



The Banff Centre
inspiring creativity

Expense Claims Forms

Date: December 2, 2013

NAME **Jeff Melanson**
President

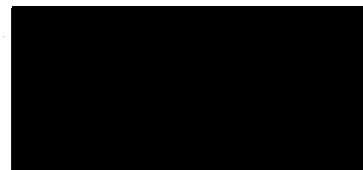
Position **President**

Itinerary and Purpose of Travel : Regular business related expenses, Business for the Arts gala, Toronto (November 15-16), National Creativity Network Conference, Oklahoma City (November 18-20), Calgary business meetings

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	10/27/2013	Incidentals	3107	2100	890900	800	Book	\$ 48.57	\$ 2.43	\$ 51.00
2	11/05/2013	Incidentals	3102	2100	890900	800	3 Books	\$ 61.71	\$ 3.09	\$ 64.80
3	11/14/2013	Travel	3101	2100	890900	800	Parking	\$ 18.00	\$ 0.90	\$ 18.90
4	11/14/2013	Travel	3101	2100	890900	800	Fuel	\$ 48.84	\$ 2.44	\$ 51.28
5	11/15/2013	Hosting	3616	2100	890900	800	Business meeting	\$ 112.10		\$ 112.10
6	11/15/2013	Travel	3101	2100	890900	800	Taxi from business meeting	\$ 13.75		\$ 13.75
7	11/15/2013	Meals	3106	2100	890900	800	Breakfast	\$ 25.20		\$ 25.20
8	11/14/2013	Travel	3101	2100	890900	800	Transportation from YYZ airport to hotel	\$ 74.00		\$ 74.00
9	11/17/2013	Travel	3101	2100	890900	800	Transportation from hotel to YYZ airport	\$ 90.00		\$ 90.00
10	11/18/2013	Hosting	3610	2100	890900	800	Dinner meeting	\$ 86.44		\$ 86.44
11	11/19/2013	Travel	3101	2100	890900	800	Taxi to business meeting	\$ 32.50		\$ 32.50
12	11/20/2013	Travel	3101	2100	890900	800	Taxi from hotel to OKC airport	\$ 75.00		\$ 75.00
13	11/20/2013	Travel	3101	2100	890900	800	Calgary airport parking	\$ 109.00	\$ 5.45	\$ 114.45
14	11/20/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 24.00	\$ 1.20	\$ 25.20
15	11/25/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 24.00	\$ 1.20	\$ 25.20
16	11/25/2013	Travel	3101	2100	890900	800	Fuel	\$ 45.17	\$ 2.26	\$ 47.43
17	11/17/2013	Accommodation	3105	2100	890900	800	Accommodation for Business for the Arts Gala and TBC business	\$ 613.95	25.20	\$ 613.95
18	11/18/2013	Travel	3101	2100	890900	800	Taxi from OKC airport to hotel	\$ 35.70		\$ 35.70
19	11/19/2013	Accommodation	3105	2100	890900	800	Accommodation for National Creativity Network	\$ 517.88		\$ 517.88
Total Expenses : A								\$ 2,055.51	\$ 44.17	2,074.78

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			589.96	13.45	603.41
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			1,106.63	25.20	1,131.83
3106	2100	Meals			25.20	-	25.20
3610	2100	Hosting			198.54	-	198.54
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			110.28	5.52	115.80
Total					2,030.61	44.17	2,074.78

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	2,074.78



DEC 2 2013

Date

Claimant's Supervisor



Date

DEC 04 2013

Date

Return to Requestor	Julie Harvey
Department	President's Office
Cost Centre Code	
Prepared By	Julie Harvey

ENTERED NOV 30 2013



Expense Claims Forms

Date: December 2, 2013

NAME Jeff Melanson Position President
President

Itinerary and Purpose of Travel: Regular business related expenses, Business for the Arts gala, Toronto (November 15-16), National Creativity Network Conference, Oklahoma City (November 18-20), Calgary business meetings

