

Expense Claims Forms

Date: January 9th, 2013

EMPLOYEE# **VE-0220**

NAME **Jeff Melanson**

Position **President**

DEPT **President's Office**

FIRST MIDDLE LAST
Mailing Address : 107 Tunnel Mountain Dr, Banff, Alberta

Itinerary and Purpose of Travel : Parking/Airfare & Meals: Donor Meetings & PR (Toronto & Banff)

Please leave the colored cells for Financial Services

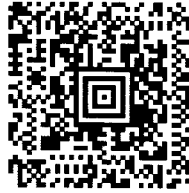
Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	12/12/12	Travel	3101	2100	890900	800				Airfare to YYC-February 6th 2013	\$ 349.12	\$ 17.46	\$ 366.58
2										Airporter spouse Travel			
3	12/12/12	Travel	3101	2100	890900	800				Taxi Calgary	\$ 24.00		\$ 24.00
4	12/04/12	Travel	3101	2100	890900	800				Parking Calgary	\$ 22.00		\$ 22.00
5	12/07/12	Travel	3101	2100	890900	800				Parking Calgary	\$ 12.60		\$ 12.60
6	12/19/12	Travel	3101	2100	890900	800				Parking Calgary	\$ 9.25		\$ 9.25
7	12/10/12	Travel	3101	2100	890900	800				Parking Calgary	\$ 6.30		\$ 6.30
8	12/29/12	Meals	3106	2100	890900	800				Dinner Meeting Banff	\$ 220.28		\$ 220.28
9	12/19/12	Meals	3106	2100	890900	800				Breakfast Meeting Banff	\$ 44.75		\$ 44.75
10	12/20/12	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 35.72	\$ 1.79	\$ 37.51
11	12/04/12	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 47.62	\$ 2.38	\$ 50.00
12	12/19/12	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 50.04	\$ 2.50	\$ 52.54
13	12/29/12	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 42.20	\$ 2.11	\$ 44.31
14	12/27/12	Incidentals	3107	2100	890900	800				Gas for Vehical	\$ 41.02	\$ 2.05	\$ 43.07
15	12/14/12	Incidentals	3107	2100	890900	800				ISPA Membership Fees	\$ 1,095.00		\$ 1,095.00
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
21				2100									\$ -
22				2100									\$ -
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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											\$ 2,054.66	\$ 31.03	2,085.69

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						478.03	20.20	498.23
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						265.03	-	265.03
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						1,311.60	10.83	1,322.43
6132	2100	Travel Advance								-
Total								2,054.66	31.03	2,085.69

Travel Advance (positive)	B 6132-2100	\$ -
	A-B	\$ 2,085.69

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

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Search Select Review Passengers Purchase Seats **Itinerary****Itinerary/Receipt**

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Booking Information

AIR CANADA

Booking Reference: PB3FWZ**Customer Care****Electronic Ticketing confirmed. This is your official itinerary/receipt.****Air Canada**
1-888-247-2262**Main Contact:**
Mr Jeffrey J Melanson**Flight Arrivals and Departures**
1-888-422-7533**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC130	Calgary (YYC) Wed 06-Feb 2013 15:10	Toronto, Pearson Int'l (YYZ) Wed 06-Feb 2013 20:58 - Terminal 1	0	3hr48	320	Tango Plus, T	F

F: Food for purchase onboard All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information**1: Mr Jeffrey J Melanson : Adult (16+), Ticket Number: 0142115457264**

Air Canada - Aeroplan :

Meal Preference: **None**

Payment Card:

Special Needs: **None**Seat Selection: AC130 **21D****Purchase Summary****Fare Summary**

Passenger Type	Adult
Departing Flight - Tango Plus	294.00
Surcharges	23.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.46
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	366.58
Number of passengers	1

Grand Total - Canadian dollars **\$366.58****Grand Total** **1 adult**
Total including travel options, taxes, fees and charges **\$366.58 CAD****Fare Rules****Departing Flight** Calgary (YYC) To Toronto (YYZ) - **Tango Plus**• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

