y

APPR CODE: 037591

AMOUNT \$102.38
TIP \$20.00
TOTAL \$122.38

00 - APPROVED - 001

THANK YOU
Please Come Again

CARDHOLDER COPY

2
BISON RESTAURANT & TER
211 BEAR ST UNIT 2 T1L1E4
BANFF AB
22970988

PURCHASE

23-2013 14-21-26
Name: JEFFREY J HELANSON
A0000000031010
Trace # 360009 Operator 102
FB2297098804
Inv. # 7335
Auth # 038282 RRN 001360007

Purchase \$109.20
Tip \$25.00
Total \$134.20

(00) APPROVED-THANK YOU

Retain this copy for your

4
THE COPPER CHIMNEY
RESTAURANT
567 HORNBY ST
VANCOUVER BC

3
CENTRAL RESTAURANT &
LOUNGE LT
160 8 AVE SE
CALGARY AB

DATE 2013/10/03
TIME 0233 19:46:23
CLERK ID 3
RECEIPT NUMBER
CB5005260-001-006-004-0

PURCHASE AMOUNT \$197.24
TIP \$40.00
TOTAL

\$237.24

3
MARTINI
100 5th Avenue SE
Calgary, Alberta
T2G 0K6
(403) 269 - 1800

Table #63

Trans#: 97401 # Cust:2
10/3/2013 7:43 PM

Quan	Descript	Cost
2	Monte Brunello di Mo	\$48.00
1	1 L Peiligrino	\$10.95
2	Cappucino	\$11.90
1	Caprese Salad	\$21.00
1	8oz Prime Beef Tenderlo	\$48.00
1	Duck Breast	\$48.00

Net Total: \$187.85
GST \$9.39

TOTAL: \$197.24
Amount Due: \$197.24

Food: \$117.00
Beverage: \$22.85
Liquor: \$
GST:85399:

THANK YOU

DATE 2013/10/04
TIME 7237 12:57:45
RECEIPT NUMBER
CB2011502-001-173-009-0

PURCHASE AMOUNT \$53.80
TIP \$12.00
TOTAL

\$70.80

EXCLUDE

\$48.00

4
APPROVED

AUTH# 024227 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

APPROVED

AUTH# 087503 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RECEIPT
GST NO. R122556194

ALBERTA TAXI CAB CAR 31
102-8360 BRIDGEPORT ROAD
RICHMOND, BC V6X 3C7

Merchant ID: 000000002977389
Term ID: 04432446

Purchase

EXIT No. A4
IN: 10/04/13 06:19
OUT: 10/04/13 20:31
DURATION: 0 14: 12
PAID: \$ 25.20
(GST INCLUDED)

AID: A0000000031010
Entry Method: Chip
Batch#: 000127
10/04/13 15:41:25
Invoice #: 555999
Appr Code: 085851
Apriva Transaction #: 703
Ref #: 000087440623
Host Response: Success

Amount: \$ 236.20
Tip: \$ 35.43
Total: \$ 271.63

Calgary International Airport Parkade

Customer Copy

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8

BANFF AB

INV No. 0003597650
2013/10/07 10:32

REF. /
THANK YOU FOR
YOUR VISIT

RECEIPT
GST NO. R122556194

Bronze
PUMP No.
LITRES 34.
PRICE/L \$1.
TOTAL FUEL \$39
01 APPROVED - THAI
YOU 001
APPROVAL No. 09019
TERMINAL No.
89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$1.8
No. 137400032R

TOTAL SALE \$39.0.

STORE: C00035
TRAN: 2645697
2013/10/07 10:34:22

EXIT No. A103
IN: 10/17/13 20:43
OUT: 10/18/13 11:50
DURATION: 0 15: 07
PAID: \$ 36.75
(GST INCLUDED)

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Help us change
the world,
one click at a time.
fuelingchange.com

THANK YOU
Questions?
1-800-661-1600

CUSTOMER COPY

Y CAB (780) 462-3456
PRESTIGE (780) 462-4444
CABS
ADMINISTRATION (780) 465-8500

JEFFREY J MELANSON

AUTH. NO. 4681172

DRIVER: [Signature]
DAY NO: 10/13
TIME: 15:41

FARE	INTL	GRATUITY	TOTAL
236.20		35.43	271.63



GST # 100403070

G.S.T.#

FROM

TO

PRINT NAME

CUSTOMER'S SIGNATURE

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TO HER WITHIN 10 BUSINESS DAYS OF THE DATE SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.

