

AUG - 7 2018

EXPENSE CLAIM FORM

BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION
(Regular Board and Committee meeting related expenses only)

DATE July 25, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Larry Fichtner

DEPT Board

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Board meeting expenses_July 2018

If non-employee, describe Banff Centre involvement

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	18/07/19	3101	2100	890030	800				TGE	Park Pass	\$ 129.90	\$ 6.50	\$ 136.40
2													\$ -
3													\$ -
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
16													\$ -
17													\$ -
18													\$ -
19													\$ -
20													\$ -
21													\$ -
22													\$ -
23													\$ -
Total Expenses : A											129.90	6.50	\$ 136.40

ENTERED AUG - 8 2018

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	890030	800				129.90	6.50	\$ 136.40
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 129.90	\$ 6.50	\$ 136.40

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 136.40

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim

Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			