HS

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

13

#14

DATE: 2012/12/12
PICK-UP TIME: 11:00
DROP-OFF TIME: 11:15
TRIP ID: 21588
LOCATION: 073000-4502410370
CAR NUMBER: 0551
CARD TYPE: VISA S
CARD: *****
EXPIRY: **/**
AUTH: AP065608

FARE (\$): 24.00
TAX (\$): 0.00
TOTAL (\$): 24.00

P (\$): _____

TAL (\$): _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

PALLISER PARKADE
CALGARY AB

RECEIPT ONLY!
PAY STATION: C3

ENTRY DATE/TIME:
04/12/12 10:11
PAY DATE/TIME:
04/12/12 10:31
PARK-DUR.: HRS:MIN
0:06:20

PAID: \$ 22.00

VISA
4500XXXXXXXX

05/13 201
AUTH. CODE044515

REF. 82

* YOU MUST TAKE *
* ORIGINAL TICKET *
* WITH YOU AND USE *
* IT TO EXIT *

GST INCLUDED
GST No. R122561449

THANK YOU FOR YOUR
VISIT

RECEIPT
GST NO. R12256194

IN: 12/07/12 23:20
OUT: 12/08/12 00:30
DURATION: 0 01:10
PAID: \$ 12.60
GST INCLUDED
VISA
4500XXXXXX
REF. 99
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

6

ORITTY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 108 Zone: 2424
Plate: BDZ4247 C

Valid through:
WEDNESDAY 19 DEC 12
2:50 PM

AMOUNT PAID: \$9.25 (GST incl.)
START TIME: 12/19/2012 12:50 PM RECEIPT NO: 634

ORITTY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

7

RECEIPT
GST NO. R12256194

EXIT No. A4
IN: 12/10/12 12:41
OUT: 12/10/12 13:36
DURATION: 0 00: 55
PAID: \$ 6.30
(GST INCLUDED)
VISA
450060XXXXXX
REF. 99
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

8

saltlik
a rare steakhouse
221 Bear Street
Banff, Alberta
Tel: 403-762-2467
Fax: 403-762.8108

Date: 29Dec'12 08:35PM
Card Type: Visa
Acct #: XXXXXXXXXXXX
Exp Date: XX-XX
Auth Code: 061390
Check: 1882
Table: 503/1
Server: [REDACTED]

Subtotal: 184.28

Tip: 36.00

Total: 220.28

I agree to pay above total
according to my card issuer
agreement.

*****Customer Copy*****

9

JUNIPER HOTEL
1 JUNIPER WAY
P.O. BOX 3449
BANFF, AB T1L1E1
4037622281

MERCHANT ID: 87206300014 TERM ID: 002
SERVER: 7

SALE

XXXXXXXXXX [REDACTED]
/19/12 09:58:53
APPV #: 000002 APPR CODE: 055715
BATCH #: 000620
REF #: 002

DUNT \$36.75
P \$8.00

TAL \$44.75

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: Visa Credit
AID: A0000000031010
TUR: 00 00 00 00 00
TSI: FB 00

10

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8
BANFF AB
(403) 760-6675
XXXXXXXXXX
SA
PURCHASE CHIP
INV No. 0003592352
012/12/20 16:33
isa Credit
ID A0000000031010
VR 0000008000

onze
PUMP No. 10
LITRES 36.457
PRICE/L \$1.029
TOTAL FUEL \$37.51
APPROVED - THANK
YOU 001
APPROVAL No. 099560
TERMINAL No.
1000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

JEL INCLUDES
Fuel \$1.79
No. 137400032RT

TOTAL SALE \$37.51

STORE: C00035
TRAN: 2104494
2012/12/20 16:35:01

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fuellingchange.com

THANK YOU
Questions?
1-800-661-1600

11

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8
BANFF AB
(403) 760-6675
XXXXXXXXXX
SA
PURCHASE CHIP
INV No. 0003599328
12/12/07 20:02
isa Credit
ID A0000000031010
VR 0000008000

onze
PUMP No. 06
LITRES 47.215
PRICE/L \$1.059
TOTAL FUEL \$50.00
APPROVED - THANK
YOU 001
APPROVAL No. 075367
TERMINAL No.
1000350
VERIFIED BY PIN

