

Expense Claims Forms

MAR 10 2015

Date: February 18, 2015

VE 0344

NAME Luke Sunderland
VP, BD

Position Vice President, Business Development

Itinerary and Purpose of Travel : Babson Course, Boston (Jan 17 - Jan 24) 1 of 2

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	01/24/2015	Travel	3101	2100	797999	790	Baggage fee (Boston to Calgary)	\$ 28.25		\$ 28.25
2	01/24/2015	Meals	3106	2100	797999	790	Onboard snack	\$ 3.96		\$ 3.96
3	01/24/2015	Travel	3101	2100	797999	790	Parking at Calgary Airport (Jan 17 - Jan 24)	\$ 97.00	\$ 4.85	\$ 101.85
4	01/24/2015	Meals	3106	2100	797999	790	Dinner	\$ 24.83		\$ 24.83
5	01/23/2015	Accommodation	3105	2100	797999	790	Fairmont Copley Plaza, Boston \$216.31 US	\$ 276.06		\$ 276.06
5	01/23/2015	Meals	3106	2100	797999	790	Fairmont Copley Plaza, Boston - Meal in Oak room \$22.10 US	\$ 28.20		\$ 28.20
6	01/24/2015	Meals	3106	2100	797999	790	Starbucks Calgary Airport	\$ 7.86		\$ 7.86
7	01/24/2015	Travel	3101	2100	797999	790	Boston Taxi \$27.18 US	\$ 34.69		\$ 34.69
8	01/18/2015	Meals	3106	2100	797999	790	Babson Executive Conference Center	\$ 24.25		\$ 24.25
9	01/17/2015	Accommodation	3105	2100	797999	790	Delta Calgary Airport	\$ 235.24	\$ 11.34	\$ 246.58
9	01/17/2015	Meals	3106	2100	797999	790	Delta Calgary Airport - Meal	\$ 28.15		\$ 28.15
Total Expenses : A								\$ 760.34	\$ 16.19	776.53

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			159.94	4.85	164.79
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			511.30	11.34	522.64
3106	2100	Meals			89.10	-	89.10
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
Total					760.34	16.19	776.53

Travel Advance (positive)	B 6132-2100	\$		-
	A-B	\$		776.53

ENTERED MAR 1 2015

24/2/15

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Date	
Date	24/2/15
Date	



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: February 18, 2015

NAME Luke Sunderland
VP, BD

Position Vice President, Business Development

Itinerary and Purpose of Travel : Babson Course, Boston (Jan 17 - Jan 24) 2 of 2

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
10	01/18/2015	Meals	3106	2100	797999	790	Connection, Calgary Internatinal Airport	\$ 17.59		\$ 17.59
11	01/18/2015	Travel	3101	2100	797999	790	Boston Taxi \$90.12 US	\$ 110.67		\$ 110.67
12	01/18/2015	Meals	3106	2100	797999	790	French Meadow, MSP International Airport \$16.39 US	\$ 20.13		\$ 20.13
13	01/18/2015	Incidentals	3107	2100	797999	790	Fox News, MSP International Airport \$6.24 US	\$ 7.67		\$ 7.67
14	01/18/2015	Incidentals	3107	2100	797999	790	Daily News, MSP International Airport \$18.61 US	\$ 22.86		\$ 22.86
15	01/18/2015	Meals	3106	2100	797999	790	Dunkin Donuts \$6.39 US	\$ 7.85		\$ 7.85
22	01/18/2015	Travel	3101	2100	797999	790	Excess Baggage	\$ 25.00		\$ 25.00
23	01/18/2015	Travel	3101	2100	797999	790	Mileage (The Banff Centre - YCC A/P round trip 138.73km x 2 @ \$0.30)	\$ 79.28	\$ 3.96	\$ 83.24
Total Expenses : A								\$ 291.05	\$ 3.96	295.01

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			214.95	3.96	218.91
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			45.57	-	45.57
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			30.53	-	30.53
Total					291.05	3.96	295.01

