

EXPENSE CLAIM FORM - President, VP, Board

DATE April 5, 2016

1 of 2

VENDOR/STAFF#
(as applicable)

VE 0584

NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

UAPP meeting (Dec 17), Banff Rotary Club meeting (Feb 5), Lunch with Dan (Feb 17), Meeting with TOB (March 1),

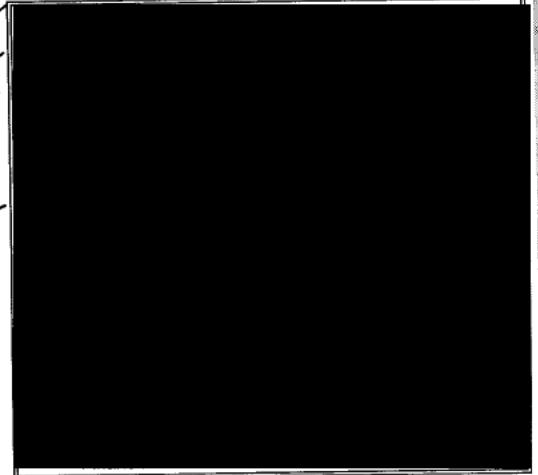
Itinerary and Purpose of Travel/Expense: CFA Dinner (Jan 21), SBO meeting at SAIT (Nov 26), EO Christmas Event (Nov 18), UAPP meeting (Feb 29)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	12/17/2015	Travel-Meals	3106	2100	890050	800				Tim Horton	\$ 1.67	\$ 0.08	\$ 1.75
2	12/17/2016	Travel-Meals	3106	2100	890050	800				Starbucks	\$ 2.45	\$ 0.12	\$ 2.57
3	02/04/2016	Travel-Incidentals	3107	2100	890050	800				Parking (in Calgary for Recruiting)	\$ 1.19	\$ 0.06	\$ 1.25
4	02/04/2016	Travel-Incidentals	3107	2100	890050	800				Parking (in Calgary for Recruiting)	\$ 0.71	\$ 0.04	\$ 0.75
5	02/05/2016	Other1	3040	2100	890050	800				Banff Alberta Rotary Club	\$ 20.00		\$ 20.00
6	02/04/2016	Travel-Incidentals	3107	2100	890050	800				Parking (at BSH for Rotary Club Meeting)	\$ 5.71	\$ 0.29	\$ 6.00
7	02/17/2016	Hosting	3610	2100	890050	800				Meal with Dan Buchner	\$ 10.64	\$ -0.53	\$ 11.17
8	03/01/2016	Hosting	3610	2100	890050	800				Breakfast meeting [redacted] Town of Banff	\$ 7.75		\$ 7.75
9	11/24/1900	Travel-Incidentals	3107	2100	890050	800				Parking (at UBC, working remotely)	\$ 7.50		\$ 7.50
10	11/18/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Holiday Dinner at The Buchners (Calgary - Banff Return trip, 284 km)	\$ 81.14	\$ 4.06	\$ 85.20
11	11/24/2016	Travel-General (Pres,VP)	3101	2100	890050	800				SBO meeting at SAIT (within Calgary, return trip, 42 km)	\$ 12.00	\$ 0.60	\$ 12.60
Total Expenses : A											151.55	4.99	156.54

GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				93.14	4.66	97.80
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				4.12	0.20	4.32
3107	Travel-Incidentals	890050	2100	800				15.11	0.39	15.50
3610	Hosting	890050	2100	800				18.39	0.53	18.92
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
3040	Other1	890050	2100	800				20.00	-	20.00
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										156.54

Travel Advance	B	[redacted]
Balance Due to Claimant	A-B	\$ [redacted] 156.54

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. *cont*



Return to Requestor (RTR)	Mail to Claimant
Requestor Name (if RTR)	
Requestor Dept (if RTR)	VP, CFO
Prepared by (if not claimant)	[redacted]

EXPENSE CLAIM FORM - President, VP, Board

DATE April 5, 2016

2 of 2

VENDOR/STAFF#
(as applicable)

V-0584

NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST MIDDLE LAST

UAPP meeting (Dec 17), Banff Rotary Club meeting (Feb 5), Lunch with Dan (Feb 17), Meeting with TOB (March 1),

