

DEC - 8 2014

DEC - 8 2014



Expense Claims Forms

DINER'S

Date: December 8, 2014

EMPLOYEE# _____ NAME Gillian Danby Position VP, CFO DEPT Executive Office

Mailing Address : _____

Itinerary and Purpose of Travel : Board of Directors (Oct 30 - 31, 2014) / ADM meeting in Edmonton (Nov 5-8, 2014)

Please leave the colored cells for Financial Services

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	10/30/2014	Travel	3101	2100	890050	800				IMPARK 00030326U, Calgary	\$ 45.00		\$ 45.00
2	11/04/2014	Travel	3101	2100	890050	800				Banff Airporter (YYC to Banff on Nov 6/14)	\$ 61.90	2.95	\$ 61.90
3	11/05/2014	Meals	3106	2100	890050	800				Lunch, Ministry Event	\$ 21.71		\$ 21.71
4	11/05/2014	Travel	3101	2100	890050	800				Hotel Arts to YYC, Ministry Event	\$ 44.62		\$ 44.62
5	11/05/2014	Accommodation	3105	2100	890050	800				Networking/ donor event	\$ 545.66	20.95	\$ 545.66
6	11/05/2014	Travel	3101	2100	890050	800				Cab from Hotel to meeting	\$ 17.00		\$ 17.00
7	11/05/2014	Meals	3106	2100	890050	800				Lunch with Mayor in Banff	\$ 41.71		\$ 41.71
8	11/06/2014	Accommodation	3105	2100	890050	800				Attending Ministry Event	\$ 188.40	8.50	\$ 188.40
9	11/06/2014	Travel	3101	2100	890050	800				Cab from Downtown to YEG Airport, meeting with ADM	\$ 56.58		\$ 56.58
10	11/06/2014	Meals	3106	2100	890050	800				Lunch	\$ 15.73		\$ 15.73
11	11/07/2014	Meals	3106	2100	890050	800				Breakfast Meeting	\$ 93.45		\$ 93.45
12	11/11/2014	Incidentals	3107	2100	890050	800				Harvard Business Review	\$ 138.38		\$ 138.38
13	11/15/2014	"	3107	2100	890050	800				Rehnd - Amazon			\$ 2.78
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ 1,267.31
Total Expenses : A											\$ 1,270.14		1,270.14

PAID DEC 18 2014

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel					222.15	225.10	2.95	225.10
3102	2100	Travel-BOG								
3105	2100	Accommodation					704.61	734.05	29.45	734.06
3106	2100	Meals						172.60		172.60
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals						138.38		138.38
6132	2100	Travel Advance								
Total								1,270.14		1,270.14

Travel Advance (positive)	B 6132-2100	\$ -
	A-B	\$ 1,270.14

Return to Requestor	
Department	Executive Office
Cost Centre Code	890050
Prepared By	

Date _____

Date _____

Date _____

New Transactions Since Last Statement



Diners Club : Statement

[Close Window](#)

Account Name :	GILLIAN DANBY THE BANFF CENTRE	Currency :	CAD
Card Number :	[REDACTED]	Previous Balance :	\$ 1,787.71
Next statement date :	28-Nov-2014	Payments :	\$0.00
		New Transactions :	\$ 4,787.24
		Balance Due :	\$ 4,687.93
		Past Due Balance :	\$ 0.00

Date	Description	Transaction Amount	Reference Number
------	-------------	--------------------	------------------

TRANSACTIONS FOR

[REDACTED]

28-Aug-2014	STATEMENT FEE ADJ	\$ -3.00	316111111125
30-Oct-2014	REDWATER STADIUM,CALGARY,AB,CAN	\$ 1,881.24	800194285369
30-Oct-2014	REDWATER STADIUM,CALGARY,AB,CAN	\$ 1,635.86	800194285385
30-Oct-2014	IMPARK00030326U,CALGARY,AB,CAN	\$ 45.00	000271590860
30-Oct-2014	REDWATER STADIUM,CALGARY,AB,CAN	\$ -1,881.24	800194285377
04-Nov-2014	BANFF AIRPORTER INC,403-762-3330,AB,CAN	\$ 61.90	000104796961
05-Nov-2014	EARL'S BANFF,BANFF,AB,CAN	\$ 41.71	461682176323
05-Nov-2014	CO OP TAXI LINE LTD,EDMONTON,AB,CAN	\$ 17.00	800179275934
05-Nov-2014	HOTEL ARTS,CALGARY,AB,CAN CUST SVC PH: 4032667697 ARRIVE: 11/04/14 DEPART: 11/05/14 FOLIO NBR: 125474 LOCATION PH: 4032664611	\$ 545.66	000305351968
05-Nov-2014	CHILI'S,CALGARY,AB,CAN	\$ 21.71	800125462054
05-Nov-2014	CALGARY UNITED CABS,CALGARY,AB,CAN	\$ 44.62	461651674245
06-Nov-2014	YELLOW CAB,EDMONTON,AB,CAN	\$ 56.58	549460168938
06-Nov-2014	MATRIX HOTEL,EDMONTON,AB,CAN	\$ 188.40	800104029717
06-Nov-2014	HMSHOST EDMONTON AIRPO,ÉDMONTON,AB,CAN	\$ 15.73	000839439254
07-Nov-2014	FAIRMONT HOTELS MACDON,EDMONTON,AB,CAN	\$ 93.45	800106065685
11-Nov-2014	HAR*HARVARD BUSNS REV,813-979-6814,FL,USA USD 119.00 @ 1.134538 INCLUDE FOREIGN TRANSACTION FEE 3.37	\$ 138.38	000239265839
15-Nov-2014	Amazon.com,AMZN.COM/BILL,WA,USA USD 2.39 @ 1.138076 INCLUDE FOREIGN TRANSACTION FEE 0.06	\$ -2.78	000224614328