Receipt No.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	10/27/2013	Incidentals	3107	2100	890900	800	Book	\$ 48.57	\$ 2.43	\$ 51.00
2	11/05/2013	Incidentals	3107	2100	890900	800	3 Books	\$ 61.71	\$ 3.09	\$ 64.80
3	11/14/2013	Travel	3101	2100	890900	800	Parking	\$ 18.00	\$ 0.90	\$ 18.90
4	11/14/2013	Travel	3101	2100	890900	800	Fuel	\$ 48.84	\$ 2.44	\$ 51.28
5	11/15/2013	Hosting	3810	2100	890900	800	Business meeting	\$ 112.10		\$ 112.10
6	11/15/2013	Travel	3101	2100	890900	800	Taxi from business meeting	\$ 13.75		\$ 13.75
7	11/15/2013	Meals	3108	2100	890900	800	Breakfast	\$ 25.20		\$ 25.20
8	11/14/2013	Travel	3101	2100	890900	800	Transportation from YYZ airport to hotel	\$ 74.00		\$ 74.00
9	11/17/2013	Travel	3101	2100	890900	800	Transportation from hotel to YYZ airport	\$ 90.00		\$ 90.00
10	11/19/2013	Hosting	3810	2100	890900	800	Dinner meeting	\$ 86.44		\$ 86.44
11	11/19/2013	Travel	3101	2100	890900	800	Taxi to business meeting	\$ 32.50		\$ 32.50
12	11/20/2013	Travel	3101	2100	890900	800	Taxi from hotel to OKC airport	\$ 75.00		\$ 75.00
13	11/20/2013	Travel	3101	2100	890900	800	Calgary airport parking	\$ 109.00	\$ 5.45	\$ 114.45
14	11/20/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 24.00	\$ 1.20	\$ 25.20
15	11/25/2013	Travel	3101	2100	890900	800	Parking for business meeting	\$ 24.00	\$ 1.20	\$ 25.20
16	11/25/2013	Travel	3101	2100	890900	800	Fuel	\$ 46.17	\$ 2.28	\$ 47.45
17	11/17/2013	Accommodation	3109	2100	890900	800	Accommodation for Business for the Arts Gala and TBC business	\$ 613.95		\$ 613.95
18	11/19/2013	Travel	3101	2100	890900	800	Taxi from OKC airport to hotel	\$ 35.70		\$ 35.70
19	11/19/2013	Accommodation	3109	2100	890900	800	Accommodation for National Creativity Network	\$ 517.88		\$ 517.88
Total Expenses: A								\$ 2,895.01	\$ 18.97	\$ 2,974.78

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel			588.98	13.45	603.41
3102	2100	Travel-BOG			-	-	-
3106	2100	Accommodation			1,131.83	-	1,131.83
3108	2100	Meals			25.20	-	25.20
3810	2100	Hosting			198.54	-	198.54
3811	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			110.26	5.52	115.80
Total					2,895.01	18.97	2,974.78

Travel Advance (positive)	0135-2100	\$	-
	A-B	\$	2,974.78



DEC 2013

2/2/2013

Return to Requestor	Jule Harvey
Department	President's Office
Cost Centre Code	
Prepared By	Jule Harvey

Financial Services Date

Billing Address/Adresse de correspondance:
Jeff Malanson

Shipping Address/Adresse d'expédition:
Jeff Malanson

RECEIVED
NOV - 6 2013

SDgVKBfYwR

INSERT
THIS END UP

Invoice for/Bon de livraison pour

Your order of/Votre commande du: October 27, 2013
Order ID/N° commande: 701-2546110-1250658

Invoice number/N° bon de livraison DgVKBfYwR October 27, 2013

Quantity/Quantité	Item/Article	Description/Description	Our Price/Notre prix	Total/Total
1	The Greater Journey (** P-1-A132E364 **) 141043B201	Hardcover	CDN\$ 35.59	CDN\$ 35.59
Subtotal/Sous-total				CDN\$ 35.59
Shipping and Handling/Frais de port				CDN\$ 12.98
GST/HST/TPS/TVH				CDN\$ 2.43
PST/RST/QST/TVP/TVQ/TVQ				CDN\$ 0.00
Order Total/Montant total				CDN\$ 51.00
Paid via/Payé par Visa				CDN\$ 51.00
Balance Due/Montant dû				CDN\$ 0.00

This shipment completes your order.

