

**EXPENSE CLAIM FORM - President, VP, Board**

DATE January 10, 2018

VENDOR/STAFF# (as applicable) **22246**

NAME **Neil Johnston**  
(Claimant/Payee)

Position **VP Development**

FIRST MIDDLE LAST

Permanent Mailing Address:

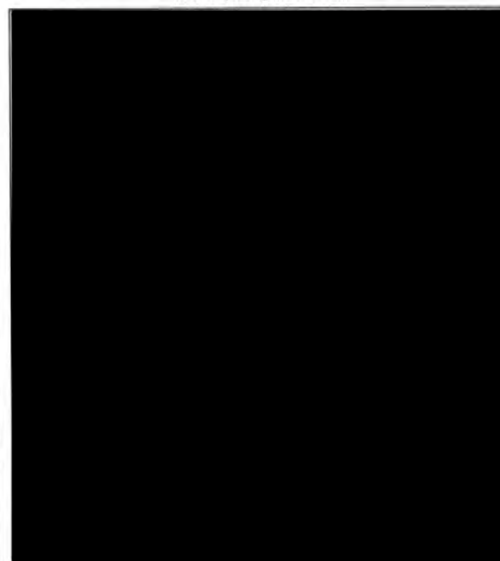
Itinerary and Purpose of Travel/Expense: **Travel to Calgary for NMC partnership event and donor meetings**

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	12/12/2017	Travel-Meals	3106	2100	820250	800	DEV806	Dinner in Calgary before the NMC partnership event (overnight in Calgary for evening NMC event and donor meetings the following day)	22.57	0.98	\$ 23.55
2	12/13/2017	Travel-Accomm.	3105	2100	820250	800	DEV806	Overnight accommodation in Calgary following evening NMC partnership event in Calgary and for donor meetings the following day	\$ 192.94	\$ 9.34	\$ 202.28
<b>Total Expenses : A</b>											<b>225.83</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	820130	2100	800	DEV805			
3102	Travel-General (BOG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805	192.94	9.34	202.28
3106	Travel-Meals	820130	2100	800	DEV805	22.57	0.98	23.55
3107	Travel-Incidentals	820130	2100	800	DEV805	-	-	-
3610	Hosting	820130	2100	800	DEV805			
3611	Hosting (Alcohol)	820130	2100	800	DEV805			
6132	Travel Advance	820130	2100	800	DEV805	-	-	-
	Other1	820250	2100	800	DEV806	-	-	-
	Other2	820250	2100	800	DEV806	-	-	-
	Other3	820250	2100	800	DEV806	-	-	-
<b>Total</b>						<b>192.94</b>	<b>9.34</b>	<b>225.83</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 225.83

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)	
Requestor Name (if RTR)	
Requestor Dept (if RTR)	
Prepared by (if not claimant)	

## EXPENSE CLAIM FORM - President, VP, Board

DATE February 14, 2018

VENDOR/STAFF# (as applicable) 22246

NAME Neil Johnston

Position VP Development

FIRST MIDDLE LAST

24/18

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Donor meeting in Calgary

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/24/2018	Hosting	3610	2100	820250	800	DEV806	Lunch donor meeting in Calgary, accompanied by a Board Governor and a Board Governor's guest - meal charges for the first two attendees			\$ 43.47
2	01/24/2018	Hosting	3610	2100	820250	800	DEV806	Lunch donor meeting in Calgary, accompanied by a Board Governor and a Board Governor's guest - meal charges for other two attendees, who arrived partway through the lunch			\$ 34.68
<b>Total Expenses : A</b>											<b>78.15</b>

GL Code Summary								
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	820130	2100	800	DEV805			
3102	Travel-General (BOG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805			
3106	Travel-Meals	820130	2100	800	DEV805			
3107	Travel-Incidentals	820130	2100	800	DEV805	-	-	-
3610	Hosting	820130	2100	800	DEV805			78.15
3611	Hosting (Alcohol)	820130	2100	800	DEV805	-	-	-
6132	Travel Advance	820130	2100	800	DEV805	-	-	-
	Other1	820250	2100	800	DEV806	-	-	-
	Other2	820250	2100	800	DEV806	-	-	-
	Other3	820250	2100	800	DEV806	-	-	-
<b>Total</b>						-	-	<b>78.15</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 78.15

