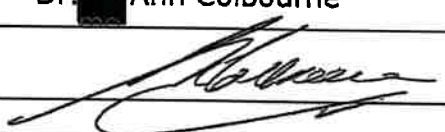


COPY




Board Member Expense Form

Name: Dr. [REDACTED] Ann Colbourne	
Signature: 	Date: May 23, 2018

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
Apr 28, 2018	PD Travel	6900	Transportation - Home to Edmonton Airport			80.00 ✓
Apr 28, 2018	Meal	6900	Meal per diem			9.20 ✓
Apr 28, 2018	PD Travel	6900	Transportation - Airport to Hotel, Victoria			67.40 ✓
Apr 28, 2018	Meal	6900	Meal per diem			11.60 ✓
Apr 29, 2018	Meal	6900	Meal - party of 3			99.02 ✓
Apr 29, 2018	Meal	6900	Meal - party of 3			105.53 ✓
Apr 30, 2018	Meal	6900	Meal - party of 4			139.65 ✓
May 1, 2018	PD Travel	6900	Flight Change - CIGan Conference, Victoria BC			268.89 ✓
May 1, 2018	PD Travel	6900	DoubleTree Hotel			553.59 ✓
May 1, 2018	PD Travel	6900	Transportation - Airport to Home			70.00 ✓
				Total Cost:		1404.88

FOR OFFICE USE ONLY

Budget Details			
PO#	Fund	Dept ID	Location
14981	10	10000	999

Signing Authority Name & Title: Carla Madra Finance & Audit Committee Chair	Signature: 	Date: May 23/18
---	--	-----------------------

Additional Information:

1. As per the Travel and Business Policy, hosting expenses require identification of the date, purpose of the event, and the name of all people in attendance (use notes section below).
2. Detailed itemized receipts are required. Non-detailed credit card transaction receipts are not accepted as they do not provide details of the purchase.
3. Personal vehicle use is reimbursed at \$0.48/KM driven.
4. If project and analysis codes are required, please add them to the description line.

Notes

Attendees				



Booking Confirmation

Removed in accordance with FOIP

Booking Reference: **Removed**

Date of issue: 03 Apr, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs. Opens in a new window that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website. Opens in a new window or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy. Opens in a new window directly.



Economy Flex

Tuesday
01 May, 2018

13:05
Victoria
Victoria Intl. (YYJ), BC



13:32
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8052

0hr27
Economy H
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

0hr43

Tuesday
01 May, 2018

14:15
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



16:44
Edmonton
Edmonton Intl. (YEG), AB

AC242

1hr29
Economy H
Operated by: Air Canada | A319-100 |
W6-FI

Total duration

2hr39

Passengers



Rem
ann Colbourne

Seats

AC8052 - 2F
AC242 - 14A

Ticket Number
0142194085415

Air Canada - Aeroplan
113303036

Purchase summary

Tax Information
 GST/HST no. 100092287 RT0001
 \$12.80

Additional Charges
 adult

Air Transportation Charges

Base Fare	206.00
Goods and Services Tax - Canada no. 100092287 RT0001	10.30
Total Additional Fare - per passenger	216.30
Extras (Change Fee)	
Change Fee	50.00
Goods and Services Tax - Canada no. 100092287 RT0001	2.50
Total Extras (Change Fee) - per passenger	52.50
Total (per passenger)	268.80

Seat selection

WIN COLBOURNE	0.00
AC6032: 2F - Preferred Seat (Window)	0.00
AC242: 14A - Preferred Seat (Window)	0.00
GRAND TOTAL(Canadian dollars)	\$268.80



Check-in and boarding gate deadlines

With in Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

MILESTONES
GRILL + BAR

812 Wharf St
Victoria, BC, V8W 1T3
250.381.2244
HST: 100803717RT0001

☐ Nicole F

Tbl 5/1 Chk 1892 Gst 4
Apr30'18 06:20PM
*** Memo Check ***

Dining Room
Seat:2

1 Spin Dip	13.25
2 Ginger Salmon	51.50
2 GinSalm Setup	
1 Chkn Parm Stk	19.75
1 Bt&Gt Chz Salad	24.75
Add Tuna	
1 Decadent Duo	13.50
1 Decaf	3.25
1 Tea	3.50
1 Milk	3.50
Subtotal	133.00
GST	6.65
Total Due	139.65

Rounded if Paying Cash \$139.65

Tell Us How We Did to Receive
* A FREE APPETIZER *
with the purchase of any entree.
Complete our Guest survey at:
www.milestonessurvey.com
or call 1-866-239-3804.
Access Code: 5609-37845-57961
Expiry in 21 days; 1 per table;
Max value \$13.99; not valid with
other offers; at participating
locations only; must show survey
validation code and this receipt

Am Airport -> Hotel
TRANSACTION RECORD

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240081

PURCHASE ####
04-28-2018
Acct # ***** Remo 37:16
Account Chequing Card Type DP
A0000002771010 Interac

Operator: 181
Trace # 525
Inv. # 181
Auth # 203716 RRH 001997001

Purchase	\$57.40
Tip	\$10.00
Total	\$67.40

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Official Receipt

Date: APR 28 18 Amount: 80.00
From: Sherwood Park
To: Airport
Unit 88 Driver: RA GST:

24 Hour Service
Thank You for using Airport Taxi Service
Customer service: information@airporttaxiservice.ca
VISA

Tapa Bar & Bodega

620 Trounce Alley
Victoria, BC
Tel: (250) 383-0013

TAPA BAR

Server: NICKI Check: 297755
Table : 6 Date : 29/04/2018
Guests: 4 Time : 8:32:56 PM
Seat : 1

3	TORTILLA SOUP	22.50
1	ALMOND DATES	8.00
1	MIXED OLIVES	6.00
1	PLATTER FOR 2	49.50
1	GRILLED CHORIZO	6.50
1	DARK CHOC MOUSSE	8.00

SUBTOTAL: 100.50
GST: 5.03

TOTAL: 105.53

Thank you for dining with us!

