

Expense Claims Forms

Date: February 4th 2013

EMPLOYEE# **VE-0220**

NAME **Jeff Melanson**

Position **President**

DEPT **President's Office**

FIRST MIDDLE LAST

Mailing Address : 107 Tunnel Mountain Drive, Box 1020, Banff, AB T1L 1H5

Itinerary and Purpose of Travel : Airfare/accommodation/meals & Transportation re: various meetings in Edmonton, Toronto and the USA

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	01/07/13	Hosting	3610	2100	890900	800				Lunch Meeting - Community Relations	\$ 53.00	\$ 2.20	\$ 55.20
2	01/03/13	Hosting	3610	2100	890900	800				Dinner Meeting - Donor Relations	\$ 115.80		\$ 115.80
3	01/04/13	Hosting	3610	2100	890900	800				Dinner Meeting - Donor Relations	\$ 182.70		\$ 182.70
4	01/09/13	Hosting	3610	2100	890900	800				Working Dinner	\$ 119.75		\$ 119.75
5	01/27/13	Hosting	3610	2100	890900	800				Dinner meeting -Community Relations	\$ 193.70		\$ 193.70
6	01/08/13	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 38.36	\$ 1.92	\$ 40.28
7	01/13/13	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 31.32	\$ 1.57	\$ 32.89
8	01/18/13	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 36.88	\$ 1.84	\$ 38.72
9	01/22/13	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 39.56	\$ 1.98	\$ 41.54
10	01/27/13	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 48.90	\$ 2.45	\$ 51.35
11	01/29/13	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 35.35	\$ 1.77	\$ 37.12
12	01/16/13	Incidentals	3107	2100	890900	800				Flowers (Thank you Gift)	\$ 71.43	\$ 3.57	\$ 75.00
13	01/19/13	Incidentals	3107	2100	890900	800				Celebrity Ski Fundrasier Gala Dinner	\$ 1,575.00		\$ 1,575.00
14	01/23/13	Incidentals	3107	2100	890900	800				Annual Membership Fee RE: CBIE	\$ 950.00		\$ 950.00
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
21				2100									\$ -
22				2100									\$ -
23				2100									\$ -
24				2100									\$ -
25				2100									\$ -
26				2100									\$ -
27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 3,491.75	\$ 17.30	3,509.05

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel	890900	800				-	-	-
3102	2100	Travel-BOG	890030	800				-	-	-
3105	2100	Accommodation	890900	800				-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting	890900	800				664.95	2.20	667.15
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						2,826.80	15.10	2,841.90
6132	2100	Travel Advance								-
										-
Total								3,491.75	17.30	3,509.05

Travel Advance (positive)	B 6132-2100	\$ -
	A-B	\$ 3,509.05

Claimant's Signature	Date
Claimant's Supervisor	Date
Financial Services	Date

Return to Requestor	Lisa Christopher
Department	President's Office
Cost Centre Code	890900
Prepared By	Lisa Christopher

① **crazyweed kitchen**
 1600 railway ave
 canmore, ab T1W 1P6 canada
 Tel: (403) 609-2530

Guest Check

Table :23 Check #94715

Cover: 2 Date : 13/01/07
 Time : 13:17:26 Open By : Spirit

1	chicken curry	17.00
1	beef flatbread	16.00
1	soup cup-L	4.00
1	loose leaf tea	4.00
1	coffee	3.00

Item Total(\$): 44.00
 Tax(\$): 2.20

Total(\$): 46.20

No. of Print : 1
 Print Time : 13:59:34

gst# 831612874
 www.crazyweed.ca
 thank you

CRAZYWEED KITCHEN
 1600 RAILWAY AVENUE
 CANMORE, AB

Term ID: 05272023

Purchase

XXXXXXXXXX
 VISA Entry Method: C

Amount: \$ 46.20
 Tip: \$ 9.00

Total: \$ 55.20

2013/01/07 14:01:30

Seq #: 0011240020

Appr Code: 039442

Resp Code: 01/027
Community Relations

Visa Credit
 A0000000031010
 01 58 09 5A 4C 6A C9 FA
 00 00 00 00 00 00
 F8 00
 41 38 17 29 32 BA 3F C0

APPROVED
Thank You

Customer Copy

- IMPORTANT -
 retain this copy for your records

② MELISSA'S MISSTEAK
 218 LYNX STREET
 BANFF AB

CARD *****
 CARD TYPE VISA
 DATE 2013/01/03
 TIME 7274 19:55:45
 RECEIPT NUMBER
 C30016852-001-068-109-(

PURCHASE AMOUNT \$96.51
 TIP \$19.31
 TOTAL

\$115.80

isa Credit *Donor 26605*
 0000000031010
 0A05D013A2DE2D (4)
 00000000-E810
 DA46B7F1B814DF99
 0000000000-FB00