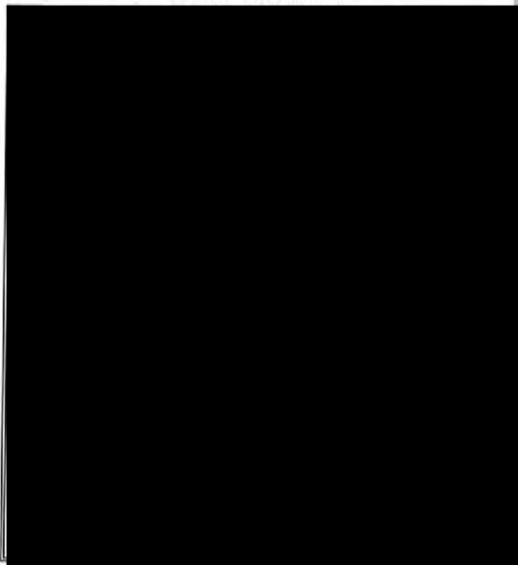
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Return to Requestor (RTR)

Requestor Name (if RTR)

Requestor Dept (if RTR)

Prepared by (if not claimant)



**EXPENSE CLAIM FORM - President, VP, Board**

DATE March 20, 2018

VENDOR/STAFF# (as applicable) [REDACTED]

NAME (Claimant/Payee)

Neil Johnston

*BINERS*

Position

VP Development

FIRST

MIDDLE

LAST

*FEB 28/18*

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: Travel to Calgary, Toronto, and Ottawa for donor and funder meetings, Board business, and Banff Centre affiliated events

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Description and Reason	NET Amount	GST Amount	Total Amount
1	01/30/2018	Travel-General (Pres,VP)	3101	2100	820250	800	DEV806	Parking in Calgar - PLLI Advisory Board meeting			\$ 28.35
2	02/13/2018	Travel-Meals	3106	2100	820250	800	DEV806	Breakfast in Calgary - Foundation Board of Directors meeting			\$ 7.46
3	02/13/2018	Travel-Accomm.	3105	2100	820130	800	DEV805	Accommodation - overnight in Calgary for Foundation Board of Directors dinner and meeting next morning	\$ 149.76	\$ 7.20	\$ 156.96
4	02/24/2018	Travel-General (Pres,VP)	3101	2100	820130	800	DEV805	Train from Pearson airport to downtown Toronto - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC			\$ 12.35
5	02/24/2018	Travel-Meals	3106	2100	820130	800	DEV805	Working dinner in Toronto with [REDACTED] and [REDACTED] Sponsorships			\$ 63.68
6	02/24/2018	Travel-Meals	3106	2100	820130	800	DEV805	Breakfast at Calgary airport - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC	\$ 8.51	\$ -0.43	\$ 8.94
7	02/25/2018	Travel-Meals	3106	2100	820130	800	DEV805	Groceries for breakfast meals while in Toronto - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC			\$ 19.22
8	02/25/2018	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC			\$ 27.56
9	02/26/2018	Hosting (Alcohol)	3611	2100	820130	800	DEV805	Donor meeting in Toronto			\$ 25.99
10	02/26/2018	Travel-Meals	3106	2100	820130	800	DEV805	Lunch in Toronto - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC			\$ 7.80
11	02/26/2018	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC			\$ 16.93
12	02/27/2018	Travel-Meals	3106	2100	820130	800	DEV805	Dinner in Toronto - travel to Toronto + Ottawa for Pepperland event, donor and funder meetings, and [REDACTED] dinner at NAC			\$ 33.79
<b>Total Expenses : A</b>											<b>409.03</b>

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	820130	2100	800	DEV805			40.70
3102	Travel-General (BOG)	820130	2100	800	DEV805	-	-	-
3105	Travel-Accommodation	820130	2100	800	DEV805	149.76	7.20	156.96
3106	Travel-Meals	820130	2100	800	DEV805			185.38
3107	Travel-Incidentals	820130	2100	800	DEV805	-	-	-
3610	Hosting	820130	2100	800	DEV805			
3611	Hosting (Alcohol)	820130	2100	800	DEV805			25.99
6132	Travel Advance	820130	2100	800	DEV805			
	Other1	820250	2100	800	DEV806			
	Other2	820250	2100	800	DEV806			
	Other3	820250	2100	800	DEV806			
<b>Total</b>						-	-	<b>409.03</b>

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 409.03

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