

JUN 22 2018

EXPENSE CLAIM FORM

BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF THE BANFF CENTRE FOUNDATION

DATE May 30, 2018

VENDOR/STAFF# (as applicable)



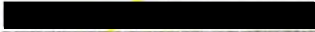
NAME (Claimant/Payee)

Letha MacLachlan

DEPT

Board of Governors

Permanent Mailing Address:



Itinerary and business rationale for expense: Board of Governors Meetings in Winnipeg, May 2018

If non-employee, describe Banff Centre involvement

Receipt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	3/20/2018	3102	2100	890030	800				TGE	round trip flights to and from Winnipeg	\$673.25	\$ 33.66	\$ 706.91
2			2100								\$ -	\$ -	\$ -
3	5/21/2018	3102	2100	890030	800				TGE	taxi from airport to hotel	\$ 30.00	\$ -	\$ 30.00
4	5/21/2018	3108	2100	890030	800				TGE	dinner	\$ 29.83	\$ -	\$ 29.83
5	5/22/2018	3102	2100	890030	800				TGE	taxi from museum to ballet	\$ 10.00	\$ -	\$ 10.00
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
17			2100										\$ -
18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
Total Expenses : A											743.08	33.66	\$ 776.74

GL Codes Summary (please summarize by unique GL string) - NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
	2100								
3108	2100	890030	800				29.83		\$ 29.83
3102	2100	890030	800				713.25	33.66	\$ 746.91
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 743.08	\$ 33.66	\$ 776.74

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 776.74

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)