APPROVED

AUTH# 064040 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS

Donor Relations (6)

CONOTES DELI & GRILL
 BOX 116

CANF, Ab T1W 1R2
 TEL: (403) 609-2530

ESTABLISHED 1988
 SHUFFLE, AB

Sale

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Transaction Label: Visa
 0000000031010
 00 00 00 00 00 00
 F8 00

Amount: \$ 152.25
 Tip: \$ 30.45

tal: CAD\$ 182.70

APPROVED 043981

001-06

PLEASE MATCH Y

NO SIGNATURE REQUIRED

04-Jan-13 19:11:45

MERCHANT COPY
 THANK YOU

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF (403) 760-6675 AB
XXXXXXXXXXXX
VISA PURCHASE CHIP

INV No. 0003599753
2013/01/08 07:52
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 02
LITRES 40.322
PRICE/L \$0.999
TOTAL FUEL \$40.28
01 APPROVED - THANK YOU 001

APPROVAL No. 092054
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
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your records

FUEL INCLUDES
GST - Fuel \$1.92
No. 137400032RT

TOTAL SALE \$40.28

STORE: C00035
TRAN: 2136865
2013/01/08 07:54:48

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the world,
one click at a time.
fuellingchange.com

THANK YOU
Questions?
1-800-661-1600

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

8ANFF (403) 760-6675 AB
XXXXXXXXXXXX
VISA PURCHASE CHIP

INV No. 0003591055
2013/01/13 10:09
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 02
LITRES 32.920
PRICE/L \$0.999
TOTAL FUEL \$32.89
01 APPROVED - THANK YOU 001

APPROVAL No. 080576
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
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your records

FUEL INCLUDES
GST - Fuel \$1.57
No. 137400032RT

TOTAL SALE \$32.89

STORE: C00035
TRAN: 2142941
2013/01/13 10:11:01

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WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF (403) 760-6675 AB
XXXXXXXXXXXX
VISA PURCHASE CHIP

INV No. 0003592389
2013/01/18 10:07
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 03
LITRES 39.555
PRICE/L \$0.979
TOTAL FUEL \$38.72
01 APPROVED - THANK YOU 001

APPROVAL No. 016408
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
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your records

FUEL INCLUDES
GST - Fuel \$1.84
No. 137400032RT

TOTAL SALE \$38.72

STORE: C00035
TRAN: 2148985
2013/01/18 10:08:55

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Questions?
1-800-661-1600

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF (403) 760-6675 AB
XXXXXXXXXXXX
VISA PURCHASE CHIP

INV No. 0003593565
2013/01/22 09:17
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 02
LITRES 42.430
PRICE/L \$0.979
TOTAL FUEL \$41.54
01 APPROVED - THANK YOU 001

APPROVAL No. 041480
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
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your records

FUEL INCLUDES
GST - Fuel \$1.98
No. 137400032RT

TOTAL SALE \$41.54

STORE: C00035
TRAN: 2154549
2013/01/22 09:19:52

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Questions?
1-800-661-1600

GAS

10

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8
BANFF AB
(403) 760-6675
XXXXXXXXXXXX
VISA
PURCHASE

INV No. 0003595152
2013/01/27 18:27
VISA
ID A0000
TVR 0000005000

3ronze
UMP No.
ITRES 49.99
PRICE/L \$1.029
TOTAL FUEL \$51.35
01 APPROVED - THANK
YOU 001
APPROVAL No. 088142
TERMINAL No.
30000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$2.45
No. 137400 13 RT

TOTAL SALE 5/
STORE C 003
TRAN: 2164411
2013/01/27 21:28:15

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THANK YOU
Question?
1-800-661-1600

11

GAS

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8
BANFF AB
(403) 760-6675
XXXXXXXXXXXX
VISA
PURCHASE

INV No. 0003595686
13/01/29 21:15
VISA Credit
D A0000000031010
R 0000008000

3ronze
UMP No. 10
ITRES 36.072
PRICE/L \$1.029
TOTAL FUEL \$37.12
01 APPROVED - THANK
YOU 001
APPROVAL No. 081259
TERMINAL No.
30000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
- Fuel \$1.77
137400032RT

TOTAL SALE \$37.12
STORE: C00035
TRAN: 2164411
2013/01/29 21:17:31

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the world,
one click at a time.
fuellingchange.com

