

NOV 21 2018

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 November 15, 2018

VENDOR/STAFF# (as applicable) [Redacted] NAME (Claimant/Payee) Tim Kitchen

DEPT Board of Directors

Permanent Mailing Address [Redacted]

Itinerary and business rationale for expense: catering for the Board of Directors meeting on November 7th

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	11/7/2018	3610	2100	890030	800				EH	Bankers Hall Catering	\$ 112.60	\$ 5.63	\$ 118.23
2			2100										\$ -
3			2100										\$ -
4			2100										\$ -
5			2100										\$ -
6			2100										\$ -
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										\$ -
Total Expenses : A											112.60	5.63	\$ 118.23

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
3610	2100	890030	800				112.60	5.63	\$ 118.23
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 112.60	\$ 5.63	\$ 118.23

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 118.23

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