

JUL 20 2018

EXPENSE CLAIM FORM

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

DATE July 16, 2018

(Regular Board and Committee meeting related expenses only)

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Patricia Mae Ruby (Page 1 of 2)

DEPT Board

Permanent Mailing Address:

Itinerary and business rationale for expense: Banff Centre Board meetings expenses from July 2016 to May 2018

If non-employee, describe Banff Centre involvement

Rept 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	16/07/20	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.30)	\$ 38.70	1.84	\$ 38.70
2	16/07/20	3101	2100	890030	800				TGE	Park Pass	\$ 129.90	\$ 6.50	\$ 136.40
3	18/07/24	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.30)	\$ 38.70	1.84	\$ 38.70
4	16/10/26	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.30)	\$ 38.70	1.84	\$ 38.70
5	16/10/28	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.30)	\$ 38.70	1.84	\$ 38.70
6	17/01/25	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.445)	\$ 57.41	2.73	\$ 57.41
7	17/01/27	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.445)	\$ 57.41	2.73	\$ 57.41
8	17/04/05	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.45)	\$ 58.05	2.76	\$ 58.05
9	17/04/07	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.45)	\$ 58.05	2.76	\$ 58.05
10	17/07/19	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.455)	\$ 58.70	2.76	\$ 58.70
11	17/07/23	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.455)	\$ 58.70	2.76	\$ 58.70
12	17/11/01	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.45)	\$ 58.05	2.76	\$ 58.05
13	17/11/03	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.45)	\$ 58.05	2.76	\$ 58.05
14	18/02/14	3101	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.46)	\$ 59.34	2.83	\$ 59.34
15	18/02/16	3101	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.46)	\$ 59.34	2.83	\$ 59.34
16	18/05/22	3101	2100	890030	800				TGE	Mileage (between Residence and YYC, roundrip, 26.1km x 2 x \$0.465)	\$ 24.27	1.16	\$ 24.27
17	18/05/22	3101	2100	890030	800				TGE	Airfare (Calgary to Winnipeg, roundrip)	\$ 673.31	32.04	\$ 673.31
18	18/05/26	3101	2100	890030	800				TGE	Mileage (between Residence and YYC, roundrip, 26.1km x 2 x \$0.465)	\$ 24.27	1.16	\$ 24.27
19	18/05/23	3101	2100	890030	800				TGE	Taxi (to Museum for orientation)	\$ 8.00		\$ 8.00
20	18/05/23	3101	2100	890030	800				TGE	Taxi (return to hotel)	\$ 9.50		\$ 9.50
21	18/05/24	3101	2100	890030	800				TGE	Taxi (from hotel to meeting)	\$ 8.00		\$ 8.00
22	18/05/24	3101	2100	890030	800				TGE	Taxi (return to hotel)	\$ 8.11		\$ 8.11
23	18/05/25	3101	2100	890030	800				TGE	Taxi (from hotel to meeting)	\$ 6.67		\$ 6.67
24	18/05/25	3101	2100	890030	800				TGE	Taxi (return to hotel)	\$ 6.36	75.92	\$ 6.36
Total Expenses : A											1,636.29	6.50	\$ 1,642.79

ENTERED JUL 25 2018

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

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	890030	800				1636.29	6.50	\$ 1,642.79
	2100						1,526.87	75.92	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100						16.29	6.60	\$ 1,642.79

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,642.79

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash portion to this claim.

Return to Requestor (RTR)

Requestor Name (if RTR)

Requestor Dept (if RTR)

Prepared by (if not Claimant)

EXPENSE CLAIM FORM
BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF
DIRECTORS OF THE BANFF CENTRE FOUNDATION
 (Regular Board and Committee meeting related expenses only)

DATE July 16, 2018

VENDOR/STAFF# (as applicable)

NAME (Claimant/Payee)

Patricia Mae Ruby (page 2 of 2)

DEPT Board

Permanent Mailing Address

FIRST MIDDLE LAST

Itinerary and business rationale for expense: Banff Centre Board meetings expenses from July 2016 to May 2018

If non-employee, describe Banff Centre involvement

Rept 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
		3101	2100	890030	800					carried over from page 1 of 2	\$ 1,638.29	\$ 6.50	\$ 1,642.79
1	18/05/26	3101	2100	890030	800				TGE	Taxi (from hotel to Winnipeg airport)	\$ 24.83		\$ 24.83
2	18/05/22	3106	2100	890030	800				TGE	Meal (East India Company - dinner)	\$ 33.24	\$ 1.27	\$ 34.51
3	18/05/26	3106	2100	890030	800				TGE	Meal (Palm Room - dinner)	\$ 34.70	\$ 1.38	\$ 36.08
4													\$ -
5													\$ -
6													\$ -
7													\$ -
8													\$ -
9													\$ -
10													\$ -
11													\$ -
12													\$ -
13													\$ -
14													\$ -
15													\$ -
16													\$ -
17													\$ -
18													\$ -
19													\$ -
20													\$ -
21													\$ -
22													\$ -
23													\$ -
ENTERED JUL 25 2018													
Total Expenses : A											1,729.06	9.15	\$ 1,738.21

