



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: September 17, 2013

NAME **Jeff Melanson**
President

Position **President**

Itinerary and Purpose of Travel : Regular business and a Calgary business meetings (August 2 and 6)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	07/26/2013	Incidentals	3107	2100	890900	800	C2MTL 2014 conference registration	\$ 2,400.00	\$ 120.00	\$ 2,520.00
2	07/28/2013	Travel	3101	2100	890900	800	Fuel	\$ 37.56	\$ 1.88	\$ 39.44
3	08/02/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 37.00	\$ 1.85	\$ 38.85
4	08/02/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 8.57	\$ 0.43	\$ 9.00
5	08/03/2013	Travel	3101	2100	890900	800	Fuel	\$ 58.33	\$ 2.92	\$ 61.25
6	08/06/2013	Hosting	3610	2100	890900	800	Business Meeting	\$ 62.92	\$ 2.60	\$ 65.52
7	08/06/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 5.71	\$ 0.29	\$ 6.00
8	08/06/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 3.65	\$ 0.18	\$ 3.83
9	08/09/2013	Travel	3101	2100	890900	800	Fuel	\$ 57.50	\$ 2.88	\$ 60.38
Total Expenses : A								\$ 2,671.24	\$ 133.03	2,804.27

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			208.32	10.43	218.75
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	-
3610	2100	Hosting			62.92	2.60	65.52
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			2,400.00	120.00	2,520.00
Total					2,671.24	133.03	2,804.27

Travel Advance (positive)	B 8132-2100	\$	-
	A-B	\$	2,804.27



Date

Return to Requestor	Shelley MacAulay
Department	President's Office
Cost Centre Code	
Prepared By	Julie Snyder



Date

SEP 23 2013

Financial Services

Date

The Banff
Centre
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creativity

Expense Claims Forma

o.t.e:
September 17, 2013

NAME Jeff Melanson Position President

Itinerary and Purpose of Travel : Regular business and a Calgary business meetings (August 2 and 6)

Rec'd #	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	07/28/2013	Incidentals	3107	2100	890900	800	C2MTL 2014 conf/mtg	\$ 2,400.00	\$ 120.00	\$ 2,520.00
2	07/28/2013	Travel	3101	2100	890900	800	Fuel	\$ 37.56	\$ 1.88	\$ 39.44
3	08/02/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 37.00	\$ 1.85	\$ 38.85
4	08/02/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 8.57	\$ 0.43	\$ 9.00
5	08/03/2013	Travel	3101	2100	890900	800	Fuel	\$ 58.33	\$ 2.92	\$ 61.25
6	08/06/2013	Hosting	3610	2100	890900	800	Business Meeting	\$ 62.92	\$ 2.60	\$ 65.52
7	08/08/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 5.71	\$ 0.29	\$ 6.00
8	08/08/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 3.65	\$ 0.18	\$ 3.83
9	08/09/2013	Travel	3101	2100	890900	800	Fuel	\$ 57.80	\$ 2.88	\$ 60.38
Total Expenses : A								\$ 2,871.24	\$ 138.63	2,804.37

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			208.32	10.43	218.75
3102	2100	Travel-BOG			-	-	-
3108	2100	Accommodation			-	-	-
3109	2100	Meals			-	-	-
3610	2100	Hosting			62.92	2.60	65.52
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			2,400.00	120.00	2,520.00
Total					2,671.24	138.63	2,804.37

Travel Advance (positiv)	\$	\$
	8128-3188	
	A-B	2,804.37

[Redacted Signature Area] Date
Sept 24/13

Return to Requestor	Shelley MacAuley
Department	President's Office
Cost Centre Code	
Prepared By	Julie Snyder

Financial Services

MELANSON, JEFF
Cardmember Account [REDACTED]
Jul. 29, 2013 - Aug. 28, 2013



PAYMENTS, CREDITS AND ADJUSTMENTS

Trans	Post	Description	Reference	Amount
Aug. 22	Aug. 22	PAYMENT RECEIVED -- THANK YOU	7047088	-\$993.08
Total Payments, Credits and Adjustments				-\$993.08