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	295.01

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Date

Date

Date

KEZACHARY SUNDERLAND
CESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage)
T/TPS
TAL USD

TAL USD

1

ment/Paiement:

NON REFUNDABLE/NON REMBOIRS

AC GST/HST

2

RECEIPT
GST NO. R122556194

4

AIR CANADA

AirCanada Cafe / Cafe AirCanada

Flight / Vol: ACO133 YYZ-YYC
Departure / Depart: 2015-01-24
Order no / Commande: YYZ 383314/1/2
Name: LUKE SUNDERLAND
Date: 2015-01-22
Time / Heure: 14:50:46
Tran type / Type trans.:
Sale / Vente

EXIT No. A103
IN: 01/17/15 18:51
OUT: 01/24/15 21:25
DURATION: 7 02: 34
PAID: \$ 101.85
(GST INCLUDED)

REF. 16

THANK YOU FOR
YOUR VISIT

SSP TORONTO
MILL STREET PUB T3 #116
Center B Pearson Airport
GST # 825875560RT001
416-76-2477

** TRANSACTION RECORD **

Trans. #: 31776

RUC: Y MILL ST PUB
Table #: 33
Check #: 8934
Group #: 1
Employee #: 1489
Employee Name:

Name / Nom: LUKE SUNDERLAND
Total amount / Montant Total:
CAD 3.96

Amount \$21.59
Tip \$3.24

TOTAL CAD \$24.83

CUSTOMER COPY / COPIE DU CLIENT

Calgary International Airport Parkade

AIR CANADA

1 Twizzlers 3.50

Total Before T / Avant taxes CAD 3.50

HST / TVH @ 13% 0.46

Grand Total / Total CAD 3.96

Reference #: 88264859 0014510300 C
Auth. #: 042799
MILSTS18 005
2015/01/24 17:48:07

APPROVED 042799

APPROVED - THANK YOU
01-027

VERIFIED BY PIN

Merchant Copy

THANK YOU
Come Again

Total payments / Total paiement
CAD 3.96

Air Canada
GST/HST reg # 100092287 RT0001
OST reg # 1000043172 TQ1991



138 St. James Avenue
 Boston, Massachusetts USA 02116
 T (617) 267-5300 F (617) 375-9648

Room : 427
 Folio # :
 Cashier # : 564
 Page # : 1 of 1

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Fairmont Hotels and Resorts
 Mr Luke Sunderland

Arrival : 01-23-15
 Departure : 01-24-15

Date	Description	Additional Information	Charges	Credits
01-23-15	OAK	660420150123220826	38.10	
01-23-15	Room Charge		189.00	
01-23-15	Room State Tax		10.77	
01-23-15	Room City Tax		11.34	
01-23-15	Room Occupancy Tax		5.20	
01-24-15				254.41
Total			254.41	254.41
Balance Due			0.00	

216.31 US

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Paul Tormey, General Manager, at Paul.TormeyGM@fairmont.com.
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

On US credit card, total
 \$324.68 CAD was charged.

① Meal (\$22.10 US)

$$\frac{\$324.68}{\text{CAD}} \div \frac{\$254.41}{\text{US}} \times \$22.10 \text{ US} = \$28.20 \text{ CAD}$$

② Accommodation (\$216.31 US)

$$\frac{\$324.68}{\text{CAD}} \div \frac{\$254.41}{\text{US}} \times 216.31 = \$276.06 \text{ CAD}$$

→ \$16 personal
 beverages
 (total \$22.10 US)

For information or reservations, visit us at
 www.fairmont.com or call Fairmont Hotels & Resorts from:
 United States or Canada 1 800-441-1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, travel agent or association fails to pay for the full amount of the charges. Overdue balance subject to a surcharge at the rate of 1.5% per month (19.56% per annum). All accounts deemed delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure.

