

NOV - 6 2013

The Banff Centre
inspiring creativity

Expense Claims Forms

Date: November 4, 2013

EMPLOYEE# _____ NAME Eimer Hildebrand Position _____ DEPT Board of Governors

FIRST _____ MIDDLE _____ LAST _____

Mailing Address _____

Itinerary and Purpose of Travel: Board of Governors meeting (October 31 - November 1, 2013)

Please leave the colored cells for Financial Services

Receipt no.	Date	Expense Type	GL Asset	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Level	Description	NET Amount	GST Amount	Total Amount
1	10/30/2013	Travel-BOG	3102	2100	890030	800				Winnipeg Airport	\$ 96.43	\$ 4.82	\$ 101.25
2	10/30/2013	Travel-BOG	3102	2100	890030	800				Avis Rental Car	\$ 295.26	\$ 14.76	\$ 310.02
3	10/25/2013	Travel-BOG	3102	2100	890030	800				Altona Mall Travel	\$ 1,379.24	\$ 68.96	\$ 1,448.20
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
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30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses: A											\$ 1,770.99	\$ 88.54	\$ 1,859.47

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Level	NET Amount	GST	Total Amount
3101	2100	Travel						1,371.63	68.52	1,440.15
3102	2100	Travel-BOG								
3105	2100	Accommodation								
3106	2100	Meals						399.00	19.45	418.45
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
Total								\$ 1,770.99	\$ 88.54	\$ 1,859.47

Travel Advance (positive)	0120-2100	\$ -
	A-B	\$ 1,859.47

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	270900
Prepared By	Leanne Carignan

NOV 4/13
Date

NOV 5/13
Date

NOV 13 2013
Date



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: November 4, 2013

EMPLOYEE#



NAME **Elmer Hildebrand**

Position

DEPT **Board of Governors**

Mailing Address

FIRST MIDDLE LAST

Itinerary and Purpose of Travel : Board of Governors meeting (October 31 - November 1, 2013)

Please leave the colored cells for Financial Services

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	10/30/2013	Travel-BOG	3102	2100	890030	800				Winnipeg Airport	\$ 96.43	\$ 4.82	\$ 101.25
2	10/30/2013	Travel-BOG	3102	2100	890030	800				Avis Rental Car	\$ 295.26	14.67	309.93
3	10/25/2013	Travel-BOG	3102	2100	890030	800				Altona Mall Travel	980.24	49.01	1,029.25
4				2100							399.00	19.95	418.95
5			3105	2100									
6				2100									
7				2100									
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31				2100									
32				2100									
33				2100									
34				2100									
35				2100									
Total Expenses : A											\$ 1,770.93	\$ 88.54	1,859.47

ENTERED NOV 13 2013

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel								
3102	2100	Travel-BOG						1371.63	68.52	1,440.15
3105	2100	Accommodation						399.00	19.95	418.95
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								1,770.93	88.54	1,859.47

Travel Advance (positive)	B 6132-2100	\$	A
	A-B	\$	1,859.47

Date: Nov 4/13

Claimant's Supervisor: _____ Date: _____

Financial Services: _____ Date: _____

Return to Requestor: _____

Department: Executive Office

Cost Centre Code: 270900

Prepared By: Leanne Carignan

RECEIPT

Rental Agreement Number: 946740465
Vehicle Number: 31958883

YOUR INFORMATION

HILDEBRAND, ELMER

AVIS DISC.

ALTITUDE SUPER ELITE 1000

YOUR RENTAL

Picked up: YYC
Date/Time: OCT 30, 2013@02:27PM
Returned: YYC
Date/Time: NOV 01, 2013@03:49PM
Veh Group: Premium
Veh Charged: Luxury
Vehicle: CHRYSLER 300S V6
Odometer Out: 21134
Odometer In: 21437
Fuel Reading: 6/8

YOUR VEHICLE CHARGES

1 HR@ 49.50 49.50
2 DY@ 65.99 131.98
DISCOUNT 10.0 18.15
YOUR TIME AND MILEAGE: 163.33

YOUR TAXABLE FEES

GST TAX 14.69
*\$6/DY FEE 18.00
**15.61% FEE 37.44
**VLF FEE 3.75
FTP SR\$ 0.75DY* 1.50
ENERGY RECOVERY 0.98/DY 2.94

YOUR SUBTOTAL

TAXABLE SUBTOT 226.96
PST .000% .00

YOUR NON TAXABLE ITEMS

FUEL SERVICE 18.00
68.30

TOTAL CHARGES 309.95
NET CHARGES 309.95
YOUR TOTAL DUE: 0.00

CONCESSION RECOVERY FEE
*CUSTOMER FACILITY CHARGE
*CUSTOMER FACILITY CHARGE
**VEH LICENSE FEES \$1.25/DY
*FTP SUR \$ 5.25 MAX
FF MLS/PNTS EARNED 500

THANK YOU FOR RENTING WITH AVIS

GST NO R100361989

Other inquiries or e-receipt visit
www.avis.com

WINNIPEG AIRPORT

Thank You For Using Our Valet Service.
Call 888-286-1083 or 204-774-5897
For Any Questions Or Comments.
GST 887315638RT0001

Ticket/Tranact: 118223 0000119452
Lic/St/Park: FCS444 MB S-11
Model/Make: LACROSSE BUICK WHITE
Garage Loc: PARKADE
Request Loc: MAIN LOCATION
Arrival Date: 10/30/2013 12:16
Request Date: 11/01/2013 20:33
Customer: HILDEBRAND, ELMER
Cashier: BILL ZARETSKI
Parking Charge: 96.43 001 DAILY
Discounts: 0.00
Services: 0.00
GST: 4.82
Sales Tax: 0.00
Tip: 0.00

Amount Paid: 101.25



AVIS

ALTONA MALL TRAVEL
67-2ND STREET N.E.
ALTONA MANITOBA
R0G 0B0E
PHONE: 204 324-6930 FAX 204 324-1971

3

PNR LOC: RBVW3W
CLIENT NR:

DATE: 25 OCT 2013
INVOICE: ITIN41002

TO:

FOR:
HILDEBRAND/ELMERMR

--ITINERARY--

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
WINNIPEG NONSTOP OPERATED BY-AIR CANADA EXPRESS	CALGARY	AIR CANADA	8337 C	30 OCT 13	155P	300P	OK
CALGARY NONSTOP OPERATED BY-AIR CANADA EXPRESS	WINNIPEG	AIR CANADA	8340 C	01 NOV 13	535P	827P	OK

30 OCT 13
WEDNESDAY

TRAVELCLICK
HOTEL LE GERMAIN
899 CENTRE ST SOUTHWEST
CALGARY AB CA
PHONE-1-403-2648990
FAX-1-403-2648991
CONFIRMATION-182508650

CONFIRMED
01 NT/S - OUT 31OCT
RATE- 399.00CAD
1 ROOM/S
GUARANTEE-CREDIT CARD

GUARANTEED

AVIS
PICKUP CALGARY
DROP @INDV
RATE-CAD 59.39 MILEAGE-UNL/FM
EXTRA HOUR- \$44.55
DAILY GUARANTEED 2BI
CONFIRMATION-00641666CA4 PEXP

AIRFARE/TAX 1379.24 GST 68.96 CAD 1448.20

ELECTYRONIC BOOKING REFERENCE *** PSTXVE ***

THANK-YOU FOR BOOKING ALTONA MALL TRAVEL

