

## BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

**Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.**

### SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Angle Phillips

TELEPHONE NO.

( 250 ) 952-2460

YYYY/MM/DD

DATE  
SUBMITTED

2011/04/05

MINISTRY/DIVISION/BRANCH

Ministry of Health

Strategic HR Planning

2-2 1516 Blanshard St, Victoria BC

LOCATION (CITY) OF EVENT

START DATE  
OF EVENT

2011/04/06

END DATE  
OF EVENT

2012/03/31

### SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Rewards and Recognition Program  
\$5 Gift Cards (Coffee and gift cards)

### SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

### SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Recognition \$5 gift cards	6536	1,250.00

### SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE      SERVICE LINE      PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING

66251

47240

66HHR15

EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.

*[Signature]*

PRINT NAME OF EXPENSE AUTHORITY

Dale Samsonoff

DATE SIGNED

YYYY/MM/DD

2011/04/13

### SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPPM 4.3.2.

X

**ESTIMATED TOTAL \$ 1,250.00**

**REIMBURSEMENT TOTAL**

**Recognition Applications, Jan. 1, 2011 - Feb. 13, 2012**

**Tim Horton's \$5 Card**

DATE		Left	
Jan. 21/11		35	
Jan. 24/11		34	
Jan. 24/11		33	
Feb. 3/11		32	
Feb. 3/11		31	
Feb. 3/11		28	3 for Facilitators
Feb. 7/11		27	
Feb. 17		26	
Feb. 18		25	
Mar. 1/11		24	
Mar. 4/11		23	
Mar. 8/11		22	
Mar. 10/11		21	
Mar. 10/11		20	
Mar. 10/11		19	
Mar. 17/11		18	
Mar. 25/11		17	
Mar. 25/11		16	
Mar. 25/11		15	
Mar. 28/11	Not Responsive	14	
Mar. 29/11		13	
Mar. 30/11		12	
Mar. 30/11		11	
Mar. 31/11		10	
Apr. 4/11		9	
Apr. 5/11		58	Add 50
Apr. 7/11		57	
Apr. 13/11		56	
Apr. 13/11		55	
Apr. 13/11		54	
Apr. 29/11		53	
May 3/11		52	
May 10/11		51	
June 2/11		50	
June 2/11		49	
June 7/11		48	
June 7/11		47	
June 7/11		46	
June 7/11		45	
June 7/11		44	

Jun. 24/11
Jun. 24/11
July 6/11
July 18/11
July 18/11
July 18/11
July 20/11
Aug. 22/11
Aug. 22/11
Aug. 22/11
Aug. 22/11
Aug. 26/11
Sept. 13/11
Sept. 14/11
Sept. 14/11
Sept. 14/11
Sept. 14/11
Sept. 21/11
Oct. 31/11
Dec. 1/11
Dec. 1/11
Dec. 14/11
Dec. 14/11
Dec. 14/11
Dec. 14/11
Dec. 14/11
Jan. 13/12
Jan. 13/12
Jan. 13/12
Jan. 18/11
Feb. 6/12

Not responsive

43	
42	
37	5 for Facilitators
36	
35	
34	
33	
32	
31	
30	
29	
28	
27	
26	
25	
24	
23	
22	
21	
17	
16	
15	
14	
13	
62	Add 50
61	
60	
59	
58	
57	Tim Horton's \$5 Card

### Starbuck's \$5 Card

DATE
Feb. 3/11
Feb. 25/11
Feb. 25/11
Feb. 25/11
Mar. 1/11
Mar. 9/11
Mar. 10/11
Mar. 24/11
Mar. 25/11
Mar. 25/11
Mar. 30/11

Not Responsive

Left	
46	2 for Facilitators
45	
44	
43	
42	
41	
40	
39	
38	
37	
36	

Mar. 30/11	Not Responsive	35	
Mar. 31/11		34	
Apr. 7/11		33	
Apr. 8/11		28	
Apr. 13/11		27	
Apr. 27/11		26	
Apr. 27/11		25	
May. 26/11		24	
May. 26/11		23	
May. 26/11		22	
May. 26/11		21	
May. 27/11		20	
May 27/11		19	
May 31/11		18	
May 31/11		17	
Jun. 24/11		16	
Aug. 3/11		15	
Aug. 3/11		14	Add 50
Aug. 23/11		63	
Aug. 25/11		62	
Oct. 27/11		61	
Dec. 14/11		60	Starbuck's \$5 Card

### HMV \$5 Card

DATE		Left	
Mar. 31/11	Not Responsive	47	
Mar. 31/11		46	
Apr. 6/11		45	HMV Music \$5 Card

### Chapter's \$5 Card

DATE		Left	
Jan. 26/11	Not Responsive	32	
Feb. 1/11		31	
Mar. 29/11		30	
Mar. 31/11		29	
Apr. 6/11		28	
Apr. 13/11		27	
July 6/11		21	6 for Facilitators
Sept. 12/11		20	Chapter's \$5 Cards