

MAY 29 2018

EXPENSE CLAIM FORM
BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF
DIRECTORS OF THE BANFF CENTRE FOUNDATION
 (Regular Board and Committee meeting related expenses only)

DATE May 29, 2018

VENDOR/STAFF# (as applicable)



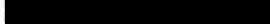
NAME (Claimant/Payee)

Andy Kenins

DEPT Board of Governors

FIRST MIDDLE LAST

Permanent Mailing Address:



Itinerary and business rationale for expense: Board Meetings May 23 - May 26 2018 in Winnipeg

If non-employee, describe Banff Centre involvement: Governor

Rcpt no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	5/23/2018	3102	2100	890030	800				TGE	Airfare Toronto Winnipeg	\$458.35	\$ 21.31	\$ 479.66
2	5/23/2018	3102	2100	890030	800				TGE	Car to airport Toronto	\$ 72.00	\$ 19.35	\$ 91.35
3	5/23/2018	3102	2100	890030	800				TGE	Car Winnipeg airport to Winnipeg hotel	\$ 40.00	\$ -	\$ 40.00
4	5/26/2018	3102	2100	890030	800				TGE	Car Winnipeg hotel to Winnipeg airport	\$ 23.43	\$ -	\$ 23.43
5	5/26/2018	3102	2100	890030	800				TGE	Train Toronto airport to home	\$ 9.25	\$ -	\$ 9.25
7			2100										\$ -
8			2100										\$ -
9			2100										\$ -
10			2100										\$ -
11			2100										\$ -
12			2100										\$ -
13			2100										\$ -
14			2100										\$ -
15			2100										\$ -
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18			2100										\$ -
19			2100										\$ -
20			2100										\$ -
21			2100										\$ -
22			2100										\$ -
23			2100										\$ -
24			2100										\$ -
25			2100										\$ -
Total Expenses : A											603.03	21.31	\$ 624.34

GL Codes Summary (please summarize by unique GL string) - DO

NOT LEAVE THIS SECTION BLANK

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3102	2100	890030	800				603.03	21.31	\$ 624.34
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
	2100								
Total							\$ 603.03	\$ 21.31	\$ 624.34

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 624.34

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

Return to Requestor (RTR)	<input type="checkbox"/>	Mail to Claimant	<input type="checkbox"/>
Requestor Name (if RTR)			
Requestor Dept (if RTR)			
Prepared by (if not Claimant)			