620 Trounce Alley
Victoria, BC

250.383.0013

www.tapabar.ca

GST# 873272249

THE TAPA BAR
620' TROUNCE ALLEY
VICTORIA BC

CARD ***** Remo
CARD TYPE VISA
DATE 2018/04/29
TIME 9727 20:35:53
SERV ID NICKI
CHECK # 297755
TABLE # 6
RECEIPT NUMBER
C82005017-001-234-014-0

PURCHASE
AMOUNT \$105.53
TIP \$15.83
TOTAL
\$121.36

Visa Credit
A0000000031010
E0A5771237419A5A
0280008000-E800
5A1DB68B0B438D1B
0280008000-F800

APPROVED

AUTH# 065151 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Taxi Fare Receipt

Date:

Rec'd From:

The Sum Of \$

Driver:

Car No.

Phone: 250-472-1111

Email: Esqtaxi@gmail.com

© 2013

 CHECK # 1041142 DATE 4/28/18
 TABLE # 44 TIME 8:51PM

PESCATORES FISH HOUSE AN
 614 HUMBOLDT ST
 VICTORIA, BC. V8W 1A4
 250-385-4512



SALE

Server #: Remo

REF#: 00000028

Batch #: 036
 04/28/18
 APPR CODE: 099171
 Trace: 28
 VISA

210333

Chip
 j

AMOUNT \$86.10
 TIP \$12.92
 TOTAL \$99.02

APPROVED

Visa Credit
 AID: A000000031010
 TVR: 02 80 00 80 00
 TS: F8 00

THANK YOU / MERCI

CUSTOMER COPY

f Governors

018

Analysis	Project

-- the KITCHEN : JAMES

SEAT#	ITEMS ORDERED	AMOUNT
4	K-TART	22.00
	K-BEETS	13.00
	K-BISQUE	12.00
	K-HALIBUT	35.00
	SUBTOTAL	82.00
	GST	4.10
		86.10
	TOTAL	86.10

 SUBTOTAL 82.00
 GST 4.10

TOTAL DUE 86.10

 HERE AT 10 ACRES WE ARE A
 GRATUITY SHARING ESTABLISHMENT
 WE BELIEVE THAT IT TAKES A GREAT MANY
 HARD WORKING PEOPLE TO PROVIDE YOU WITH
 A FANTASTIC DINING EXPERIENCE
 WE THANK YOU FOR YOUR PATRONAGE

 GST #100932755-RT0001

0.00

100.00

0.00

0.00

100.00

Approval

Traveler Signature:		Date: March 28, 2018
Supervisor Name (If different from Signing Authority):	Signature:	Date:
Signing Authority Name: Carla Madra, FAC Chair	Signature:	Date: March 29, 2018

Note: An original form is to accompany your expense claim, procurement card expense report or Invoice.

Updated April 2013



DOUBLETREE
BY HILTON™
HOTEL & SUITES VICTORIA

777 Douglas Street • Victoria, BC V8W 2B5
Phone (250) 940-3100 • Fax (250) 940-3131
For reservations across the nation
www.doubletreevictoria.com or 1-800-222-TREE

Name & Address

Colbourne, Ann

Room 401/NK
Arrival Date 4/28/2018 5:40:00 PM
Departure Date 5/2/2018

Adult/Child 2/0
Room Rate 189.00

Rate Plan: CIC
HH #
AL:
Car:

Confirmation Number: 96426756

5/1/2018



DATE	REFERENCE	DESCRIPTION	AMOUNT
3/26/2018	438560	Advance Deposit VS *5537	(\$221.43)
4/28/2018	454872	GUEST ROOM	\$189.00
4/28/2018	454872	DMF	\$1.89
4/28/2018	454872	ROOM TAX	\$21.00
4/28/2018	454872	GST - ROOM	\$9.54
4/29/2018	455338	GUEST ROOM	\$189.00
4/29/2018	455338	DMF	\$1.89
4/29/2018	455338	ROOM TAX	\$21.00
4/29/2018	455338	GST - ROOM	\$9.54
4/30/2018	455784	GUEST ROOM	\$189.00
4/30/2018	455784	DMF	\$1.89
4/30/2018	455784	ROOM TAX	\$21.00
4/30/2018	455784	GST - ROOM	\$9.54
5/1/2018	455945	Early Departure Fee	\$94.50
5/1/2018	455945	DMF	\$0.95
5/1/2018	455945	ROOM TAX	\$10.50
5/1/2018	455945	GST - ROOM	\$4.78
5/1/2018	455946	VS [REDACTED]	(\$553.59)
		BALANCE	\$0.00



ACCOUNT NO.
vs Rem [REDACTED]

CARD MEMBER NAME
Colbourne, Ann

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE
X

DATE OF CHARGE 5/1/2018 FOLIO NO./CHECK NO. [REDACTED]

AUTHORIZATION 024723 INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -553.59

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

GST# 10171 5456 PAYMENT DUE UPON RECEIPT