TRANSACT

TRANSACT

ALBERTA COOP TAXI
10536 - 114 ST
EDMONTON, AB T6H 3J7
(780) 425-2626

ALBERTA COOP TAXI
10536 - 114 ST
EDMONTON, AB T6H 3J7
(780) 425-2626

ACCT TYPE: CREDIT CARD

ACCT TYPE: CREDIT CARD

DATE/TIME: 10/16/18 09:14:26

DATE/TIME: 10/16/18 09:41:41

AUTH#: 037085

AUTH#: 067008

VEH/DRV: 0189 / 0706

VEH/DRV: 0189 / 0775

GST#:

GST#:

TAX ID: 1674007

TAX ID: 1674506

FARE: \$ 51.14

FARE: \$ 10.00

FLAT: \$400.00

FLAT: \$000.00

EXTRAS: \$ 2.06

EXTRAS: \$000.00

TAX: \$ 55.80

TAX: \$ 0.52

FA+FL+EX+TAX: \$ 511.00

FA+FL+EX+TAX: \$ 11.00

TIP: \$ 3.50

TIP: \$ 3.00

DISCOUNT: \$000.00

DISCOUNT: \$000.00

TOTAL: \$ 54.80

TOTAL: \$ 14.05

SIGNATURE:

SIGNATURE:

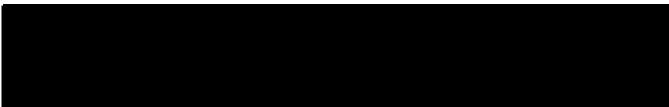
Harvey, Julie

From: Melanson, Jeff
Sent: Friday, October 04, 2013 10:51 AM
To: Harvey, Julie
Subject: Fwd: Receipt for your purchase from Canucks Town Limousine Service

Taxi charged to my personal card

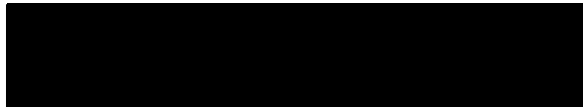
Sent from my iPhone

Begin forwarded message:



To: <jeff_melanson@banffcentre.ca>
Subject: Receipt for your purchase from Canucks Town Limousine Service

Canucks Town Limousine Service
12233 92 AVE 105
SURREY, BC V3V7R8
Phone #: 778-891-5404
2013-10-04 09:37:38
Merchant ID: 180030004102074



MELANSON/JEFFREY J

Subtotal: \$50.40

Tax: \$2.52 ✓

Tip: \$10.58

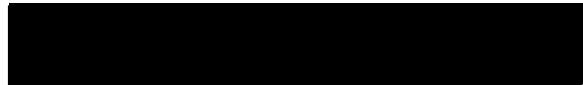
Total Amount: \$63.50 ✓

SALE APPROVED

Approval Code: 022310

Transaction ID:

201310040834040606



The cardholder agrees to pay the above total amount according to card issuer agreements

Thank You



eTicket Receipt

**Prepared For
MELANSON/JEFFREY MR**

WESTJET RESERVATION CODE	THAUOX
ISSUE DATE	07Oct2013
TICKET NUMBER	8382193106396
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/GE3

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09Oct	WESTJET WS 670	CALGARY INTL AB, CANADA Time 2:30pm	TORONTO ON, CANADA Time 8:13pm Terminal TERMINAL 3	Seat Number 14A - (PAID) Conf: 8380612810953 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VCR Not Valid Before 09 OCT Not Valid After 09 OCT
14Oct	WESTJET WS 665	TORONTO ON, CANADA Time 3:15pm Terminal TERMINAL 3	CALGARY INTL AB, CANADA Time 5:24pm	Seat Number 13A - (PAID) Conf: 8380612810954 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis YCR Not Valid Before 14 OCT Not Valid After 14 OCT

Payment/Fare Details

Form of Payment	
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YYC WS YTO496.00WS YYC566.00CAD1062.00END
Fare	CAD 1,062.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 57.61 XG (GOODS AND SERVICES TAX (GST))

	CAD 3.25 RC1 (HARMONIZED SALES TAX (HST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 40.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 1,238.11
Additional Fees not included in Fare	<div style="background-color: black; width: 100%; height: 20px;"></div>
	<div style="background-color: black; width: 100%; height: 20px;"></div>

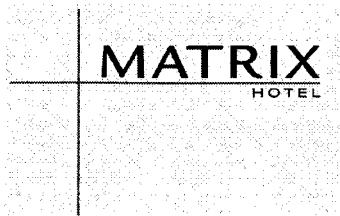
Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit [travel info](#) or go directly to the most common searches:
 - [Fares, taxes and fees](#) ([Change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))



14

N/A Jeff Melanson

Room Number: 0702
Arrival Date: 10-17-13
Departure Date: 10-18-13
Page No: 1 of 1
Confirmation No 10817330

INFORMATION INVOICE

Folio No:

10-18-13

Date	Description	Charges	Credits
10-17-13	Room Revenue	165.00	
10-17-13	Destination Marketing Fee - 3%	4.95	
10-17-13	Tourism Levy - 4%	6.80	
10-17-13	Room GST - 5%	8.50	
10-18-13	Room Service Room# 0702 : CHECK# 611	2.50	
10-18-13	[REDACTED]		187.75
Total		187.75	187.75
Balance		0.00	

Signature: _____

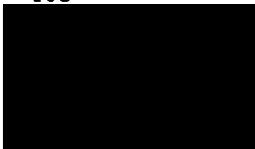
I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001