Missing Receipt Form

Claimant or Cardholder Name: Gillian Danby	Employee/Vendor No: 100447
--------------------------------------------	----------------------------

Merchant	Item Description	Reason for Purchase	Amount
IMPARK	Parking fee	BOD meeting attending	\$45.00
Total			\$45.00

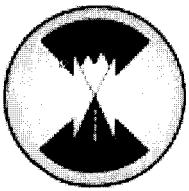
Reason for missing receipt:
the ticket machine "ate it".

I certify that:

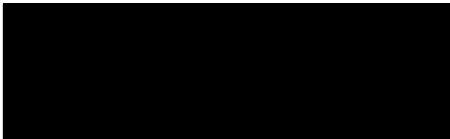
- this transaction was for TBC purposes
- this transaction was not for the purchase of a prohibited item
- this transaction has not been claimed in another TBC system (e.g., expense claim, petty cash)
- a receipt was not reasonably attainable

Signature of Claimant/		Date: Dec 5, 2014
Signature of Approver:		Date:

Completed form to be included with Expense Claim or Payment Request or Purchasing Card statement for audit purposes.



BANFF AIRPORTER.
 > Leading the way



②

Activity Voucher For: 1330 YYC to Banff

Activity Information:

Status: Confirmed

Confirmation Number: 74353

Client Name: Gillian Danby

Activity Date: Thursday, 06 Nov 2014

Activity Time: 13:30

Pick Up: Calgary Airport

Please be ready at 13:30 Our staff will arrive at 13:30 for your pickup.

Notes:

1330 YYC to Banff

Passengers: 1 (ad)

\$58.95

Tax: \$2.95
 Total: \$58.95

Booking Information:

Date Booked: 2014-11-03

Booked By: Internet User

Agent: Internet User

Payment Information:

Payment Type

Date

Amount

2014-11-03

\$61.90

Outstanding Balance: \$0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta Canada

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way.
 We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.

powered by
 Zaur Software

Danby, Gillian

From: Banff Airporter Inc. <reservations@banffairporter.com>
Sent: Monday, November 03, 2014 6:06 PM
To: Danby, Gillian
Subject: Banff Airporter Inc. - Confirmation # 74353
Attachments: ZT743531330YYCtoBanff_2014_11_061.pdf; ZT743531330YYCtoBanff_2014_11_060.png

Your Itinerary

Date Booked: 2014-11-03 18:06:19
Reservationist: Internet User
Last Updated: 2014-11-03 18:06:19
Group Name:
Confirmation Number: 74353
Status: PAID

Itinerary Guest Summary

1 x 1330 YYC to Banff

Itinerary For Danby, Gillian

Mobile Phone: 4034313942
Land Line Phone:
Email:
Country :

Activities

Please be ready at 13:30. Our staff will arrive at 13:30 for your pickup.
Activity: 1330 YYC to Banff - Thursday, November 06 2014 13:30
Guests: 1 (ad)
Hotel:
Pick Up: Calgary Airport 13:30
Drop off: Banff Caribou Lodge 15:30
Inbound/Arrival Airline: * Air Canada - Flight Number AC8143
Outbound/Departing Airline:
Booked by: The Banff Airporter --
Notes:

Subtotal
GST
Total

Payment Transaction(s)

Payment type	Date	User Details	Assignment	PNREF	Response	Amount
	2014-11-03 18:06:19	Gillian Danby		VXYPC7020FA9	Approved	\$61
Outstanding balance:						

Upon your arrival at Calgary Intl. Airport you'll find us located between exit doors 5 and 6 at area "B" of the main arrivals level. We're conveniently located between Tim Horton's and Starbucks! Pick your poison. Checking in is super simple. Just pull up to the desk and have your last name handy.