PURCHASES

Trans	Post	Description	Reference	Amount
Jul. 26	Jul. 29	C2. MTL MONTREAL QC	800149864499	\$2,520.00
Jul. 28	Jul. 30	SHELL BANFF AB	800125620639	\$39.44
Aug. 2	Aug. 5	IMPARK00030321U QPS CALGARY AB	041058023876	\$38.85
Aug. 2	Aug. 5	CalgParkAuth 11632458 CALGARY AB	920297445001	\$9.00
Aug. 3	Aug. 7	SHELL BANFF AB	800123034835	\$61.25
Aug. 6	Aug. 7	YELLOW DOOR BISTRO@HOT CALGARY AB	041023028527	\$65.52
Aug. 6	Aug. 8	CalgParkAuth 11649166 CALGARY AB	920199189000	\$6.00
Aug. 6	Aug. 8	CalgParkAuth 11650623 CALGARY AB	920199188903	\$3.83
Aug. 9	Aug. 13	SHELL BANFF AB	800125350371	\$60.38
Total Purchases				\$2,804.27

014439
 BMDCC21100_7438105_001 - 0003610 HRI - 02-02-19 -



STATEMENT Card Program

MELANSON, JEFF
Cardmember Account [REDACTED]
Jul. 29, 2013 - Aug. 28, 2013

How to Reach Us Visit dinersclubcanada.com
Customer Service: 1-800-363-3333 or write:
Diners Club P.O. Box 3200 RPO
Streetsville Mississauga, ON L5M 0S2

QUICK REFERENCE

Total Balance	\$2,804.27
Total Due	\$2,804.27
Due Date*	Sep. 24, 2013

ACCOUNT SUMMARY

Previous Balance	\$993.08
Payments, Credits & Adjustments	-\$993.08
Purchases	\$2,804.27
Cash Advances	\$0.00
Fees	\$0.00
Total Balance	\$2,804.27

MONTHLY ACTIVITY BY CATEGORY

Gas/Oil	\$161.07
Other	\$2,577.68
Restaurant	\$65.52

NEWS FROM DINERS CLUB

Please note that the amounts shown in the "Monthly Activity By Category" section include both debit and credit amounts. Therefore, the totals shown in this section may not correspond to the totals shown in the "Account Summary" section. The "Monthly Activity by Category" is for reference purposes only, to provide totals by merchant category.

The total amount shown for Cash Advances in the "Account Summary" section will vary from the total amount shown in the "Monthly Activity by Category" section of your statement. Cash Advance Fee amounts are not included in the "Monthly Activity by Category" section.

Detach and follow the payment instructions on the reverse side. Payment must be received by 5:00 PM local time on the payment due date.



Diners Club
P.O. Box 5000, Station F
Toronto, Ontario M4Y 2T1

BMDCC21100_7438105_001 E D

03610

MELANSON, JEFF
107 TUNNEL MOUNTAIN DRIVE
PO BOX 1020 STN 18
BANFF AB T1L1H5

Account Number:	[REDACTED]
Total Due:	\$2,804.27
Payment Due Date:	Sep. 24, 2013

Please Enter Amount of Payment Enclosed

\$

Diners Club Commercial
P.O. Box 6044, Station Centre-Ville,
Montreal, QC H3C 3X2

014437
BMDCC21100_7438105_001 - 0003610 HRI - 02-01-18 -

C2MTL 2014

General Options

Name:

Jeff Melanson

Title:

President

Address:

107 Tunnel Mountain Drive

Box 1020, Station 6

Banff, Alberta T1L 1H5

Canada

Number of People Registered:

1

Confirmation Number:

P9NSC67Y5DR (needed to modify your registration)

Event Title:

C2MTL 2014

Location:

Arsenal

2020 Rue William

Montréal, Quebec H3J 1R8

Canada

Date:

05/27/2014

Time:

8:00 AM

Current Registration Details

Jeff Melanson

Registration Items

Registration Item	Cost
EXPERIENCE 3 DAYS PASS	CAD \$ 2,400.00

Additional Fees

Taxes

Tax Name	Tax Amount
G.S.T. #829487008	CAD \$ 120.00

Order Summaries

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
07/26/2013 2:40 PM ET	online order	CAD \$ 2,520.00	CAD \$ 2,520.00	CAD \$ 0.00
Total:		CAD \$ 2,520.00	CAD \$ 2,520.00	CAD \$ 0.00

Payment Details

Details

Date	Type	Reference #	Amt Paid
07/26/2013	MasterCard	8308	CAD \$ 2,520.00

①

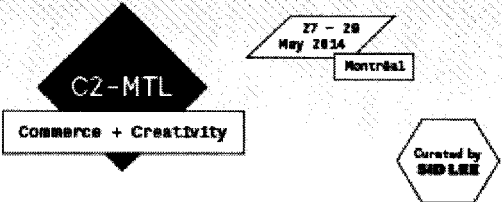
Snyder, Julie

From: Melanson, Jeff
Sent: Friday, July 26, 2013 12:41 PM
To: Snyder, Julie
Subject: Fwd: Registration Confirmed - C2MTL 2014

Sent from my iPhone

Begin forwarded message:

From: C2-MTL Team <Info@c2mtl.com>
Date: 26 July, 2013 12:40:40 PM MDT
To: Jeff Melanson <jeff_melanson@banffcentre.ca>
Subject: Registration Confirmed - C2MTL 2014
Reply-To: <Info@c2mtl.com>



An innovation event that's actually innovative.

Dear Jeff,

Your registration has been confirmed for the Event C2MTL 2014. Please save this email for future reference.

Name:	Jeff Melanson
Company:	The Banff Centre
Job function:	President
City:	Banff
Country:	Canada
# in Party:	1-
Venue Address:	Arsenal 2020 Rue William, Montréal, Quebec H3J 1R8
Date:	Tuesday, May 27, 2014 Thursday, May 29, 2014 Add to Calendar
Time:	8:00 AM
Confirmation number:	P9N5C6TY5DR

①

Opt-Out

Your payment for the C2MTL 2014 event has been successfully processed. Please save this email for your records.

Event Title: C2MTL 2014

Registration Confirmation Number: P9N5C6TY5DR

Transaction Information:

Item	Transaction Information	Quantity	Amount
EXPERIENCE 3 DAYS PASS	CAD 2,400.00	1	CAD 2,400.00
G.S.T. #829487008	5.00%		CAD 120.00
Transaction Total			CAD2,520.00

If you have any questions about this transaction or email, please contact Équipe C2MTL directly at Info@c2mtl.com.

To view the details of your registration, go to:
[Click here](#)

powered by
cvent

(2)



(2)

WELCOME
 Shell Canada
 230 LYNX STREET
 TIL-1C8
 BANFF AB
 (403) 760-6675
 [REDACTED]
 MASTERCARD
 PURCHASE CHIP
 INV No. 0003596634
 2013/07/28 07:29
 MasterCard
 AID A0000000041010
 TVR 0000008000

Bronze
 PUMP No. 09
 LITRES 32.352
 PRICE/L \$1.219
 TOTAL FUEL \$39.44 ✓
 01 APPROVED - THANK YOU 001
 APPROVAL No. 076451
 TERMINAL No. 89000350
 VERIFIED BY PIN

IMPORTANT
 retain this copy for
 your records

FUEL INCLUDES
 GST - Fuel \$1.88
 No. 137400032RT
 TOTAL SALE \$39.44

STORE: C00035
 TRAN: 2481401
 2013/07/28 07:30:46

Help us change
 the world,
 one click at a time.
 fuellingchange.com

THANK YOU
 Questions?
 1-800-661-1600

BENTALL
 JAMIESON PLACE
 CALGARY
 RECEIPT A3
 ENTRY TIME: 08/02/13 11:10
 EXIT TIME: 08/02/13 14:15
 PARK-DUR.: HRS:MIN 0:03:05