17

Four Points Hotel & Suites Kingston
285 King Street East
Kingston, ON K7L 3B1
613-544-4434
http://www.starwood.com/



Mr Melanson, Jeff Page Number 1 Invoice Nbr 158869
Guest Number 721438 Arrive Date 23-10-2013
Folio ID A Depart Date 25-10-2013
No. Of Guest 1 Agent SB
Room Number 405
AR Account



Time 25-10-2013 09:30

Invoice

Tax Identification

Date	Reference	Description	Charges	Credits
23-10-2013	RT405	Park	\$14.00	
24-10-2013	RT405	Room Group	\$125.00	
24-10-2013	RT405	HST	\$16.74	
24-10-2013	RT405	Destination Marketing Fee	\$3.75	
24-10-2013	RT405	Park	\$14.00	
25-10-2013				\$-173.49
		** Total	\$173.49	\$-173.49
		** Balance	\$0.00	

HST Summary Header - HST #898513197

HST Room	0.00
HST Food and Beverage	0.00
HST Telephone	0.00
HST Other	0.00

EXPENSE SUMMARY REPORT

Currency: CAD

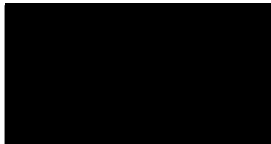
Date	RmTx	Fd&Bv	GST	PST	Other	Total	Payment
23-10-2013	\$0.00	\$0.00	\$1.61	\$0.00	\$12.39	\$14.00	\$0.00
24-10-2013	\$128.75	\$0.00	\$18.35	\$0.00	\$12.39	\$159.49	\$0.00
25-10-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-173.49
Total	\$128.75	\$0.00	\$19.96	\$0.00	\$24.78	\$173.49	\$-173.49

As a Starwood Preferred Guest, you could have earned 258 Starpoints for this visit. Please provide your member number or enroll today.

Continued on the next page

Four Points Hotel & Suites Kingston
285 King Street East
Kingston, ON K7L 3B1
613-544-4434
<http://www.starwood.com/>



Mr Melanson, Jeff	Page Number	2	Invoice Nbr	158869
	Guest Number	721438	Arrive Date	23-10-2013
	Folio ID	A	Depart Date	25-10-2013
	No. Of Guest	1	Agent	SB
	Room Number	405		
	AR Account			
	Time	25-10-2013 09:30		

Invoice

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. www.fourpoints.com/reviews

Signature _____

21

22

23

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF AB



INV No. 0003596592
2013/10/29 17:21
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 03
LITRES 25.560
PRICE/L \$1.139
TOTAL FUEL \$29.11
01 APPROVED - THANK YOU 001

APPROVAL No. 034106
TERMINAL No.
89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$1.39
No. 137400032RT

TOTAL SALE \$29.11

STORE: C00035
TRAN: 2684532
2013/10/29 17:22:25

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Questions?
1-800-661-1600

MOUNT ROYAL UNIVERSITY

Date: 10/30/13 13:19:24

Payment Type:

Auth Code: 077059

ISO Code: 27-01

Ref: 661850050019641880 \$
7.50

Tax: .36

Total: 7.50

POS: AP7

RECEIPT

Stall # 139

Expiration Date/Time

06:00 PM

NOV 06, 2013

Purchase Date/Time: 10:09am Nov 06, 2013
Total Due: \$33.00 Rate: DAILY MAX
Total Paid: \$33.00 Payment Type: Carc
Ticket #: 00030431
S/N #: 300011330170
Setting: Lot 313
Mach Name: Lot 313-2



GST REG #102466000

PAGES ON KENSINGTON (2000)
1135 KENSINGTON RD N.W.
CALGARY, AB

Term ID: 05097551

Purchase



Total: \$ 595.35

2013/10/31 21:49:56

Seq #: 0010011550

Appr Code: 087317

Resp Code: 01/027



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Thank You

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Merchant Copy

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RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING R

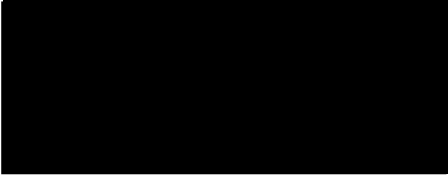
25

7-ELEVEN 26509 D2801
4444-16 AVENUE NW
CALGARY, AB T2H 1L8
4032882164

TERM ID: I4323614

BATCH#: 034
SHIFT#: 001

Sale



Total:CAD\$ 57.75/

APPROVED 033772
001/00

NO SIGNATURE REQUIRED

07-Nov -13

08:11:11

MERCHANT COPY
THANK YOU

7-ELEVEN 26509 D2801
4444-16 AVENUE NW
CALGARY, AB T2H 1L8
4032882164

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BATCH#: 034
SHIFT#: 001

Sale



Total:CAD\$ 57.75

APPROVED 033772
001/00

07-Nov -13

08:11:11

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THANK YOU