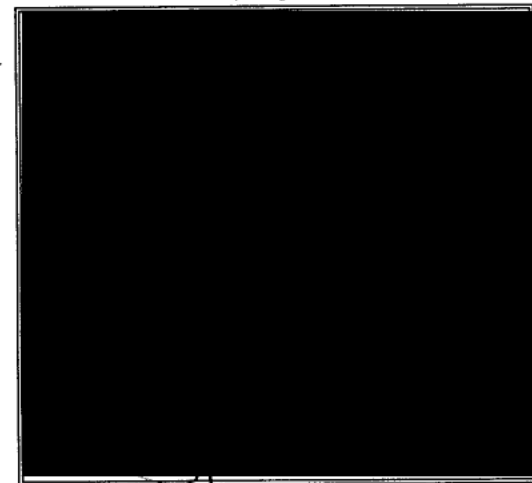
Itinerary and Purpose of Travel/Expense: CFA Dinner (Jan 21), SBO meeting (Nov 26), EO Holiday Dinner (Nov 18), CFA Dinner (Jan 21) UAPP meeting (Feb 29)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
				2100						Balance forwarded from Page 1			\$ 156.54
12	01/21/2016	Travel-General (Pres,VP)	3101	2100	890050	800				CFA Dinner at Telus Convention Centre (Banff - Calgary Round Trip, 264 km)	\$ 75.43	\$ 3.77	\$ 79.20
13	02/29/2016	Travel-General (Pres,VP)	3101	2100	890050	800				UAPP Meeting at Calgary Airport Hotel (Banff - Calgary Round Trip, 278 km)	\$ 79.43	\$ 3.97	\$ 83.40
14			#N/A	2100	890050	800							\$ -
15			#N/A	2100	890050	800							\$ -
16			#N/A	2100	890050	800							\$ -
17			#N/A	2100	890050	800							\$ -
18			#N/A	2100	890050	800							\$ -
19			#N/A	2100	890050	800							\$ -
20			#N/A	2100	890050	800							\$ -
21			#N/A	2100	890050	800							\$ -
Total Expenses : A													319.14

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)		2100					248.00	12.40	260.40
3102	Travel-General (BOG)		2100					-	-	715.50
3105	Travel-Accommodation		2100					-	-	-
3106	Travel-Meals		2100					4.12	0.20	4.32
3107	Travel-Incidentals		2100					15.11	0.39	15.50
3610	Hosting		2100					18.39	0.53	18.92
3611	Hosting (Alcohol)		2100					-	-	-
6132	Travel Advance		2100					-	-	-
3040	Other1		2100					20.00	-	20.00
	Other2		2100					-	-	-
	Other3		2100					-	-	-
Total										319.14

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 319.14

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.



ENTERED APR 13 2016

Return to Requestor (RTR)	VP, CFO	Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)	VP, CFO		
Prepared by (if not claimant)			

EXPENSE CLAIM FORM - President, VP, Board

DATE April 8, 2016

VENDOR/STAFF#
(as applicable)

VC 0584

NAME
(Claimant/Payee)

Bruce Byford

Position VP, CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

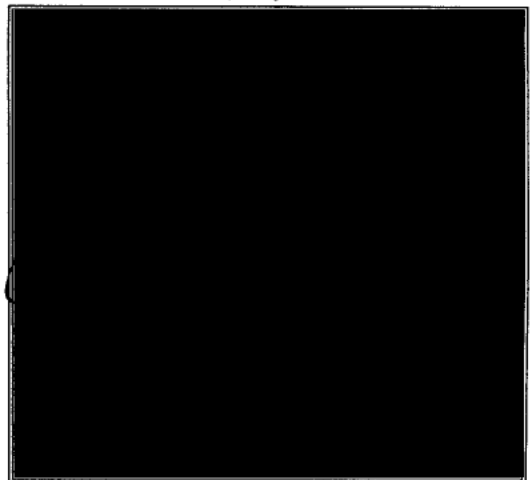
Itinerary and Purpose of Travel/Expense: TBC Foundation meeting (Apr 6-7)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/06/2016	Hosting	3610	2100	890030	800	PRE809			TBC Foundation Dinner (Divino Wine & Cheese Bistro)	\$ 492.06	\$ 20.85	\$ 512.91
2			#N/A	2100								10.43	\$ -
3			#N/A	2100									\$ -
4			#N/A	2100									\$ -
5			3040	2100									\$ -
6			#N/A	2100									\$ -
7			3185	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													512.91

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890030	2100	800	PRE809			-	-	-
3102	Travel-General (BOG)	890030	2100	800	PRE809			-	-	-
3105	Travel-Accommodation	890030	2100	800	PRE809			-	-	-
3106	Travel-Meals	890030	2100	800	PRE809			-	-	-
3107	Travel-Incidentals	890030	2100	800	PRE809			-	-	-
3610	Hosting	890030	2100	800	PRE809			502.48	10.43	512.91
3611	Hosting (Alcohol)	890030	2100	800	PRE809			-	-	-
6132	Travel Advance	890030	2100	800	PRE809			-	-	-
	Other1	890030	2100	800	PRE809			-	-	-
	Other2	890030	2100	800	PRE809			-	-	-
	Other3	890030	2100	800	PRE809			-	-	-
Total										512.91

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 512.91

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.



