

EXPENSE CLAIM FORM - President, VP, Board

DATE May 27, 2015

VENDOR/STAFF#
(as applicable)

VE-0394
100448

NAME
(Claimant/Payee)

Gillian Danby

Position

VP, CFO

FIRST MIDDLE LAST

Permanent Mailing Address:

Itinerary and Purpose of Travel/Expense: TBC Foundation Dinner (April 8) and Board of Director meeting (April 9), Discover House Board meeting (May 27) / Business calls from Cuba / Breakfast meeting (May 4)

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	03/27/2015	Other1	3070	2100	890050	800				Business call from Cuba - using 3rd party's cellular phone	\$ 156.00	\$ 7.80	\$ 163.80
2	03/26/2015	Other1	3070	2100	890050	800				Call from Cuba - using a room phone (28 Cuban Pesos)	\$ 34.81		\$ 34.81
3	04/11/2015	Other1	3451	2100	890050	800				Printer Cartridge	\$ 29.99	\$ 1.50	\$ 31.49
4	05/04/2015	Travel-Meals	3106	2100	890080	800				Breakfast meeting with Connie McDonald, YWCA Banff	\$ 24.50	\$ 0.60	\$ 25.10
5	04/08/2015	Travel-General (Pres,VP)	3101	2100						TBC to Hotel le Germain for TBC Foundation Meeting (131 km)	\$ 37.43	\$ 1.87	\$ 39.30
6	04/09/2015	Travel-General (Pres,VP)	3101	2100						Borden Ladner Gervais Offices to TBC, return trip (128 km)	\$ 36.57	\$ 1.83	\$ 38.40
7	04/21/2015	Travel-General (Pres,VP)	3101	2100						TBC to The Mackie residence for Janice's welcome event (130 km)	\$ 37.14	\$ 1.86	\$ 39.00
8	04/22/2015	Travel-General (Pres,VP)	3101	2100						Return to Banff Centre (130 km)	\$ 37.14	\$ 1.86	\$ 39.00
9	05/27/2015	Travel-General (Pres,VP)	3101	2100						Banff Centre to Calgary for DH Meeting (round trip - 258 km)	\$ 82.86	\$ 4.14	\$ 87.00
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
Total Expenses : A													497.90

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890050	2100	800				231.14	11.56	242.70
3102	Travel-General (BOG)	890050	2100	800				-	-	-
3105	Travel-Accommodation	890050	2100	800				-	-	-
3106	Travel-Meals	890050	2100	800				24.50	0.60	25.10
3107	Travel-Incidentals	890050	2100	800				-	-	-
3610	Hosting	890050	2100	800				-	-	-
3611	Hosting (Alcohol)	890050	2100	800				-	-	-
6132	Travel Advance	890050	2100	800				-	-	-
3070	Other1	890050	2100	800				190.81	7.80	198.61
3451	Other2	890050	2100	800				29.99	1.50	31.49
	Other3	890050	2100	800				-	-	-
Total								476.44	21.56	497.90

Travel Advance	B		
Balance Due to Claimant	A-B	\$	497.90

If Travel Advance exceeds expenses a claimant is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

ENTERED JUN 10 2015

May 29/15

100448

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