You can always check the status of your orders from the "Your Account" link on our home page.

Thanks for shopping at Amazon.ca, and please come again!

Cette livraison complète votre commande.

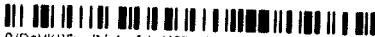
Vous pouvez à tout moment consulter l'état de votre commande grâce au lien "Votre compte" sur notre page d'accueil.

Merci de faire confiance à Amazon.ca Revenez nous voir!

Amazon.com.ca, Inc. 410 Terry Avenue North Seattle, WA 98109-5210

GST Registration Number/N° enregistrement TPS 85730 5932 RT0001 / QST Registration Number/
N° enregistrement TVQ 1201187016 TQ0001 / RST Registration Number/N° enregistrement
TVD 85730 5932 MT0001 / PST Registration Number/N° enregistrement TVP PST-1017-2103

BANKER'S HALL
CALGARY AB
RECEIPT A1
IN: 14/11/13 09:57
OUT: 14/11/13 11:28
PAID: \$ 18.90
GST No. 887315638RT00
GST INCLUDED



0/DgVKBfYwR/-1 of 1-//CP-FORWARD/pn-dom-ca/4380106/1028-15:00/1027-17:41

KO

Page:1 of 1

WELCOME

Shell Canada
230 LYNX STREET
TIL-1C8

BANFF AB
4003 827 5211

INV NO: 0003591000
2013/11/14 07:52

00031010
8000

BRONZE PUMP No. 02
LITRES 45.020
PRICE/L \$1.139
TOTAL FUEL \$51.28
01 APPROVED - I THANK YOU 001
APPROVAL No. 075416
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
Retain this copy for your records

FUEL INCLUDES \$2.44
GST - FUEL 137400032RT
NO.

TOTAL SALE \$51.28

STORE: C00035
TRAN: 2704906
2013/11/14 07:54:27

YOUR OPINION COUNTS
Tell us about your recent visit at www.shell.ca/opinion and you could win a \$25 Shell Gift Card *Receipt Required

THANK YOU
QUESTIONS?
1-800-661-1600

SOHO HOUSE - Toronto
192 West Adelaide Street
Toronto, ON
M5U 1R2
416-599-7646

** TRANSACTION RECORD **

Tran. #: 6634

RUC: House Kitchen

Table #: 230

Check #: 2958

Group #: 1

Employee #: 23

Employee Name: Katrina

Amount \$92.10
TIP \$20.00
=====

TOTAL CAD \$112.10

Reference #: 66228954 0014000010 C
auth. #: 074654
SOT02612 005
2013/11/15 13:19:14

APPROVED - THANK YOU
01-027

Customer Copy

IMPORTANT
Retain this copy for your records

THANK YOU
Come Again

5

2

Harvey, Julie

From: [redacted]@chapters.indigo.ca <service@chapters.indigo.ca>
Sent: Tuesday, November 05, 2013 2:35 PM
To: Harvey, Julie
Subject: Your Chapters-Indigo Order, OR50497641

Bonjour Jeff, ce message figure en français ci-dessous.

Dear Jeff Melanson,

Thank you for shopping with chapters.indigo.ca! We are pleased to confirm the details of 05/11/2013 4:24:19 PM. To get items to you quickly, we will ship each item as soon as it's available. As a result, you may receive multiple shipments.

Your order number is, OR50497641. Please keep this number for future reference. You can check the status of your order here:



Your chapters.indigo.ca order includes the following item(s):

- 1. Creative Confidence: Unleashing The Creative Potential Within Us All - 1 @ \$22.44 (In Stock)
- 2. The Shallows - 1 @ \$22.11 (In Stock)
- 3. Remote: Office Not Required - 1 @ \$17.16 (In Stock)

Item(s) Subtotal: \$61.71
Shipping and Handling: \$0.00
GST: \$3.09

=====

TOTAL: \$64.80
OWING: \$64.80

This item(s) will ship to:
Jeff Melanson



All available items will arrive on or before 14/11/2013. This date is based on the item(s) in your order with the longest availability. Other items should arrive before this date. You can estimate the arrival of each item by adding the availability timeframe to the shipping and handling time as described here:

http://help.indigo.ca/app/answers/detail/a_id/46/

CANCELLATIONS -

Cancellations of items with 24-hour availability status, electronic Gift Cards and Used/Rare books cannot be guaranteed. To learn how to cancel an item or an order online, please visit our cancellation page:

http://help.indigo.ca/app/answers/detail/a_id/12/.

