Where ideas work

Ministry of Finance
INVOICE CODING SHEET

RETURN CHEQUE TO MINISTRY?
(If yes, enter "D")

FOREIGN CURRENCY?
(If yes, enter "$")

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME VANCOUVER CONVENTION CENTRE * SUPPLIER # 127977 * SITE 002

CONTRACT/PO # ______ INVOICE DATE 30-NOV-2011 (SEP) (DD-MMM-YYYY) INVOICE # 225894

DATE INVOICE RECEIVED 30-SEP-2011 (DD-MMM-YYYY) DATE GOODS/ SERVICES REC'D 28-09-2011 (DD-MMM-YYYY) RECEIPT # ______

NAME &/OR ADDRESS OVERRIDE:

1055 Canada Place,
Vancouver, BC
V6C 0C3

DESCRIPTION FOR CHEQUE STUB:

UBCM

DATE CHQ/EFT REQ'D (ONLY IF URGENT) ______ (DD-MMM-YYYY) GL DATE (If applicable) ______ (DD-MMM-YYYY) PAY ALONE? YES ☐

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE (12%, 11%, 5%, 0%)	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # IF STOB 57	OFA STOB & ASSET #
48,206.96	43,041.93	12%	004	36356	18868	6531	3601233		
48,206.96	TOTAL								

* EXPENSE AUTHORITY (EA) INFORMATION:

* HELEN CARR
EA PRINTED NAME

* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
Note: This is also the line description displayed on GL detail reports.

* UBCM (government reception)

* QUALIFIED RECEIVER (QR) CERTIFICATION:

* SUKIE SAINI
QR PRINTED NAME

The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions (if any) have been met).

* S Saini
QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

SUKIE.SAINI@GOV.BC.CA

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

FIN FSA 017 REV. JUN/10

BRITISH COLUMBIA
The Best Place on Earth

BUSINESS EXPENSE APPROVAL
for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO. UBCM 2011

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: Helen Carr	TELEPHONE NO.: (250) 356-2891	DATE SUBMITTED (YYYY/MM/DD)	2011/09/27
MINISTRY/DIVISION/BRANCH: Intergovernmental Relations Secretariat - Office of Protocol	LOCATION (CITY) OF EVENT: Vancouver	START DATE OF EVENT (YYYY/MM/DD)	2011/09/28
		END DATE OF EVENT (YYYY/MM/DD)	2011/09/28

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.

Annual reception hosted by Premier of BC for all participants at the annual Union of BC Municipalities meeting. Aproximately 1,000 registered delegates may attend.

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.

up to 1,000 delegates from municipal governments across BC. At the Vancouver Convention Centre

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 ☐ BREAKFAST ☐ LUNCH ☐ DINNER ☐ SNACKS ☐ COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant ☐ BREAKFAST ☐ LUNCH ☐ DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Reception hospitatility	6531	50,000.00
ESTIMATED TOTAL		$ 50,000.00

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
36356	18868	3601233

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

PRINT NAME OF EXPENSE AUTHORITY: Marc-André Ouellette

DATE SIGNED (YYYY/MM/DD):

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 H Carr

REIMBURSEMENT TOTAL

Invoice

Invoice #: **225894**
Invoice Date: Sep 30, 2011
s.17
Event #: 34653
HST #: 100432764

BC Government Reception

September 28, 2011 to September 28, 2011
Katherine Bergen
Office of the Premier
S.15

Make Cheque Payable To:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada V6C 0C3
Telephone: (604) 689-8232
Facsimile: (604) 647-7232
Bill To:

Summary - Charges by Department
Space Rental Charges $0.00
Food & Beverage $36,692.25
Setup $0.00
Security $112.00
Electrical Services $0.00
Subtotal Charges: $36,804.25
F&B Service Charge $36,692.25 $6,237.68
Subtotal Charges before Tax: $43,041.93
Summary - Taxes
Harmonized Sales Tax $43,041.94 $5,165.03
Subtotal Taxes: $5,165.03
Total Charges: $48,206.96