[Banff Airporter Experience \(FAQ's\)](#)

[Banff Airporter Policy](#)

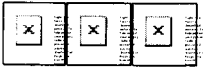
The drivers and staff of Banff Airporter are happy to serve you. If you feel our staff provided you with superb customer service please feel free to offer a gratuity.

Thank you for choosing Banff Airporter

1-888-449-2901

info@banffairporter.com

www.banffairporter.cc



Gill Danby



- November 2014

④

Hotel Apts to Calgary Airport

CALGARY UNITED CABS
5660 10 ST NE
UNIT 8
CALGARY AB T2E 8W7
(403) 777-1111

Monday Event
SALE Generator

CHILI'S TEXAS GRILL
2000 Airport Road NE
(403) 250-2072

③

CHILI'S
2000 AIRPORT RD NE
CALGARY, AB

Term ID: 05226142

Lunch
Monday
Purchase Event

③

Server: [Redacted] 11/05/2014
Table 40/1 1:07 PM
Guests: 1 20164
Menu: Server



Entry Method: C

Clerk ID: 6049

MID: 5569122 GST: 829476373RT0001
TID: AD569122 REF#: 00000017
Batch #: 045 SEQ: 045001001017
11/05/14 12:15:39
APPR CODE: 061279



Amount: \$ 18.88
Tip: \$ 2.83
Total: \$ 21.71

AMOUNT \$38.80
TIP \$5.82
TOTAL \$44.62

00 - APPROVED - 001

We invite you to complete our
GUEST EXPERIENCE SURVEY
YOU COULD WIN \$1000
A WINNER EVERY WEEK
Visit www.go-chilis.com
YOUR SURVEY CODE: 4011
Please enter within the next 72 Hrs. No
purchase necessary. Must be 18 or older.
Void where prohibited. See website for
complete rules and sweepstakes details.

2014/11/05 13:11:05
Seq #: 0010320320
Appr Code: 031379
Resp Code: 01/027



AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

THANK YOU

A0000000041010
28 47 D9 11 9B 7A 0C 20
00 00 00 80 00
E8 00
80 72 7F CC 75 91 82 81

APPROVED
Thank You

Verified By Pin

Merchant Copy

- IMPORTANT -
retain this copy for your record

COFFEE 2.99
SANTA FE CK SALAD 14.99
Complete Subtotal 17.98
Subtotal 17.98
Tax 0.90
Total 18.88
Balance Due \$ 18.88

Thank You!
We Welcome Your Comments
Visit chilis.ca
GEM Survey Code 4011
GST.#821972338RT0001

HOTEL

Arts

5

*2014-05-14
Gillian Danby
Cashier*

Ms Gillian Danby
/
/
Canada

Room Number : 0401
Arrival Date : 04-11-14
Departure Date : 05-11-14
Page : 1 of 1
Folio Number :
Confirmation : 2274159
Cashier : 1176

INFORMATION INVOICE

Company Name :
Group :
A/R Number :

GST No. : 86118247

05-11-14

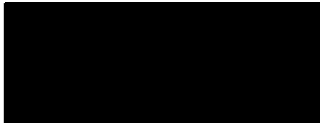
Date	Description	Charges	Credits
04-11-14	Room	419.00	
04-11-14	Destination Marketing Fee 3%	12.57	
04-11-14	Tourism Levy 4%	17.26	
04-11-14	GST 5% - Room	21.58	
04-11-14	Guest Parking	20.95	
04-11-14	GST 5% - Other	1.05	
05-11-14	Yellow Door - Breakfast <i>Room# 0401 : CHECK# 2948</i>	42.80	
05-11-14	Internet - Guest Room	10.45	
05-11-14			545.66
Total		545.66	545.66
Balance		0.00	CAD

Total GST 54.76

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Hotel Arts and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____

Grill Danby



November 2014

(7)

EARLS RESTAURANTS

earls PEOPLE
GREAT FOOD GREAT PEOPLE

Lunch with the

EARLS 10221 - Banff
229 Banff Avenue
Banff, AB
T1L 1B9
403-762-4414

*Mayer ✓
Banff*

** TRANSACTION RECORD **

Tran. #: 2426
RUC: Restaurant
Table #: 14
Check #: 674
Group #: 1
Employee #: 198
Employee Name: [REDACTED]

198 [REDACTED]

tbl 14/1 Cnk 674 Gst 2
04Nov'14 11:57AM

1 TEA	3.25
2 PRW+PESTO PIZZA @ 15.75	31.50
Subtotal	34.75
GST Tax	1.74
12:47PM Total	36.49

Amount	\$36.49
Tip	\$5.22
=====	
TOTAL CAD	\$41.71

APPROVED 048092
00-001 048092
EA36WS04/EA36WC04
002001001001
2014/11/04 12:48:28

TUR: 0000008000
TSI: E800

Customer Copy

THANK YOU
Come Again

-- PLEASE PAY YOUR SERVER --

GST # 125858340 RT0001

Hotel for
Monthly
Event

N/A Gillian Danby
Canada

Room Number: 0414
Arrival Date: 11-05-14
Departure Date: 11-06-14
Page No: 1 of 1
Confirmation No 16444086