RETURNS POLICY -

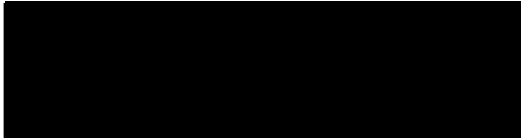
chapters.indigo.ca

INDIGO BOOKS & MUSIC INC.
BLDG 50
100 ALFRED KUEHNE BLVD.
BRAMPTON
ON L6T 4K4 CANADA

2

Ordered By /
Commandé par : Jeff Melanson

Received By /
Reçu par : Jeff Melanson



Shipping Date Date d'expédition	Shipped Via / Mode d'expédition	P.O. # N° de bon de commande	Order # N° de commande	
11/06/13	Indigo/Canada Post Line Haul		50497641	
Product ID Identification du produit	Description	Shipped Quantity Quantité expédiée	Unit Price Prix unitaire	Extended Price Prix total
9780385349369	Creative Confidence: Unleashin	1		
9780804137508	Remote: Office Not Required	1		
9780393072228	The Shallows	1		

Telephone / Téléphone:
(800) 832-7569

Email / Courriel:

Please see reverse side for Returns Information.
Veillez consulter les renseignements sur les retours, au verso.

6

CROWN TAXI
789 WARDEN AVE #6
TORONTO ON
CAB 654

Term Id:PS470509
Invoice #:2892



00 APPROVED 001

AMOUNT \$10.75
TIP \$2.50
NETWORK FEE \$0.50
=====

TOTAL \$13.75

Ref. #: 0010014360
Entry Method: C
Auth. #: 012210
Date: 2013/11/15 Time: 01:40P

CUSTOMER COPY

8

Aéroport Limousine
416-225-1555

Vehicle Number: 17



Amount: \$ 64.00
Tip : \$ 10.00
Total : \$ 74.00

Signature

14/11/13 20:15

Have a Nice Day!



7

Over Easy Restaurant, Inc. Check 51427
208 Bloor St. W.
Toronto ONTARIO, M5S 3B4
Tel. 416-922-2345

11/15/13 8:36 AM
Table 28 Cust 2

1 SM ORANGE JUICE 3.50
1 COFFEE 2.50
1 ASPARAGUS OMELETTE 10.99

Taxable: 16.99

Sub-total: 16.99
H.S.T.: 2.21

Total Due: 19.20

Book your next breakfast meeting at Over Easy.

7

* Customer Copy *

Over Easy Restaurant, Inc.
208 Bloor St. W.
Toronto, ONTARIO, M5S 3B4
416-922-2345

Date: 11/15/13
Time: 8:37 AM

Order: 53934
Description: Table 28

Purchases: \$ 19.20

Tip: \$ 6.00

Total: \$ 25.20

MELANSON/JEFFREY J

I agree to pay the above total amount according to the card issuer agreement.

9

CLERK / COMMISS AUTH. NO. / N° D'AUT.

Valid and Expiry Date Checked
Vérification de la date de validation et de la date d'expiration

DATE: 11/15/13

DESCRIPTION AMOUNT / MONTANT

G.S.T./T.P.S. 7.50

H.S.T./T.V.H.

P.S.T./T.V.P.

TIP COURBOIRE 15.00

TOTAL 90.00

5460334

CUSTOMER COPY / COPIE DU CLIENT

11

11

13

MICKEY MANTLE'S STEAKHOUSE
 # 7 Mickey Mantle Drive
 Oklahoma City, OK 73104
 405-272-0777

MICKEY MANTLE'S STEAKHOUSE
 # 7 Mickey Mantle Drive
 Oklahoma City, OK 73104
 405-272-0777

RECEIPT
GST NO. R122556194

EXIT No. A1
 IN: 11/14/13 11:52
 OUT: 11/20/13 10:53
 DURATION: 5 23: 01
 PAID: \$ 114.45
 (GST INCLUDED)