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890030	800				67.94	2.65	\$ 70.59
3101	2100	890030	800				1664.12	6.50	\$ 1,667.62
	2100						1,591.70	75.92	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 4,729.06	\$ 9.15	\$ 1,738.21

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 1,738.21

Return to Requestor (RTR)		Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			

JUL 20 2018

EXPENSE CLAIM FORM
BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF DIRECTORS OF
THE BANFF CENTRE FOUNDATION

DATE July 16, 2018

(All expenses EXCLUDING regular Board and Committee meetings)

VENDOR/STAFF#
(as applicable)

[Redacted]

NAME
(Claimant/Payee)

Patricia Mae Ruby *BOG*

DEPT **Board**

Permanent Mailing Address

[Redacted]

Itinerary and business rationale for expense: Lieutenant Governor of Alberta Distinguished Artist Award Ceremony (Sept 23, Banff Centre), Minister of Advanced Education meeting (Oct 26, Edmonton)

Opera program "launch" with sponsors and donors (June 27, Banff Centre)

If non-employee, describe Banff Centre involvement

Rept 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	17/09/23	3101	2100	890030	800				TGE	Mileage (between residence and Banff Centre, round trip, 129km x 2 x @0.455)	\$ 177.39	<i>5.59</i>	\$ 177.39 <i>117.39</i>
2	17/10/25	3101	2100	890030	800				TGE	Mileage (from residence to Red Arrow bus depot, 7.4km x @0.455)	\$ 3.37		\$ 3.37
3	17/10/25	3101	2100	890030	800				TGE	Red Arrow bus (Calgary to Edmonton, round trip)	\$ 134.28	\$ 6.72	\$ 141.00
4	17/10/25	3101	2100	890030	800				TGE	Co-op Taxi (from Red Arrow bus depot to hotel)	\$ 8.40		\$ 8.40
5	17/10/25	3105	2100	890030	800				TGE	Accommodation (Union Bank Inn)	\$ 159.61	\$ 7.67	\$ 167.28
6	17/10/25	3106	2100	890030	800				TGE	Dinner (Cask & Barrel)	\$ 21.00	\$ 0.90	\$ 21.90
7	17/10/26	3101	2100	890030	800				TGE	Greater Edmonton Taxi (from hotel to meeting)	\$ 12.10		\$ 12.10
8	17/10/26	3106	2100	890030	800				TGE	Dinner (Madison's Grill)	\$ 58.65	\$ 2.26	\$ 60.91
9	17/10/26	3101	2100	890030	800				TGE	Calgary United Taxi (from Red Arrow bus depot to residence)	\$ 17.45		\$ 17.45
10	18/08/27	3101	2100	890030	800				TGE	Mileage (between residence and Banff Centre, round trip, 129km x 2 x @0.465)	\$ 119.97	<i>5.71</i>	\$ 119.97
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
16			2100										\$ -
Total Expenses : A											712.22	<i>47.55</i>	\$ <i>729.77</i>

ENTERED JUL 25 2018

GL Codes Summary (please summarize by unique GL string) - DO NOT LEAVE THIS SECTION BLANK									
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890030	800				79.65	3.16	\$ 82.81
3105	2100	890030	800				<i>159.61</i>	7.67	\$ 167.28
3101	2100	890030	800				472.96	6.72	\$ 479.68
	2100						<i>401.66</i>	<i>18.02</i>	<i>419.68</i>
	2100								
	2100								
	2100								
	2100								
	2100								<i>669.77</i>
Total							\$ 712.22	\$ 17.55	\$ 729.77

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 729.77

Return to Requestor (RTR)	[Redacted]	Mail to Claimant	
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			

0- C
 82-81 +
 167-28 +
 419-68 +
 669-77 *

[Redacted] *117.39*

[Redacted] *669.77*

SEP 25 2018

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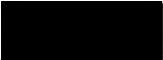
EXPENSE CLAIM FORM

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

(Regular Board and Committee meeting related expenses only)

DATE September 5, 2018

VENDOR/STAFF# (as applicable)



NAME (Claimant/Payee)

Patricia Mae Ruby

DEPT Board

Permanent Mailing Address:



Itinerary and business rationale for expense: Banff Centre Board meetings expenses - July BOG meeting & August annual national park pass for upcoming BOG meetings

If non-employee, describe Banff Centre involvement

Rcpt 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	18/07/19	3102	2100	890030	800				TGE	Mileage (Residence to Banff Centre, 129km x @\$0.475)	\$ 61.28	2.92	\$ 61.28
2	18/07/23	3102	2100	890030	800				TGE	Mileage (Banff Centre to Residence, 129km x @\$0.475)	\$ 61.28	2.92	\$ 61.28
3	18/08/01	3102	2100	890030	800				TGE	Park Pass	\$ 120.00	6.00	\$ 126.00
4													
5													
6													
7													
8													
9													
10													
Total Expenses : A											242.56	6.00	\$ 248.56

236.72 11.84

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

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				242.56	6.00	\$ 248.56
	2100						236.72	11.84	
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 242.56	\$ 6.00	\$ 248.56

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 248.56

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)			
Prepared by (if not Claimant)			