

AGENT NR/NR BOOKING REF S.22

SUROVY/KYLE S.22

MINISTRY OF INTERNATIONAL TRADE SUITE 730 - 999 CANADA PLACE VANCOUVER BC V6C 3E1 ATTN: ANNETTE JORDAN

DATE: MAY 06 2016

20490

SERVICE

DATE FROM

TO

DEPART ARRIVE

AIR CANADA

23MAY VANCOUVER BC

AC 63

SEOUL MONDAY INTERNATIONAL INCHEON INTERN

1335

1620 24MAY

N PREMIUM ECONOMY

TERMINAL M LUNCH/MEAL

NON STOP

RESERVATION CONFIRMED

10:45 DURATION

AIRCRAFT: BOEING 787-8 DREAMLINER SEAT S.22 NO SMOKING CONFIRMED

ASIANA AIRLINES

26MAY SEOUL

MANILA

1105

02 701

THURSDAY INCHEON INTERN NINOY AQUINO I

0815

H ECONOMY

TERMINAL 1

NON STOP

RESERVATION CONFIRMED

3:50 DURATION

AIRCRAFT: BOEING 777-200LR

SNACK

SEAT \$.22 NO SMOKING CONFIRMED

ALL NIPPON AIRWAYS

28MAY MANILA

0845

NH 5334

SATURDAY NINOY AQUINO I TOKYO INTL HAN

TOKYO

1355

Y ECONOMY

PR 0422

TERMINAL 2

TERMINAL INTL

BREAKFAST

NON STOP

RESERVATION CONFIRMED

4:10 DURATION

FLIGHT OPERATED BY PR PHILIPPINE AIRLINES AIRCRAFT OWNER: PR PHILIPPINE AIRLINES

AIRCRAFT: AIRBUS INDUSTRIE A330

SEAT 5.22 NO SMOKING CONFIRMED

AIR CANADA

04JUN TOKYO

AC 4

SATURDAY MARITA INTL

VANCOUVER BC INTERNATIONAL

1625 0900

N PREMIUM ECONOMY

TERMINAL 1 BREAKFAST/MEAL

TERMINAL M

NON STOP

RESERVATION CONFIRMED

8:35 DURATION

AIRCRAFT: BOEING 787-8 DREAMLINER

SEAT 8.22 NO SMOKING CONFIRMED

INVOICE NUMBER 0000288400

1/ 2







cons - Corporate Travel Hanagement Solutions 1500 Steeler Avenue West, Supe 31: Faranto (Carco d), Ontario (48: 447) P 416 665 CTMS (2867) F 505 238 0367 PRODUCTION OF THE STATE OF THE







AGENT NR/NR BOOKING REF \$.22

SUROVY/KYLE S.22

MINISTRY OF INTERNATIONAL TRADE SUITE 730 - 999 CANADA PLACE VANCOUVER BC V6C 3E1 ATTN: ANNETTE JORDAN

DATE: MAY 06 2016

20490

SERVICE DATE FROM TO DEPART ARRIVE AIR FARE:CAD 3538.00 TAXES AND AIRLINE IMPOSED FEES: SERVICE FEE: 58.00 GST/HST: TOTAL CAD TAX DETAILS: 60.90 GST/HST: 2.90 SERVICE FEE DETAILS: SERVICE FEE / PAID BY MASTER CARD/THANKS CAD PAID BY MASTER CARD/THANKS CAD -60,90 -4165.59 INVOICE TOTAL CAD