Server: [REDACTED] 11/18/2013
 Table 42/3 8:59 PM
 Guests: 4

Server: [REDACTED] DOB: 11/18/2013
 09:07 PM 11/18/2013
 Table 42/3 5/50029

#50029

Martini 8.00
 Titos 2.00
 Chop Salad 8.95
 10oz Filet 40.95
 Fried Okra 5.95
 GL Raptor Pinot 17.00
 Subtotal 82.85
 Sales Tax Tax 6.94
 Mix Bev. Tax Tax 3.65
 Total 93.44
 Balance Due 93.44

MELANSON JEFFREY J
 Approval: 016132

Amount: \$ 93.44

+ Gratuity: 20.00

claimed
\$86.44
 = Total: 113.44

REF. 26
 THANK YOU FOR
 YOUR VISIT

Calgary International Airport Parkade



BANKER'S HALL
 CALGARY AB
 RECEIPT A1
 IN: 20/11/13 12:49
 OUT: 20/11/13 14:39
 PAID: \$ 25.20

REF. 85
 GST No. 887315638RT00
 GST INCLUDED



BANKER'S HALL
 CALGARY AB
 RECEIPT A1
 IN: 25/11/13 09:50
 OUT: 25/11/13 11:42
 PAID: \$ 25.20

REF. 58
 GST No. 887315638RT00
 GST INCLUDED

CUSTOMER COPY

QTY	DESCRIPTION	AMOUNT
	TAX	10.00
	TOTAL	75.00

SERVER/CASHER
 AUTHORIZATION NO. REFERENCE NO.
 DATE 11/20/13

5356448

YELLOW CAB SERVICE
 107 NW 14th - OKLAHOMA CITY, OKLAHOMA 73103 • TAXI CAB 232-6181 • DELIVERY 236-9551
 DATE 11/19/13 DRIVER [REDACTED]

CUSTOMER RECEIPT

Rate or Fare 27.50
 Extra Passenger 5.00
 Tip [REDACTED]
 Total Charge 32.50

Passenger Collect AM PM Delivery Prepaid

No. Places _____ Weight _____

DESCRIPTION _____

JEFFREY J MELANSON
 DATA CHECKED
 ALICE LIMOUSINE
 3101315588929
 20 CHA CO
 TIC HAS

In the Cardholder's agreement with the Issuer.

CHARGE SLIPS MUST BE COMPLETE. DRIVERS RETAIN ORIGINAL AND 1 COPY

16

7

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF AB
(403) 837 5211



INV No. 0003593866
2013/11/25 08:27
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 02
LITRES 41.642
PRICE/L \$1.139
TOTAL FUEL \$47.43
01 APPROVED - THANK
YOU 001
APPROVAL No. 042911
TERMINAL No.
89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$2.26
No. 137400032RT
TOTAL SALE \$47.43

STORE: C00035
TRAN: 2719391
2013/11/25 08:29:46

YOUR OPINION COUNTS
Tell us about your
recent visit at
www.shell.ca/opinion
and you could win a
\$25 Shell Gift Card
*Receipt Required

THANK YOU
Questions?
1-800-661-1600



INTERCONTINENTAL

TORONTO YORKVILLE

11-17-13

Mr Jeff Melanson [Redacted]	Folio No.	: 403794	Room No.	: 719
	A/R Number	:	Arrival	: 11-14-13
	Group Code	:	Departure	: 11-17-13
	Company	: [Redacted]	Conf. No.	: 65046166
	Membership No.:	[Redacted]	Rate Code	: IPLY0
	Invoice No.	:	Page No.	: 1 of 2
	Cashier No.	: 324	HST#	: 855206975
	User ID	: [Redacted]		

