


# COPY




## Board Member Expense Form

Name: Carla Madra	
Signature: 	Date: May 23/18

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
Apr 29, 2018	PD Travel	6900	Flight Change - CIGan Conference, Victoria BC			254.10
Apr 29, 2018	PD Travel	6900	Transportation - Home to Edmonton Airport			<del>75.00</del> <sup>cm</sup> 86.25
Apr 29, 2018	Meal	6900	Meal			7.75
Apr 29, 2018	PD Travel	6900	Transportation - Airport to Hotel, Victoria			64.60
Apr 29, 2018	Meal	6900	Meal			12.34
Apr 30, 2018	Meal	6900	Meal - Dinner per diem			20.75
May 1, 2018	Meal	6900	Lunch Meeting			50.72
May 2, 2018	PD Travel	6900	DoubleTree Hotel			459.66
May 2, 2018	PD Travel	6900	Transportation - Airport to Home			86.25
				<b>Total Cost:</b>		<del>1031.17</del> 1045.40

FOR OFFICE USE ONLY

Budget Details			
PO#	Fund	Dept ID	Location
11150	10	10000	999

Signing Authority Name & Title: <b>Dr. <del>Re</del> Ann Colbourne</b> <b>Board Chair</b>	Signature: 	Date: May 23, 2018
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**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: [REDACTED]

Date of issue: 10 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.


**- Depart**

				Economy Flex	
Sunday 29 Apr, 2018	07:30 <b>Edmonton</b> Edmonton Intl. (YEG), AB		08:03 <b>Vancouver</b> Vancouver Intl. (YVR), BC Terminal M		1hr33 Economy Q Operated by: Air Canada   A320-200   Wi-Fi
			Layover in Vancouver		0hr57
Sunday 29 Apr, 2018	09:00 <b>Vancouver</b> Vancouver Intl. (YVR), BC Terminal M		09:30 <b>Victoria</b> Victoria Intl. (YYJ), BC		0hr30 Economy Q Operated by: Air Canada Express - Jazz   Q400
			<b>Total duration</b>		3hr00


**- Return**

				Economy Standard	
Wednesday 02 May, 2018	09:00 <b>Victoria</b> Victoria Intl. (YYJ), BC		11:34 <b>Calgary</b> Calgary Intl. (YYC), AB		1hr34 Economy A Operated by: Air Canada Express - Jazz   Q400
			Layover in Calgary		0hr31
Wednesday 02 May, 2018	12:05 <b>Calgary</b> Calgary Intl. (YYC), AB		12:55 <b>Edmonton</b> Edmonton Intl. (YEG), AB		0hr50 Economy A Operated by: Air Canada Express - Jazz   Q400
			<b>Total duration</b>		2hr55

**Passengers**

**Carla Madra**  
 Ticket Number  
 0142193792946  
 Air Canada - Aeroplan  
 Remove

**Seats**  
 AC237 12C  
 AC8059 2C  
 AC8552 11C  
 AC8591 7D

**Purchase summary**

Tax information  
 GST/HST no. 10009-2287 RT0001  
 \$12.10

**Additional Charges**  
 adult

**Air Transportation Charges**

Base Fare	142.00
Goods and Services Tax - Canada no. 100092287 RT0001	7.10
<b>Total Additional Fare - per passenger</b>	<b>149.10</b>
Extras (Change Fee)	
Change Fee	50.00
Goods and Services Tax - Canada no. 100092287 RT0001	2.50
<b>Total Extras (Change Fee) - per passenger</b>	<b>52.50</b>
<b>Total (per passenger)</b>	<b>201.60</b>

**Seat selection**

<b>CARLA MADRA</b>	
AC237: 12C - Preferred Seat (Aisle)	15.00
AC8059: 2C - Preferred Seat (Aisle)	10.00
AC8552: 11C - Standard Seat (Aisle)	15.00
AC8591: 7D - Standard Seat (Aisle)	10.00
Goods and Services Tax - Canada no. 100092287 RT0001	2.50
<b>GRAND TOTAL(Canadian dollars)</b>	<b>\$254<sup>10</sup></b>

**Check-in and boarding gate deadlines**

Within 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.