ENTERED - APR - 13 2016

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		VP, COO
Prepared by (if not claimant)		

EXPENSE CLAIM FORM - President, VP, Board

DATE April 8, 2016

VENDOR/STAFF#
(as applicable)

VC-0584

NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST

MIDDLE

LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: TBC Foundation meeting (Apr 6-7)

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loch	Description	NET Amount	GST Amount	Total Amount
1	04/07/2016	Travel-Incidentals	3107	2100	890050	800				Parking	\$ 7.62	\$ 0.38	\$ 8.00
2	04/07/2016	Travel-Meals	3106	2100	890050	800				Coffee (Starbucks)	\$ 2.45	\$ -0.12	\$ 2.57
3	04/06/2016	Travel-General (Pres, VP)	3101	2100	890050	800				Communitng from Calgary to Banff (Round trip, 284 km)	\$ 81.14	\$ 4.06	\$ 85.20
4			3040	2100	890050	800							\$ -
5			3040	2100	890050	800							\$ -
6			#N/A	2100	890050	800							\$ -
7			3185	2100	890050	800							\$ -
8			#N/A	2100	890050	800							\$ -
9			#N/A	2100	890050	800							\$ -
10			#N/A	2100	890050	800							\$ -
11			#N/A	2100	890050	800							\$ -
Total Expenses : A													95.77

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres, VP)	890050	2100	800				88.76	4.44	93.20
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				2.45	0.12	2.57
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										95.77

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 95.77

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.

ENTERED APR 13 2016

Return to Requestor (RTR)	V	Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)		VP, COO	
Prepared by (if not claimant)			



MAY - 2 2016 MAY - 1 2016

EXPENSE CLAIM FORM - President, VP, Board

DATE April 28, 2016

VENDOR/STAFF#
(as applicable)

VE 0584

NAME
(Claimant/Payee)

Bruce Byford

Position

VP, CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

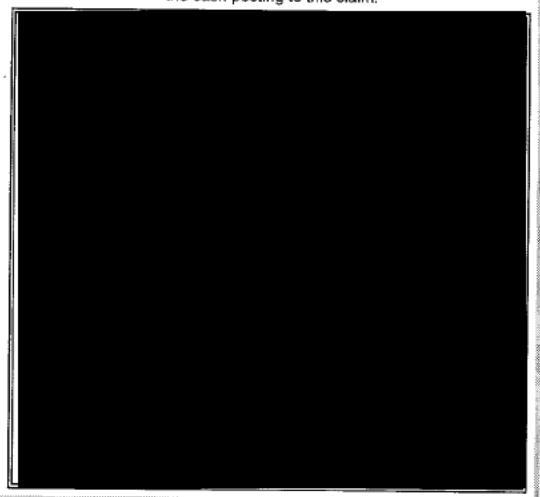
Itinerary and Purpose of Travel/Expense: PSI SBO meeting in Edmonton (April 27/16)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/27/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Mileage (Banff to Edmonton, Roundtrip 800km)	\$ 228.57	\$ 11.43	\$ 240.00
2	04/27/2016	Travel-General (Pres,VP)	3101	2100	890050	800				LRT ticket	\$ 3.25		\$ 3.25
3	04/27/2016	Travel-Incidentals	3107	2100	890050	800				Cash charge (terminal fee)	\$ 1.75		\$ 1.75
4	04/27/2016	Travel-Meals	3106	2100	890050	800				Coffee (No receipts)	\$ 5.00		\$ 5.00
5			3040	2100	890050	800							\$ -
6			#N/A	2100	890050	800							\$ -
7			3185	2100	890050	800							\$ -
8			#N/A	2100	890050	500							\$ -
9			#N/A	2100	890050	500							\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													250.00

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				231.82	11.43	243.25
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				5.00	-	5.00
3107	Travel-Incidentals	890050	2100	800				1.75	-	1.75
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										250.00

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 250.00

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)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		VP. COO
Prepared by (if not claimant)		

COMPLETED APR 30 2016

EXPENSE CLAIM FORM - VP - DINERS

DATE June 6, 2016

VENDOR/STAFF# (as applicable) VE-0584

NAME
(Claimant/Payee) Bruce Byford

FIRST MIDDLE LAST

Position VP, CFO

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: SBO meeting (Edmonton, April 26-27/2016)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/27/2016	Travel-General (Pres,VP)	3101	2100	890050	800				Taxi (Yellow Cab, Edmonton)	\$ 24.15		\$ 24.15
2	04/27/2016	Travel-Accomm.	3105	2100	890050	800				Overnight Accommodation at Hampton Inn, Edmonton	\$ 159.61	\$ 7.67	\$ 167.28
3			#N/A	2100									\$ -
4			#N/A	2100									\$ -
5			#N/A	2100									\$ -
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													191.43

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				24.15	-	24.15
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				159.61	7.67	167.28
3106	Travel-Meals	890050	2100	800				-	-	-
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
	Other1	890050	2100	800				-	-	-
	Other2	890050	2100	800				-	-	-
	Other3	890050	2100	800				-	-	-
Total										191.43

Travel Advance	B	
Balance Due to Claimant	A-B	\$ 191.43

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)	VP, CFO
Prepared by (if not claimant)	