Thank you for choosing to stay with Fairmont Hotels & Resorts

HMSHOST
STARBUX ARVL
CALGARY INTERNATIONAL AIRPORT

6

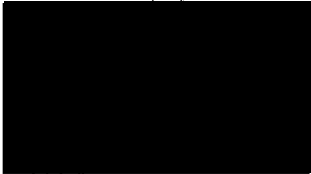
319110



0910 GST
JAN24'15 9:01PM

TO GO

COFF MEDIUM G 2.82
TUC NAKED GREEN 4.66
ECO DEPT



7.48
0.38
7.86

VISA 7.86
3110 Closed JAN24 09:01PM

THANK YOU FOR YOUR BUSINESS

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
JOHN.VANBESOUW@HMSHOST.COM

GST # 137512901

CITY OF BOSTON 7
CREDIT RECEIPT

DRIVER: 00006974
CAB #: 524
01/24/15 12:05-12:17
RATE #: 1
Miles R1: 5.10
TRIP #: 2868
FARE : \$17.40
EXTRAS: \$5.25
TIPS : \$4.53
Total : \$27.18



PHONE: 082867

HACKNEY CARRIAGE
(617) 536-TAXI
EMAIL: TAXI.BPD@
BOSTON.GOV




BABSON / EXECUTIVE
 CONFERENCE
 CENTER

Luke Sunderland
 United States

Arrival : 01-18-15
 Departure : 01-23-15
 Room No. : 213
 Folio No : 80098
 Cashier : 2
 Page No. : 1 of 1

INVOICE

Group Code : BOOT0116

Date	Description		Charges / Credits	Payments
01-18-15	POS Food(BLL)	Room# 213 : CHECK# 2094	19.00	
01-18-15	POS Beer(BLL)	Room# 213 : CHECK# 2095	6.50	
				25.50
			Balance Due:	\$ 0.00

Guest Signature

*I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, association, or company fails to pay for any part or the full amount of these charges.
 Please leave your room key at the reception upon departure. Thank You.*

*personal - please
 \$26 cent remove*

*On US credit card,
 \$32.54 was charged.*

*\$32.54 ÷ \$25.50 X
 \$19.00 = \$24.25*



9

DELTA
CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8
Tel: 403-291-2600 Fax: 403-250-6121

Mr Luke Sunderland



Room: 549
Folio: 492910
Cashier: 29
Arrival: 01-17-15
Departure: 01-18-15

Date	Description	Additional Information	Charges	Credits
01-17-15	In Room Dining - Dinner	CHECK# 0048599	28.15	
01-17-15	Room Charge		207.00	
01-17-15	Room Destination Marketing Fee		6.21	
01-17-15	Room Tourism Levy		8.53	
01-17-15	Room GST		10.66	
01-18-15	Parkade Parking	1 ticket	13.50	
01-18-15	Miscellaneous GST		0.68	
01-18-15				274.73
Total			274.73	274.73
Balance Due			0.00	CDN

GST Summary	
Reg No:807209770 RT0001	
Room	10.66
F&B	1.15
Other	0.68
Total	12.49

3101 accomodation 246.58
3150 meals -28.15

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

(10)

HMSHOST
CONNECTIONS
CALGARY INTERNATIONAL AIRPORT
CHECK: 3959
TABLE: 106/1
SERVER: 297110
DATE: JAN18'15 7:30AM

HMSHOST
CONNECTIONS
CALGARY INTERNATIONAL AIRPORT
297110

106/1 GST 1
3959
JAN18'15 6:50AM

AUTH CODE: 007443
LUKE SUNDERLAND

TOTAL: 15.59

TIP: 2.00

TOTAL: 17.59

X
I AGREE TO PAY THE ABOVE AMOUNT
IN ACCORDANCE WITH THE CARD
ISSUER'S AGREEMENT.