THANK YOU
Questions?
1-800-661-1600

RED ROSE FLORIST

2004 Centre Street NE
CALGARY, AB T2E2T1
403-276-1184

GST ID# R104442892

ORDER NO: 312874/1 of 1



\$ _____
AMOUNT REMITTED

INVOICE

SOLD TO:
lisa christopher

DELIVERED TO:
BETH REIMER-HECK
BORDEN LADNER GERVAIS OFFICES
UNIT 1900,
520 3 AVE SW
CALGARY, AB T2P0R3
403-232-9500

P:403-762-6138

ACCT. NO:

PAYMENT: Credit

CLERK: ATHENA

COPY NO: 1

PRINTED: 1/16/2013 10:26AM

ORDER NO: 312874/1

ORDER DATE: 1/16/2013 10:25AM

ORDERED BY:

DELIVERY DATE: **Wed, 01/16/2013**

DELIVERY TIME:

CREDIT CARD INFORMATION

lisa christopher

XXXXXXXXXXXX

AP

CARD/OCCASION

Other

PRODUCT	QUANTITY	PRICE/UT	DISCOUNT	EXTENDED
Delivery Charge	1	12.95		12.95
ARR - Arrangements - FOR THANK YOU	1	58.48		58.48
SUB-TOTAL				71.43
GST/HST				3.57
PST/QST				
TOTAL				75.00

ORDER NO:

312874/1 of 1

DELIVERY ZONE:

Central Zone

Wed, 01/16/2013

RECEIVED BY _____

BETH REIMER-HECK
BORDEN LADNER GERVAIS OFFICES
UNIT 1900,
520 3 AVE SW
CALGARY, AB T2P0R3
403-232-9500

RED ROSE FLORIST
Arrangements/

DELIVERY DATE: **Wed, 01/16/2013**

19 FLOOR CENTINAL PL- EAST
TOWER

COPY NO: 1



Order No: 312874/1 of 1



THANK YOU AND YOUR TEAM FOR YOUR
WONDERFUL HOSPITALITY AND HOSTING THE
BANFF CENTRE FOUNDATIONS SELECTION
COMMITTEE. WARM REGARDS JEFF MELANSON.

BETH REIMER-HECK
BORDEN LADNER GERVAIS OFF
UNIT 1900,
520 3 AVE SW
CALGARY, AB T2P0R3
403-232-9500

RED ROSE FLORIST

RED ROSE FLORIST

2004 Centre St. NE Calgary AB
403-276-1184 www.redroseflorist.com

We have built an excellent reputation on beautiful
flowers and prompt service. If we ever fail to meet your
expectations, please let us know. It was a pleasure to
give your order our personal attention.

CARE INSTRUCTIONS

Arrangements *** Add water daily ***
Place your fresh arrangement in a cool
location away from drafts, heat/direct
sun. Fill container or vase with water
upon arrival & everyday. Note: Use
moisture proof barrier under container.

RED ROSE FLORIST

THE *Fairmont*
BANFF SPRINGS

Celebrity Ski Posting Master
Unknown
Tax ID

Date : 01-19-13
Time 10:03
Room 9221
Conf No 89695990
Recpt No 791245

PAYMENT RECEIPT

Date	Description	App. Code	Exp. date	Amount
01-19-13	Visa XXXXXXXXXXXXX [REDACTED] XX/XX	092332	XX/XX	1,575.00CAD

Guest Signature

Cashier 250214

Welcome · Institution Profile · Representatives · Payment · Receipt / Invoice



Canadian Bureau for International Education | Bureau canadien de l'éducation internationale

Receipt

Thank you, your transaction has been processed successfully.
A confirmation e-mail has been sent to lisa_christopher@banffcentre.ca.

Name: Ms. Lisa Christopher
Credit Card: [REDACTED]
Transaction #: MEM-1-1275
Transaction Date: January 23, 2013
AUTH #: 053911
REF #: 662192820011510050
Status: PAID

[Print this receipt](#)

Membership Transaction Summary

Description	Fee
M1: Member - Institutional [Up to 1000 FTEE]	\$950.00
Sub total	\$950.00
Total	\$950.00

GST#: 10684 4053 RT0001

Institution Info

Institution: The Banff Centre
Mailing Address: 107 Tunnel Mountain Drive
Suite/Floor/Office: Box 1020, Stn 6
City: Banff
Province/State: Alberta
Country: Canada
Postal/Zip code: T1L 1H5
Fax number: 403-762-6345

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