**Carla Madra**

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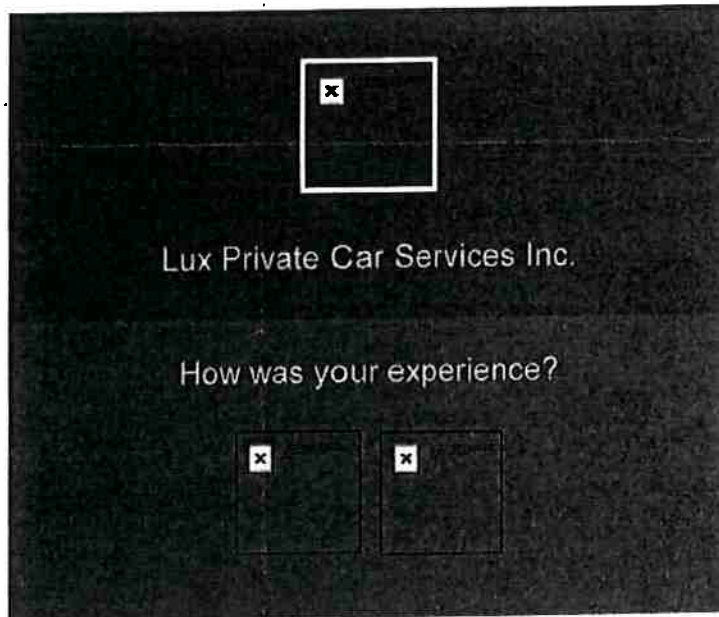
**From:** Carla Madra [Removed in  
**Sent:** May-08-18 12:49 AM  
**To:** Carla Madra  
**Subject:** Fwd: Receipt from Lux Private Car Services Inc.

Sent from my iPad

Begin forwarded message:

**From:** "Lux Private Car Services Inc. via Square" <[receipts@messaging.squareup.com](mailto:receipts@messaging.squareup.com)>  
**Date:** April 29, 2018 at 6:28:47 AM MDT  
**To:** [Removed in  
**Subject:** Receipt from Lux Private Car Services Inc.  
**Reply-To:** "Lux Private Car Services Inc. via Square"  
<[r\\_oivyvansegmzfou2eka4eumky.rYUZ.Jnt0WOe20ZOEHmVs.6bcb13ef78dca56605a1f6b4afd26a7007e7afca@reply.squareup.com](mailto:r_oivyvansegmzfou2eka4eumky.rYUZ.Jnt0WOe20ZOEHmVs.6bcb13ef78dca56605a1f6b4afd26a7007e7afca@reply.squareup.com)>

To. Airport.



\$86.25


Custom Amount	\$75.00
Purchase Subtotal	\$75.00
GST - included, \$3.57	

Tip \$11.25

Total \$86.25



Lux Private Car Services Inc.  
10065 Jasper Avenue NW, 1102  
EDMONTON, AB T5T6W4  
780-222-7776

AMEX  Removed in accordance



C MADRA

29/04/2018,

06:28

#9IUM

Auth code:

588168

---

GST/HST: 729528695RT0001

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From Airport to  
home  
May 2, 2018

Lux Private Car Services Inc.

How was your experience?



\$86.25

Custom Amount \$75.00

Purchase Subtotal \$75.00

GST - included, \$3.57

Tip \$11.25

Total \$86.25

Cab



Lux Private Car Services Inc.  
10065 Jasper Avenue NW, 1102  
EDMONTON, AB T5T6W4

780-222-7776

AMEX  
Removed in  
accordance

10/05/2018,  
08:35  
#1rsA  
Auth code:  
246314

GST/HST: 729528695RT0001

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**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

Madra, Carla

Room 113/NQ  
Arrival Date 4/29/2018 5:29:00 PM  
Departure Date 5/2/2018 6:55:00 AM  
Adult/Child 1/0  
Room Rate 189.00  
Rate Plan: CIC  
HH #  
AL:  
Car:

Confirmation Number: 98000548

5/2/2018



DATE	REFERENCE	DESCRIPTION	AMOUNT
3/26/2018	438564	Advance Deposit VS *5537	(\$221.43)
4/29/2018	455248	GUEST ROOM	\$189.00
4/29/2018	455248	DMF	\$1.89
4/29/2018	455248	ROOM TAX	\$21.00
4/29/2018	455248	GST - ROOM	\$9.54
4/30/2018	455503	*DOUBLETREE RESTAURANT	\$16.80
4/30/2018	455684	GUEST ROOM	\$189.00
4/30/2018	455684	DMF	\$1.89
4/30/2018	455684	ROOM TAX	\$21.00
4/30/2018	455684	GST - ROOM	\$9.54
5/1/2018	456083	GUEST ROOM	\$189.00
5/1/2018	456083	DMF	\$1.89
5/1/2018	456083	ROOM TAX	\$21.00
5/1/2018	456083	GST - ROOM	\$9.54
5/2/2018	456323	AX [REDACTED]	(\$459.66)
		**BALANCE**	\$0.00
GST		\$572.67	\$28.62
DMF		\$567.00	\$5.67
ROOM TAX		\$572.67	\$83.00
Total Invoice Amount		\$583.80	\$97.29



ACCOUNT NO.  
VS [REDACTED]

CARD MEMBER NAME  
Madra, Carla

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

CARD MEMBER'S SIGNATURE  
X

DATE OF CHARGE 5/2/2018 FOLIO NO./CHECK NO. [REDACTED]

AUTHORIZATION 066287 INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -459.66

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



# milestones

GRILL + BAR

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

Ren  
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.milestonesurvey.com](http://www.milestonesurvey.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  
Amount → Hotel  
TRANSACTION RECORD

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240081

### PURCHASE ###

04-28-2018 17:37:16  
Acct # \*\*\*\*\* C  
Account Chequing Card Type DP  
A0000002771010 Interac