INFORMATION INVOICE

Folio No: 197564

11-06-14

Date	Description	Charges	Credits
11-05-14	Room Revenue	165.00	
11-05-14	Destination Marketing Fee - 3%	4.95	
11-05-14	Tourism Levy - 4%	6.80	
11-05-14	Room GST - 5%	8.50	
11-06-14	Refreshment Centre - Pringles 1	3.15	
11-06-14			188.40
Total		188.40	188.40
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. #105631154 RT 0001

Gill Danby



November 2014

Matrix to
Evening News
Remembrance Event ⑥
Co-op Taxi Line
(780) 425-2525
www.co-optaxi.com

Terminal 064/66233691
Driver 4449
14/11/05 17:39:06



AID : A0000000041010
TVR : 0000008000
VERIFIED BY PIN
Ref # 0010013400 C
Auth # 071745

FARE : \$ 12.00
TIP : \$ 5.00

TOTAL : \$ 17.00

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain a
copy for your records

Merchant Copy

Cab from Downtown
Edmonton to
Airport - Meeting ⑨

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Item # 24124782139
Item # 1298
MasterCard
PURCHASE



APPROVED

AMOUNT CAD\$49.20
TIP CAD\$7.38
=====
TOTAL CAD\$56.58

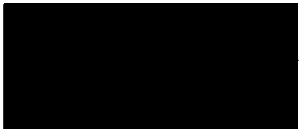
Ref. #: C
Auth. #: 018442
Resp. Code: 00
TUR: 4000000000
TSI: E800

BOOK ON LINE AT EDNTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/11/06 Time: 09:47:29
Response: AUTH 018442

Grill Danby -



November 2014

10

lunch return trip
ADM Edmonton

Lunch

HMSHOST
BRIOCHE DOREE
EDMONTON INTERNATIONAL AIRPORT

316714



CHK 2240

GST 1

NOV06'14 11:28AM

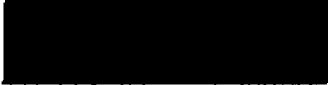
TO GO

1 SAND CROIS TUNA	8.99
1 PLANTERS NUTS	1.99
1 SM WTR FIJI S	4.01
ECO DEPT	

SUBTOTAL 14.99

TAX 0.74

AMOUNT PAID 15.73

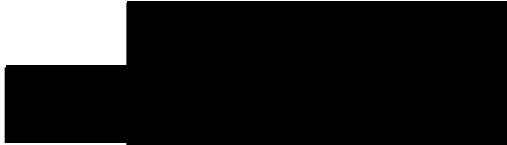


15.73

--316714 Closed NOV06 11:29AM---

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE



GST #137512901

Your order number is: 2240

Gill Danby



November 2014

11

Fairmont Hotel Macdonald
The Harvest Room

121

306/1 CHK 1771 GST 3
NOV06'14 7:52AM

2 PRAIRIE OMELET	44.00
1 MAC BENEDICT	23.00
3 COFFEE	12.00
2 ORANGE JUICE	10.00

Food	89.00
89.00 GST	4.45
Total Due ..	\$93.45

FAIRMONT HOTEL MACDONALD
GST# 846543619

GRATUITY _____

TOTAL _____

ROOM # _____

PRINT NAME _____

SIGNATURE _____

NOT A CREDIT CARD VOUCHER
PLEASE PAY YOUR SERVER

Breakfast with
Matthew Barry & ADAM
Robert
because

Fairmont Hotels & Resorts
Fairmont Hotel Macdonald
The Harvest Room
10065-100 Street
Edmonton, Alberta T5J0N6
(780) 424 5181

CHECK: 1771
TABLE: 306/1

DATE: NOV06'14 9:11AM

AUTH CODE: 045051

SUBTOTAL: 93.45 /

GRATUITY _____

TOTAL _____

SIGNATURE _____

PLEASE RETURN A SIGNED COPY
TO YOUR SERVER

Danby, Gillian

From: HBR Subscription Services <subsvcs@HBR.customersvc.com>
Sent: Sunday, November 09, 2014 12:22 PM
To: Danby, Gillian
Subject: Your Harvard Business Review Subscription

12



Your *Harvard Business Review* Subscription



Dear Gillian Danby,

Thank you for subscribing to *Harvard Business Review* All-Access subscription.
Your subscriber ID is: 3440372401. Your first print issue will arrive in the mail within 4-6 weeks.

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