



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: November 13, 2014

VE-0344

NAME Luke Sunderland
VP

Position Vice President,

Itinerary and Purpose of Travel : Client Event: CSR Lunch Meeting (July 14, 2014), TBC Edmonton Donor Event and Sales Meetings (Nov 5 & 6, 2014)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	11/5/2014	Travel	3101	2100	797999	790	Mileage from Banff to Edmonton Return (832 km)	\$ 249.60	11.89	\$ 249.60
2	7/14/2014	Meals	3106	2100	797999	790	CSR Lunch working Meeting	\$ 59.49	\$ 3.45	\$ 62.94
3	11/5/2014	Meals	3106	2100	797999	790	Snack	\$ 10.91	\$ -	\$ 10.91
4	11/5/2014	Meals	3106	2100	797999	790	Snack	\$ 4.45	\$ 0.22	\$ 4.67
5	11/5/2014	Meals	3106	2100	797999	790	Snack	\$ 3.55	\$ 0.18	\$ 3.73
6	11/6/2014	Meals	3106	2100	797999	790	Snack	\$ 6.38	\$ 0.31	\$ 6.69
7	11/6/2014	Meals	3106	2100	797999	790	Snack	\$ 8.50	\$ 0.42	\$ 8.92
8	11/5/2014	Travel	3101	2100	797999	790	Hotel Matrix	\$ 180.35	\$ 8.50	\$ 188.85
Total Expenses : A								\$ 515.92	20.39	\$ 536.31

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			418.06	20.39	438.45
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	97.86
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
Total					515.92	20.39	549.31

Travel Advance (positive)	B 6132-2100	\$	11-
	A-B	\$	536.31

Return to Requestor	[Redacted]
Department	Executive Offices
Cost Centre Code	[Redacted]
Prepared By	[Redacted]



12/11/2014
Date

13/11/14
Date

19 2014
Date

Date

ENTERED NOV 19 2014

Luke Sunderland Expenses

(2)

July 14, 2014



Nourish Bistro
Order #: 1-23201
8
Server: [redacted]
Cashier: [redacted]
Register: Bar Receipt (receipt)
2014-07-14 21:59:22

1 1/2 King Kong	15.00
1 1/2 Curry	13.00
1 Half Port Melt	17.00
1 Basil Grande	13.00
1 mojito	11.00

Subtotal: 69.00
GST (5% of 69.00): 3.45
Total: 72.45

Amount Due: 72.45

Nourish Bistro
Box 1525 Banff Alberta Canada
Banff, Alberta T1L1B4
Canada
403-760-3933
info@nourishbistro.com

Nourish

Meals - less drinks
please

- \$ 11.00 for drink

ACCOUNT NO. [redacted]
110 211 BEAR STREET
BANFF AB



ACCOUNT TYPE CHEQUING
DATE 2014/07/14
TIME 8056 22:21:47
CLERK ID 49
RECEIPT NUMBER
CB2022280-001-102-030-0

PURCHASE AMOUNT \$72.45
TIP \$14.49
TOTAL \$86.94

Interac
A0000002771010
6A0EAB48F318EE1F
0080008000-EB00
AC1985D975780EAO
0080008000-F800

APPROVED

AUTH# 016036 00-001
THANK YOU

TOTAL to be
Paid.

~~\$ 95.94~~
62.94

- \$ 11.00 for
drinks
\$ 13.00 for
drinks

\$ 24.00

Luke Sunderland - Nov 5, 2014

3

Booster Juice

MERCHANT ID: 4302548A

SALE



ENTRY METHOD: CHIP

DATE: 2014/11/05 TIME: 14:18:30

INV#: 5278284 APPR CODE: 049563
RETRIEVAL #: 0061

AMOUNT	CAD\$ 10.91
TIP	CAD\$ 0.00
	=====
TOTAL	CAD\$ 10.91

APPROVED - THANK YOU

BY ENTERING A VERIFIED PIN, CARDHOLDER
AGREES TO PAY ISSUER SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S AGREEMENT WITH
CARDHOLDER

Application Label:

ATD:A000000031010
TVR:0080008000
TSI:F800
RESP CD:00

NO SIGNATURE REQUIRED

Luke Sunderland - Expense
Nov 5, 2014

Starbucks Coffee Canada #4857
10001 - 107th Street
Edmonton, AB T5J 1J1

Starbucks Coffee Canada #4857
10001 - 107th Street
Edmonton, AB T5J 1J1

CHK 733318

11/05/2014 05:00 PM

2053089 Drawer: 1 Reg: 2

CHK 707545

11/05/2014 05:02 PM

2053090 Drawer: 2 Reg: 1

Gr Dark Roast 2.45
Peanut Butr Cookie 2.00
[Redacted] 4.67
Subtotal \$4.45
GST 5% \$0.22
Total \$4.67
Change Due \$0.00