Date	Description	Charges	Credits
11-14-13	*Accommodation	168.00	8.40
11-14-13	Destination Fee @ 2.66%	4.46	
11-14-13	DF HST (13%)	0.58	
11-14-13	HST 13% on Rooms	21.84	
11-15-13	*Accommodation	168.00	8.40
11-15-13	Destination Fee @ 2.66%	4.46	
11-15-13	DF HST (13%)	0.58	
11-15-13	HST 13% on Rooms	21.84	
11-16-13	In Room Movie Line# 719 : MOVIE MOVIE	18.07	
11-16-13	Internet Access Line# 719 : Standard Standard	9.95	
11-16-13	HST 13% on Others	1.29	
11-16-13	*Accommodation	168.00	8.40
11-16-13	Destination Fee @ 2.66%	4.46	
11-16-13	DF HST (13%)	0.58	
11-16-13	HST 13% on Rooms	21.84	
11-17-13	[Redacted]		613.95



INTERCONTINENTAL
TORONTO YORKVILLE

11-17-13

Mr Jeff Melanson [Redacted]	Folio No. :	403794	Room No. :	719
	A/R Number :		Arrival :	11-14-13
	Group Code :		Departure :	11-17-13
	Company :	[Redacted]	Conf. No. :	65046166
	Membership No.:	[Redacted]	Rate Code :	IPLY0
	Invoice No. :		Page No. :	2 of 2
	Cashier No. :	324		
	User ID :	[Redacted]	HST# :	855206975

Date	Description	Charges	Credits
		Total	613.95
			613.95
		Balance	0.00 CAD
			0.00 CAD
			0.00 CAD
			0.00 CAD
	HST 13% on Rooms	65.52 CAD	
		0.00 CAD	
	DF HST (13%)	1.74 CAD	
	HST 13% on Others	1.29 CAD	
	HST 13% on Others	1.29 CAD	

Approval Code 032615
Approval Amount 613.95

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Harvey, Julie

From: Melanson, Jeff
Sent: Monday, November 18, 2013 12:13 AM
To: Harvey, Julie
Subject: Fwd: Receipt from Wayne Enterprises LLC dba NASCAB for \$35.70

Taxi from airport

Sent from my iPhone

Begin forwarded message:

From: Squar [REDACTED]
Date: November 18, 2013 at 12:50:08 AM CST
To: jeffmelanson@gmail.com
Subject: Receipt from Wayne Enterprises LLC dba NASCAB for \$35.70

[Trouble viewing this email?](#)

**Wayne Enterprises LLC dba
NASCAB**

Nov 18, 2013 at 12:48am

Collected by [REDACTED]

Receipt

#aKAU

Custom Amount **\$29.75**

Tip **\$5.95**

Total **\$35.70**

\$35.70

NAME AND ADDRESS:
 Melanson, Jeffrey

Room: 513/K1
 Arrival Date: 11/17/2013 1:01:00AM
 Departure Date: 11/19/2013
 Adult/Child: 1/0
 Room Rate: 199.00

RATE PLAN LV5

HH#

AL:

BONUS AL: CAR:

CONFIRMATION NUMBER : 3533941992

11/19/2013 PAGE 1

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
11/17/2013	GUEST ROOM	MENDYK	1961338	\$199.00		
11/17/2013	STATE TAX	MENDYK	1961338	\$16.67		
11/17/2013	CITY OCCUPANCY TAX	MENDYK	1961338	\$10.95		
11/18/2013	*PARK AVE GRILL	LINTR	1961592	\$35.26		
11/18/2013	*RED PIANO LOUNGE	LINTR	1961696	\$29.38		
11/18/2013	GUEST ROOM	MENDYK	1961933	\$199.00		
11/18/2013	STATE TAX	MENDYK	1961933	\$16.67		
11/18/2013	CITY OCCUPANCY TAX	MENDYK	1961933	\$10.95		

[REDACTED]

EFFECTIVE BALANCE OF

\$517.88
 \$0.00

EXPENSE REPORT SUMMARY

	12:00:00AM	11/18/13	STAY TOTAL
ROOM & TAX	\$226.62	\$226.62	\$453.24
FOOD & BEVERAGE	\$0.00	\$64.64	\$64.64
DAILY TOTAL	\$226.62	\$291.26	\$517.88

Zip-Out Check-Out®

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
 - + pay at the time of purchase.
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days.

If the statement meets with your approval, simply press the Zip-Out Check-Out button on your guest room telephone. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room. *Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.*

DATE OF CHARGE FOLIO NO./CHECK NO.
 411218 A

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

PAYMENT DUE UPON RECEIPT