Net Amount Due: $48,206.96

CBL100_C
Payable Upon Receipt. 1.5% Interest Per Month (19.56% per year) Will Be Applied After 30 Days From Date Of Invoice. Page 1 of 3
A Division of BC Pavilion Corporation, a Crown Corporation of the Province of British Columbia

Invoice

Invoice #: **225894**
Invoice Date: Sep 30, 2011
s.17
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BC Government Reception

September 28, 2011 to September 28, 2011

Invoice Detail - Charges by Department, Day & Time

Order Description Units Rate Duration Charges
Space Rental Charges
*** Space Rental Charges *** (09/28/2011 06:00 - 23:00)
280184 West Level 3 - 301 to 306 - No Charge Rate 1.00 $ 0.00
Total For Space Rental Charges: 0.00
Food & Beverage
BC Government Reception (09/28/2011 17:00 - 18:30) Space : West Meeting Room 301 to 305
278669 Pan Seared Spicy Prawns.Crostini 25.00 DZ 40.00 / EA 1,000.00
Pizza Points 48.00 DZ 30.00 / EA 1,440.00
Pakora 48.00 DZ 30.00 / EA 1,440.00
Chicken Drummettes 48.00 DZ 40.00 / EA 1,920.00
Smoked Chicken with Papaya Salsa on
Bagel Chip
25.00 DZ 38.00 / EA 950.00
Chevre and Roasted Vegetable Tarts
(Vegetarian)
20.00 DZ 38.00 / EA 760.00
Prosciutto and Asparagus with White Truffle
Oil
25.00 DZ 38.00 / EA 950.00
Smoked Sablefish Skewers with Herb Butter 25.00 DZ 40.00 / EA 1,000.00

Two Colour Tandoori Chicken Skewers 25.00 DZ 37.00 / EA 925.00
Vegetable Spring Rolls (vegetarian) 20.00 DZ 37.00 / EA 740.00
Mini Spanakopitas Triangles (vegetarian) 20.00 DZ 37.00 / EA 740.00
Fresh Maki Sushi 4.00 EA 225.00 / EA 900.00
Italian Antipasto Display 400.00 PRS 11.00 / EA 4,400.00
Canadian and International Cheese Board 400.00 PRS 9.00 / EA 3,600.00
Fresh Vegetable Crudité with Herb Dip 400.00 PRS 4.50 / EA 1,800.00
Host Bar - List 7.00 EA 0.00
Bottled Fruit Juice Assortment 54.00 EA 4.25 / EA 229.50
Soft drink Assortment 88.00 EA 4.00 / EA 352.00
Bottled Water 49.00 BTL 4.00 / EA 196.00
De-Alcoholized Beer 7.00 EA 6.50 / EA 45.50
Featured Wines /glass 1,475.00 EA 6.75 / EA 9,956.25
Domestic Beer 496.00 BTL 6.75 / EA 3,348.00
Total For Food & Beverage: 36,692.25

Setup

Room Requirements - (09/28/2011 06:00 - 23:00) Space : West Meeting Room 301 to 305
279961 Stage Deck (4' x 8') 4.00 EA 0.00
Stage Deck (6' x 8') 1.00 EA 0.00
Total For Setup: 0.00

Security

BC Government Reception (09/28/2011 17:00 - 18:30) Space : West Meeting Room 301 to 305
278669 Security - Event Rover 1.00 PRS 28.00 / HR 4.00 Hour 112.00
09/28/2011 15:30 - 19:30
Total For Security: 112.00

Electrical Services

Room Requirements - (09/28/2011 06:00 - 23:00) Space : West Meeting Room 301 to 305
279961 Heat Lamp Double (110volt/500watt) 4.00 EA 0.00
Total For Electrical Services: 0.00

Invoice

Invoice #: **225894**
Invoice Date: Sep 30, 2011
s.17
Event #: **34653**
HST #: 100432764

BC Government Reception

September 28, 2011 to September 28, 2011
***** END OF INVOICE *****