(4)

Strawblu Parfait 3.55
[Redacted] 3.73
Subtotal \$3.55
GST 5% \$0.18
Total \$3.73
Change Due \$0.00

(5)

----- Check Closed -----
11/05/2014 05:00 PM

----- Check Closed -----
11/05/2014 05:02 PM

GST: 86585 3535

STARBUCKS RED CUPS ARE BACK
So are your favourite
handcrafted holiday beverages.
Enjoy sweet sips
all season long.

GST: 86585 3535

STARBUCKS RED CUPS ARE BACK
So are your favourite
handcrafted holiday beverages.
Enjoy sweet sips
all season long.

Starbucks Coffee Canada #4857
10001 - 107th Street
Edmonton, AB T5J 1J1

Nov 05 2014 05:02 pm Trans# 707545

TRANSACTION RECORD

Card Number [Redacted]
Card Type [Redacted]
Card Entry : TAP CHIP
Trans Type : PURCHASE
Amount : \$3.73
Auth # : 069833
Sequence # : 000153
Term ID : 001
Date : 14/11/05
Time : 17:02:23

APPROVED

Application Label: VISA CREDIT
AID: A0000000031010
TVR: 0000000000
TC : 37ED0DE36FDCC0CB
TSI: 0000

*** CUSTOMER COPY ***

Luke Sunderland
Nov 6, 2014

Starbucks Coffee Canada #4837
3906 Calgary Trail
Edmonton, AB T6J 5M8

PETRO-CANADA
138-37400 HWY 2
RED DEER COUNTY
Alberta T4E 1B9

GST: 8233050650 (403) 348-5003
2014-11-06 PC0154960:3800001 19:58
TERMINAL: 023800001 OPER: A
PAYPOINT: 023800001

6

CHK 725343
11/06/2014 04:14 PM
2029206 Drawer: 2 Reg: 1

7

PRODUCT	QTY	PRICE	AMOUNT
AMP 473ML	1	3.29	3.29#
Deposit	1	0.10	0.10
FAMILY BAR 100G	1	2.99	2.99#
		GST	0.31

Peanut Butr Cookie	2.00
450ml Naked Juice	3.95
Bottle Dep .10	0.10
Gr Dark Roast	2.45
[REDACTED]	8.92

Total Owed 6.69
TOTAL PAID
CREDIT CARD \$ 6.69

Subtotal \$8.50
GST 5% \$0.42
Total \$8.92
Change Due \$0.00

----- Check Closed -----
11/06/2014 04:14 PM

[REDACTED] H
INV. 824536 AUTH. 048469
Purchase
H 0010010010 00 027

VISA CREDIT
A0000000031010

GST: 86585 3535

NO SIGNATURE TRANSACTION
00 APPROVED - THANK YOU 027

STARBUCKS RED CUPS ARE BACK
So are your favourite
handcrafted holiday beverages.
Enjoy sweet sips
all season long.

-- IMPORTANT --
Retain This Copy For Your Records
CUSTOMER COPY

SMILE! EARN POINTS

Starbucks Coffee Canada #4837
3906 Calgary Trail
Edmonton, AB T6J 5M8
Nov 06 2014 04:14 pm Trans# 725343

TRANSACTION RECORD

[REDACTED]

Entry : TAP CHIP
Type : PURCHASE
Amount : \$8.92
Card # : 030596
Card Exp # : 000047
Card Exp : 001
Date : 14/11/06
Time : 16:14:23

APPROVED

Transaction Label: VISA CREDIT
000000031010
00000000
00432DD85CC5C72
TSI: 0000

*** CUSTOMER COPY ***

N/A Luke Sunderland



8

Room Number: 1004
 Arrival Date: 11-05-14
 Departure Date: 11-06-14
 Page No: 1 of 1
 Confirmation No: 16323082

INFORMATION INVOICE

Folio No: 197657

11-06-14

Date	Description	Charges	Credits
11-05-14	Room Revenue	165.00	
11-05-14	Destination Marketing Fee - 3%	4.95	
11-05-14	Tourism Levy - 4%	6.80	
11-05-14	Room GST - 5%	8.50	
11-06-14	Room Service Room# 1004 : CHECK# 10	1.50	
11-06-14	Adj - Refreshment Centre 0	2.10	
11-06-14			188.85
Total		188.85	188.85
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0001