DINE IN

**** SEAT 1 ****
1 COFFEE BAR 2.86
FIRST RND HOTBEV
1 CLASSIC SCRAMBLE 11.99
BACON
BRKFST POTATO
TAX 0.74 AMOUNT D 15.59

SUBTOTAL 14.85
TAX 0.74
AMOUNT DUE \$15.59

THANK YOU FOR YOUR BUSINESS!
TELL US ABOUT YOUR EXPERIENCE
JOHN VAN BESOUW
JOHN.VANBESOUW@HMSSHOT.COM

GST # 137512901

11

12

-CREDIT RECEIPT-
DRIVER COPY
SIGNATURE:

HMSHOST
F3 FRENCH MEADOW
MSP INTERNATIONAL AIRPORT

HACK#: 00007925
CAB#: 886
DATE: 1/18/2015
ST. TIME: 20:57
END TIME: 21:39
TRIP#: 36225
DIST : 20.70 MI
FARE : \$ 64.60
EXTRA : \$ 10.50
TIP : \$ 15.02
GR. TOT: \$ 90.12
CARDNUMBER: [REDACTED]
AUTH#: 014598

121029 Shazila

CHK 8481 GST 1
JAN18'15 12:40PM

1 RTE SND TURK BLT 10.49
1 JUC NAKED SMTHIE 4.79

SUBTOTAL 15.28
TAX 1.11

[REDACTED] 16.39

16.39

--121029 Closed JAN18 12:41PM---

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

BUTCH HOWARD
612-355-4605
BUTCH.HOWARD@HMSSHOT.COM

.CITY OF BOSTON.
CREDIT RECEIPT-

Your order number is: 8481

13

C70 FOX NEWS
MSP INTERNATIONAL AIRPORT

200105045 [REDACTED]

CHK 6390
JAN18'15 12:25PM

094187767498
1 ADVIL 6 TABLETS 3.49
046121262101
1 ABSOPURE 250Z NA 2.75

SUBTOTAL 6.24
[REDACTED] 6.24
6.24

-200105045 Closed JAN18 12:25PM-

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN NELSON
612-355-4704
JOHN.NELSON@WDFG.COM

A WORLD DUTY FREE GROUP
EXPERIENCE

14

F15 DAILY NEWS
MSP INTERNATIONAL AIRPORT

200229917 Hlina

CHK 6516
JAN18'15 4:19PM

049000019162
1 FANTA ORANGE 200 2.31
300450449054
1 TYLENOL X-STR CA 8.29
034856050988
1 WELCH SNCK MIX F 3.59
722648674923
1 UNSALTED CASHEWS 3.99

SUBTOTAL 18.18
TAX 0.43
[REDACTED] 8.61

-200229917 Closed JAN18 04:20PM-

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN NELSON
612-355-4704
JOHN.NELSON@WDFG.COM

WORLD DUTY FREE GROUP
EXPERIENCE

15

Welcome to Dunkin' Donuts
PC #342230 Boston, MA
1/18/2015 8:35:37 PM

Eat In
Order Number: 050

Register: 2 Tran Seq No: 673050
Cashier [REDACTED]

2 SnacknGo Rnc WC Bcn Brd Chk 3.98
1 No Ranch Sauce
1 Cooler Poland Spring 1.99

Sub. Total: \$5.97
Tax: \$0.42
Total: \$6.39
Discount Total: \$0.00

Change \$0.00
[REDACTED]

HEY AMERICA!

WANT A FREE DONUT WHEN YOU PURCHASE A
MEDIUM OR LARGER BEVERAGE?
Go to www.telldunkin.com on your
computer or mobile device in the next
3 days and tell us about your visit.

Te invitamos a participar en
nuestra encuesta.