IMPORTANT
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your records

JEL INCLUDES
Fuel \$2.38
No. 137400032RT

TOTAL SALE \$50.00

STORE: C00035
TRAN: 2087215
2012/12/07 20:04:53

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12

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8
BANFF AB
(403) 760-6675
XXXXXXXXXX
SA
PURCHASE CHIP
INV No. 0003591973
012/12/19 11:33
isa Credit
ID A0000000031010
VR 0000008000

onze
PUMP No. 06
LITRES 51.055
PRICE/L \$1.029
TOTAL FUEL \$52.54
APPROVED - THANK
YOU 001
APPROVAL No. 093175
TERMINAL No.
9000350
VERIFIED BY PIN

IMPORTANT
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your records

JEL INCLUDES
Fuel \$2.50
No. 137400032RT

TOTAL SALE \$52.54

STORE: C00035
TRAN: 2102986
2012/12/19 11:35:03

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fuellingchange.com

THANK YOU
Questions?
1-800-661-1600

13

PETRO-CANADA
1731 MOUNTAIN AVE.
CANMORE
Alberta T1W 2V2

GST: 119331262 (403) 678-5644
2012-12-29 PC0144534:8552901 16:13
TERMINAL: 028552901 OPER: A

FUEL	(L)	(\$/L)	(\$)
Imp 4			
us	40.685	1.089	44.31*
Total Owed			44.31

**TOTAL PAID
CREDIT CARD 44.31**

TAXES INCL. #TAXES EXCL.

TOTAL \$ 2.11

SA ***** S
7. 540428 AUTH. 004546
chase
010010010 00 027

APPROVED - THANK YOU

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& chance to WIN gas
1-866-826-7779 or
petro-canada.ca/hero

14

PETRO-CANADA
LYNX AND WOLF
BANFF
Alberta T1L 1B8

GST: 0119331262 (403) 762-4434
2012-12-27 PC0530323:8560101 10:09
TERMINAL: 028560101 OPER: A

FUEL	(L)	(\$/L)	(\$)
Pump 3			
Regular	41.855	1.029	43.07*
Total Owed			43.07

**TOTAL PAID
CREDIT CARD 43.07**

TAXES INCL. #TAXES EXCL.

GST TOTAL \$ 2.05

SA ***** C
7. 340416 AUTH. 078466
chase
010010010 00 027

Card Credit
0000003 010
0000008000

VERIFIED BY PIN

OO APPROVED - THANK YOU

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THANK YOU!
MERRY CHRISTMAS
DRIVE SAFE

ISPA | International Society for the Performing Arts

Invoice

Date	Invoice #
12/14/2012	300000242

Bill To
Jeff Melanson The Banff Centre P.O. Box 1020 107 Tunnel Mountain Drive Banff, Alberta T1L 1H5 Canada

Member Information
Jeff Melanson The Banff Centre P.O. Box 1020 107 Tunnel Mountain Drive Banff, Alberta T1L 1H5 Canada

Terms	Due Date
Due on receipt	12/14/2012

Description	Amount
Full (revenue >4,000,000)	\$1,095.00
Total	\$1,095.00

Payments/Adjustments

Description	Amount
Payment via Credit Card (using card xxxxxxxxxxxx [REDACTED]) Applied to invoice on 12/14/2012 11:46:01 AM	(\$1,095.00)
Total Payments/Adjustments	(\$1,095.00)
Balance Due	\$0.00

ISPA | International Society for the Performing Arts
 630 9th Avenue, Suite 213, New York, NY 10036-4752
 www.ispa.org | info@ispa.org | p: 1 212 206 8490 | f: 1 212 206 8603

*Please make checks payable to ISPA
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