Operator: 181  
Trace # 525  
Inv. # 181  
Auth # 203716 RRN 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](http://www.yellowcabvictoria.com)  
250-381-2222

OPERATED BY



BRIDGHE COREE  
VANCOUVER INT'L AIRPORT

\*\*\*\*\*  
CHECK # 1042010      DATE 5/01/18  
TABLE # 27            TIME 1:15PM  
\*\*\*\*\*

-- the COMMONS : ALEX --

SEAT# ITEMS ORDERED      AMOUNT  
1    1pc HALIBUT & CHIPS      19.00  
     STEAMER CLASSIC, Add Frites      23.00

SUBTOTAL      42.00  
GST            2.10

44.10

TOTAL        44.10

\*\*\*\*\*  
SUBTOTAL      42.00  
GST            2.10

TOTAL DUE      44.10

\*\*\*\*\*  
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

Remove  
Leizl

1556      GST 1

APR29 18 8:13AM

TO GO

1 RAISIN ROLL      2.99  
1 LATTE M          4.39  
CASH                20.00

SUBTOTAL          7.38  
GST 5% AID20700    0.37  
AMOUNT PAID        7.75  
CHANGE             12.25

--313167 Closed APR29 08:13AM--

WE WANT TO HEAR YOUR FEEDBACK!  
PLEASE CONTACT 1-877-672-7467  
OR CUSTOMERSERVICE@FMSSHOT.COM  
TO SHARE YOUR EXPERIENCE.

STOREID: YVRBCC01

GST # 137512901

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

SALE

Server #:

REF#: 00000003

Batch #: 300

13:19:53

APPR CODE: 844297

Trace: 3

AMEX

Chip  
\*\*/\*\*

AMOUNT      \$44.10  
TIP            \$6.62  
TOTAL        \$50.72

APPROVED

AMERICAN EXPRESS

AID: A00000025010801


TVR: 00 00 00 80 00

TS: FB 00

THANK YOU / MERCI



CUSTOMER COPY

# Board Member Expense Form

Name: Carla Madra	
Signature: 	Date: April 23, 2018

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
Apr 10, 2018	TRAVEL	6000	Flights for CIGan Conference, Victoria BC		18.36	385.61
<b>Total Cost:</b>						<b>385.61</b>

**FOR OFFICE USE ONLY**

Budget Details			
PO#	Fund	Dept ID	Location
11150	10	10000	999
Signing Authority Name & Title: Dr.  Ann Colbourne, Board Chair		Signature: 	Date: April 23, 2018

# Booking Confirmation





Removed in accordance with FOIP

Booking Reference: **Removed in accordance**





Date of issue: 10 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 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.

## - Flight 1

Economy Flex					
Saturday 28 Apr, 2018	18:05 <b>Calgary</b> Calgary Intl. (YYC), AB		18:31 <b>Vancouver</b> Vancouver Intl. (YVR), BC Terminal M	 AC223	1hr26 Economy S Operated by: Air Canada   A320-200   Wi-Fi
			Layover in Vancouver		1hr04
Saturday 28 Apr, 2018	19:35 <b>Vancouver</b> Vancouver Intl. (YVR), BC Terminal M		20:05 <b>Victoria</b> Victoria Intl. (YYJ), BC	 AC8079	0hr30 Economy S Operated by: Air Canada Express - Jazz   Q400
			<b>Total duration</b>		<b>3hr00</b>

## - Flight 2

Economy Standard					
Wednesday 02 May, 2018	09:00 <b>Victoria</b> Victoria Intl. (YYJ), BC		11:34 <b>Calgary</b> Calgary Intl. (YYC), AB	 AC8552	1hr34 Economy A Operated by: Air Canada Express - Jazz   Q400
			Layover in Calgary		0hr31
Wednesday 02 May, 2018	12:05 <b>Calgary</b> Calgary Intl. (YYC), AB		12:55 <b>Edmonton</b> Edmonton Intl. (YEG), AB	 AC8591	0hr50 Economy A Operated by: Air Canada Express - Jazz   Q400
			<b>Total duration</b>		<b>2hr55</b>

## Passengers

Ticket Number  
0142193079701

Air Canada - Aeroplan

Remove

AC8079 10D  
AC8552 -  
AC8591 -



## Purchase summary

America **Remove** ss

Amount paid: \$385.61

Tax information

GST/HST no. 10009-2287 RT0001

\$18.36

1 adult

Air Transportation Charges

Base Fare - Flight 1 - Economy Flex

163.00

Base Fare - Flight 2 - Economy Standard

109.00

Surcharges

36.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

18.36

Air Travellers Security Charge

14.25

Airport Improvement Fee - Canada

45.00

Total airfare and taxes before options

**\$385<sup>61</sup>**

GRAND TOTAL (Canadian dollars)

**\$385<sup>61</sup>**



## Check-in and boarding gate deadlines

Within 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<sup>1</sup>

### 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.