



The Banff Centre  
inspiring creativity

## Expense Claims Forms

Date: June 12, 2015

*VE-0344*

NAME Luke Sunderland  
VP, BD

Position Vice President, Business Development

Itinerary and Purpose of Travel : Mileage - Business Trip & Conference attending (May 21 - 28), Husky Energy Event at Spruce Meadows (June 11)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	05/21/2015	Travel	3101	2100	797999	790	TBC to YYC (144km)	\$ 41.14	\$ 2.06	\$ 43.20
2	05/22/2015	Travel	3101	2100	797999	790	YYC to TBC (144km)	\$ 41.14	\$ 2.06	\$ 43.20
3	06/11/2015	Travel	3101	2100	797999	790	TBC to Spruce Meadows For Husky Energy event (round trip 306km)	\$ 87.43	\$ 4.37	\$ 91.80
4		Meals	3106	2100	797999	790				\$ -
5		Hosting	3610	2100	797999	790				\$ -
6		Hosting-Alcohol	3611	2100	797999	790				\$ -
7		Incidentals	3107	2100	797999	790				\$ -
8				2100	797999	790				\$ -
9				2100	797999	790				\$ -
<b>Total Expenses : A</b>								<b>\$ 169.71</b>	<b>\$ 8.49</b>	<b>178.20</b>

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			169.71	8.49	178.20
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
<b>Total</b>					<b>169.71</b>	<b>8.49</b>	<b>178.20</b>

Travel Advance (positive)	B 6132-2100	\$ <i>178.20</i>
	A-B	\$ 178.20

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Date	<i>June 13/15</i>
Date	<i>16/1</i>
Date	<i>2 2015</i>
Date	

**ENTERED JUN 23 2015**





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## Expense Claims Forms

Date: June 11, 2015

NAME **Luke Sunderland**  
VP, COO

Position **Vice President, Chief Operating Officer**

Itinerary and Purpose of Travel : Sales meetings & calls in Ottawa (May 22 - 25), C2 Conference Montreal (May 26-28)

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Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
				2100	797999	790	Bring the total from Page 1	\$ 151.84	\$ <del>1.01</del>	\$ 152.85
10	05/26/2015	Meals	3106	2100	797999	790	Meal - C2 Montreal	\$ 3.32	\$ <del>0.19</del>	\$ 3.45
11	05/27/2015	Meals	3106	2100	797999	790	Meal - C2 Montreal	\$ 15.21	\$ <del>0.60</del>	\$ 15.81
12	05/26/2015	Meals	3106	2100	797999	790	Meal - Zibo Griffintown	\$ 22.87	\$ <del>0.88</del>	\$ 23.75
13	05/27/2015	Meals	3106	2100	797999	790	Meal - Starbucks	\$ 7.04	\$ <del>0.32</del>	\$ 7.36
14	05/27/2015	Meals	3106	2100	797999	790	Meal - Zibo Griffintown	\$ 27.59	\$ <del>1.05</del>	\$ 28.64
15	05/28/2015	Meals	3106	2100	797999	790	Meal - Java U (capcake / juice)	\$ 8.24	\$ <del>0.37</del>	\$ 8.61
16	05/28/2015	Meals	3106	2100	797999	790	Meal - Java U (Shanghai wrap)	\$ 8.24	\$ <del>0.37</del>	\$ 8.61
17	05/28/2015	Meals	3106	2100	797999	790	Meal - Java U (juice / brownies spedal)	\$ 8.24	\$ <del>0.37</del>	\$ 8.61
<b>Total Expenses : A</b>								<b>\$ 252.59</b>	<b>\$ <del>5.10</del></b>	<b>257.69</b>

Summary by Expense Type							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			-	-	-
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
<b>Total</b>					<b>-</b>	<b>-</b>	<b>-</b>

Travel Advance (positive)	B 6132-2100	\$	1
	A-B	\$	257.69

Return to Requestor		
Department		
Cost Centre Code		
Prepared By		

	Date
/ /	Date
/ /	Date



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Date: June 11, 2015

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3 of 3

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
				2100	797999	790	Bring the total from Page2	\$ 252.59	\$ 5.10	\$ 257.69
18	05/26/2015	Meals	3106	2100	797999	790	Meal - Jugo Juice Calgary Airport	\$ 13.90	\$ <del>0.70</del>	\$ 14.60
19	05/27/2015	Travel	3101	2100	797999	790	Air Canada Baggage Fee	\$ 27.49	\$ 1.25	\$ 28.74
				2100	797999	790				\$ -
				2100	797999	790				\$ -
				2100	797999	790				\$ -
				2100	797999	790				\$ -
				2100	797999	790				\$ -
				2100	797999	790				\$ -
				2100	797999	790				\$ -
				2100	797999	790		299.78	1.25	\$ -
<b>Total Expenses : A</b>								<b>\$ 293.98</b>	<b>\$ 7.05</b>	<b>301.03</b>

Summary by Expense Type (TOTAL)							
GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			151.75	1.25	153.00
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			<del>142.23</del>	<del>5.80</del>	148.03
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
					299.78	1.25	
<b>Total</b>					<b>293.98</b>	<b>7.05</b>	<b>301.03</b>

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	301.03

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

Date	June 11, 2015
Date	June 12/15
Date	June 15, 2015

ENTERED JUN 16 2015