AMOUNT: 38.85 ✓
 KIND OF PAYMENT: MASTERCARD
 [REDACTED]

WELCOME
 Shell Canada
 230 LYNX STREET
 TIL-1C8
 BANFF AB
 [REDACTED]

MASTERCARD
 PURCHASE CHIP
 INV No. 0003591202
 2013/08/03 15:28
 [REDACTED]
 AID A0000000041010
 TVR 0000008000

Bronze
 PUMP No. 09
 LITRES 51.952
 PRICE/L \$1.179
 TOTAL FUEL \$61.25 ✓
 01 APPROVED - THANK YOU 001

APPROVAL No. 051490
 TERMINAL No. 89000350
 VERIFIED BY PIN

IMPORTANT
 retain this copy for
 your records

FUEL INCLUDES
 GST - Fuel \$2.92
 No. 137400032RT
 TOTAL SALE \$61.25

STORE: C00035
 TRAN: 2498544
 2013/08/03 15:30:34

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 one click at a time.
 fuellingchange.com

THANK YOU
 Questions?
 1-800-661-1600

(3)

THORITTY (403) 537-7000

CALGARY PARKING

Terminal: 183
 Plate: ADZ4247

Zone: 1501
 C 552822*8308

Valid through:
 FRIDAY 02 AUG 13
 11:58 AM

MOBILE PAID: \$4.00 (GST incl.)
 Exp. Date: 8/27/2013 9:28 AM
 Station Services (403) 537-7006

Auth No: 451558
 Receipt No: 3384
 FREE Battery Boosting & TI

(5)

YELLOW DOOR
 BISTRO@HOTELA
 119 - 12TH AVENUE SW
 CALGARY, AB T2R0G8
 4032664611

SALE

MID: 26559980065
 TID: 003 REF#: 00000008
 Batch #: 148
 08/06/13 13:21:27
 APPR CODE: 039987
 [REDACTED]

AMOUNT \$54.60
 TIP \$10.92
 TOTAL \$65.52

APPROVED ✓

MasterCard
 AID: A0000000041010
 TVR: 00 00 00 80 00
 TSI: E8 00

THANK YOU
 PLEASE COME AGAIN

CUSTOMER COPY

6

CALGARY PARKING AUTHORITY (403) 537-7000

Terminal: 340
Plate: ADZ4247

Zone: 3685
C 552822*8308

Valid through:

TUESDAY 06 AUG 13
2:07 PM

AMOUNT PAID: \$6.00 (GST incl.)
Start Time: 8/6/2013 12:07 PM

Auth No: 042820
Receipt No: 2536

FREE Battery Boosting & Tire Inflation Services (403) 537- 7006

7

(3) 537-7000

CALGARY PARKING AUTHORITY (403) 537-7000

Terminal: 330
Plate: ADZ4247

Zone: 4448
C 552822*8308

Valid through:

TUESDAY 06 AUG 13
3:30 PM

AMOUNT PAID: \$3.83 (GST incl.)
Start Time: 8/6/2013 1:48 PM

Auth No: 048478
Receipt No: 3832

(403) 537- 7006 FREE Battery Boosting & Tire Inflation Services

8

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF AB
(403) 760-6676

MASTERCARD
PURCHASE CHIP

INV No. 0003595857
2013/08/09 18:50
MasterCard
AID A0000000041010
TVR 0000008000

Bronze
PUMP No. 03
LITRES 52.097
PRICE/L \$1.159
TOTAL FUEL \$60.38 ✓
01 APPROVED - THANK
YOU 001
APPROVAL No. 013473
TERMINAL No.
89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$2.88
No. 137400032RT

TOTAL SALE \$60.38

STORE: C00035
TRAN: 2515485
2013/08/09 18:52:51

Help us change
the world,
one click at a time.
fuellingchange.com

THANK YOU
Questions?
1-800-661-1600