Survey Code: 05001-42230-2001-1851

Enter Validation Code: _____
Bring receipt with code to redeem offer.
Visit DunkinDonuts.com for
redemption restrictions.
Franchisee: Please use PLU #201

Suggestions on how we can enhance
your experience call (617) 541-1911



22

PASSENGER RECEIPT
18JAN15 0066
YYC FTO

EXCESS BAGGAGE
TICKET

THIS IS YOUR RECEIPT

SUNDERLAND/LUKEZACHARY
NOT VALID FOR
TRANSPORTATION

DL/DS
PSGR TICKET 0146768987927

6S626F /DL

NON REFUNDABLE/
NO CHANGES/NON TR
ANSFERABLE/NOT
VALID FOR TRAVEL

YYC DL MSP DL BOS
PIECE 25.00
EBC 25.00

CAD 25.00



NOT VALID FOR TRAVEL

CAD25.00

0 006 8259290668 2

0 006 8259290668 2

SUNDERLAND LUKEZACHARY

ZONE 4



OPERATED BY SKY REGIONAL
ETKT0144768987927

Frequent Flyer/Voyageur assidu

AC*A

Flight/Vol

AC 7385 24JAN

From/De

BOSTON

Destination

TORONTO

Cabin/Cabine

Y

Flight/Vol

AC 7385
TORONTO

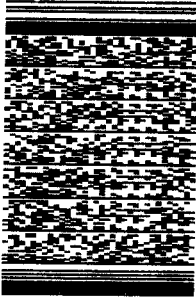
Seat/Place

15C AISLE/COULOIR

Boarding Time/Heure d'embarquement 13:45 Gate/Porte B2 Seat/Place 15C

Departure Time/Heure de depart 14:20

Airline Use/A usage interne 0040 BOS022234



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



SUNDERLAND/LUKEZACHA

BOARDING PASS

1 014 6768987927 5

GS626F

KA14A0VQ
FLIGHT

DATE 18JAN

CLASS K

ORIGIN CALGARY

OPERATED BY ENDEAVOR DBA DELTA CNX

COACH

DESTINATION MPLS-ST PAUL

DEPARTURE GATE 24 **SUBJECT TO CHANGE**

DEPARTURE GATE 24 **SUBJECT TO CHANGE**

DOCS-OK

BON

YYC036



BAGS

01

YYC16E-83B/DS

SEAT 12B
EXIT ZONE 1

DEPARTS 815A

BRD TIME 720A

BOARDING PASS

SUNDERLAND/LUKEZACHA

SEAT 12B
EXIT ZONE 1

FLIGHT DL4054

DATE 18JAN

ORIGIN CALGARY

DESTINATION MPLS-ST PAUL


OPERATED BY ENDEAVOR DBA DELTA CNX

A DELTA CONNECTION CARRIER

BON YYC036


BAGS 01



START DOWNLOAD 

3 steps to Fast Maps & Directions

1. **Click Start Download**
2. **Free Access - No Sign up!**
3. **Get Free Directions & Maps**



Mileage Calculator

23

The Rand McNally mileage calculator will help you determine the mileage between any two destinations.

Enter Starting Point

A 107 Tunnel Moun

Enter Ending Point

B 2000 Airport Rd N

Get Mileage

Mileage:

86.2 miles

Time:

1 hrs 34 min

Get Directions for This Route

DRIVING MAP

mapsgalaxy.com

Search Maps, Get Driving
Directions Instantly with Free
App!



Metric Conversion > Metric Converter > Length Converter > Miles Conversion > Miles to Kilometers

Language

enter a new life. **Click start your career.** Register online at www.adlc.ca **ADLC** Alberta Distance Learning Centre

Miles to Kilometers

Like

Accuracy:

86.2mi = 138.73km

Uncontested Divorce
 Discreet, Fast.
 Affordable Divorce! No Lawyer Needed, Papers in 48 Hrs.

The One Metric

How to Focus on What Matters and Ignore the Rest

Note: You can increase or decrease the accuracy of this answer by selecting the number of significant figures required from the options above the result.

More information

Show result in exponential (scientific) format >>

Show formula >>

Show working >>

More information: Miles >>

More information: Kilometers >>

Miles

A unit of length equal to 1760 yards

$$\text{km} = \frac{\text{mi}}{0.62137}$$