TICKET PAYMENT: CA S.17 SVCFEE PAYMENT: CA

~~~~~~~~~~~~~~~~~ RESERVATION NUMBER (S) \$.22

TKT:

s.22

SVC: 954 0077555418

PLEASE NOTE YOUR TICKET IS REFUNDABLE PRIOR TO DEPARTURE FOR A FEE OF \$300. NONREFUNDABLE ONCE TRAVEL HAS COMMENCED. CHANGE PENALTY IS \$300 PER DIRECTION PLUS ANY ADDITIONAL FARE. - CHANGES SUBJECT TO AVAILABILITY. THANK YOU FOR BOOKING WITH CTMS PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST 6 MONTHS AFTER YOUR SCHEDULED RETURN DATE. ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT NO SHOW WILL RESULT IN FORFEITURE OF TICKET \*\*\*\*\* CTMS TRAVEL TOLL FREE NUMBER 1855 359 2867

CTMS HUME TRAVEL EMERGENCY SERVICE 1800-263-3242 \*\*\*PLEASE NOTE\*\*\*ADDITIONAL CHARGES WILL APPLY TO EMERGENCY SERVICE CALLS

MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE. CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT: INVOICE NUMBER 0000288400

2/ 2

0.00







cons - Corporate Travel Management Solutions 1600 Steeles Avenue Yest, Suite 312 Forms (Concret), Oracio 43, 445
P 416 665 CT415 (2867) F 925 728 0967
affordation and CT1





## Confirmation

Expense report number ER22174687 for 3,874.77 has been submitted to BATA, ALEXANDRA I for approval.

## Expense Report ER22174687

**TIP** Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

## **Submission Instructions**

The following are instructions on what to do with expense report envelopes and receipts:

- \* the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- \* your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- \* the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- \* at your option, print this page from your browser and insert into the expense report envelope.

## **General Information**

| Name SUROVY<br>KYLE<br>s.22                          | Report Submit Date  Attachments | 29-AUG-<br>2016<br>None |               |
|------------------------------------------------------|---------------------------------|-------------------------|---------------|
| Expense Dates 23-MAY-<br>2016 - 0                    | •                               | Add                     |               |
| JUN-201<br>Cost Center 11348                         |                                 |                         | والإنجاز ورسا |
| Purpose Asia Trac<br>Mission                         | de Report Total                 | 3,874.77<br>CAD         | 3872-30       |
| with<br>Premier                                      | Reimbursement Amount            | 3,874.77<br>CAD         |               |
| Approver <b>BATA,</b><br><b>ALEXAN</b> I<br><b>I</b> | DRA                             |                         |               |
| Original Receipts Status Required                    | 1                               |                         |               |

Expense Lines Expense Allocations Weekly Summary Approval Notes [0] Business Expenses

## Cash Expenses

| Date        | Receipt Expense<br>Amount Type | e<br>Justification          | Original<br>Receipt<br>Required | Receipt<br>Missing | Reimbursable<br>Amount (CAD) Details |
|-------------|--------------------------------|-----------------------------|---------------------------------|--------------------|--------------------------------------|
| 23-May-2016 | 5.83 CAD Mileage               | From home to YVR - got ride |                                 |                    | 5.83                                 |
| 23-May-2016 | 22.00 CAD Meal/Per             | Got to airport 10:30 am     |                                 |                    | 22.00                                |

| Diem                                       | had lunch there, dinner on plane                                                                                      |          |          |          |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------|----------|----------|
| 24-May-2016 116.25 CAD Foreign<br>Travel   | B/L on plane D in Seoul<br>(see Fed Directive<br>Appendix D for all<br>meals/Oanda website<br>exchange for all meals) | •        | 116.25   | <u> </u> |
| 25-May-2016 175.10 CAD Foreign<br>Travel   | B provided claiming L/D                                                                                               | •        | 175.10   |          |
| 26-May-2016 113.87 CAD Foreign<br>Travel   | B provided, L/D in<br>Manila                                                                                          | <b>✓</b> | 113.87   | <b>a</b> |
| 27-May-2016 77.03 CAD Foreign<br>Travel    | B/L provided, D only                                                                                                  | •        | 77.03    |          |
| 28-May-2016 134.30 CAD Foreign<br>Travel   | B provided L/D in Takyo                                                                                               | <b>✓</b> | 134.30   |          |
| 29-May-2016 165.74 CAD Foreign<br>Travel   | Full day in Tokyo                                                                                                     | •        | 165.74   |          |
| 30-May-2016 134.30 CAD Foreign<br>Travel   | B provided L/D in Tokyo<br>ret'd on June 4 ate on<br>plane - business ended<br>on May 30th                            | •        | 134.30   |          |
| 26-May-2016 793.10 CAD Foreign<br>Travel   | 2 nights at <sup>s.15</sup> Hotel in Seoul - see statement for exchange rate                                          | •        | 793.10   |          |
| 28-May-2016 774.14 CAD Foreign<br>Travel   | 2 nights at <sup>s.15</sup><br>s.15 in Manila as per<br>Mastercard statement                                          | •        | 774.14   |          |
| 30-May-2016 1,335.11 CAD Foreign<br>Travel | 3 nights hotel in Tokyo<br>as per MC statement                                                                        | •        | 1,335.11 |          |
| 04-3un-2016 28.00 CAD Public<br>Transp.    | Taxi from YVR to home                                                                                                 | •        | 28.00    |          |
|                                            |                                                                                                                       | Total    | 3,874.77 |          |

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# PLATINUM CLASS MASTER CARD



Account Number:

Period Covered: May 15, 2016 - June 14, 2016

| E SUROVY        |                  | Description                                      |                      | · · · · · · · · · · · · · · · · · · · |
|-----------------|------------------|--------------------------------------------------|----------------------|---------------------------------------|
| ansaction<br>te | Posting<br>Data  | Description                                      | Promotional<br>Offer | Amour                                 |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
| Y 17            | MAY 17           | BLUE LINE 1453 TAXITAB OTTAWA CD                 |                      | \$40.8                                |
|                 |                  |                                                  |                      | <b>V</b> (dis                         |
| NY 19           | MAY 19           | SPARE 8016 TAXITAB OTTAWA CD                     |                      | \$40.7                                |
| 4Y 19<br>4Y 19  | MAY 19<br>MAY 19 | s.15 OTTAWA OTTAWA CD<br>YVR PARKING RICHMOND CD |                      | \$365.4<br>\$8.0                      |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
| Y 26            | MAY 26           | s.15 SEOUL KR<br>KR WON                          |                      | \$793.1                               |
| Y 28            | MAY 28           | 704000.00 X 0.00112656<br>s.15                   |                      | \$774.1                               |
|                 |                  | PH PESO<br>26972.00 X 0.02870161                 |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
| W 04            | 1447.04          | 245                                              |                      |                                       |
| Y 31            | MAY 31           | s.15 TOKYO JP<br>JP YEN                          |                      | \$1,335.1                             |
|                 |                  | 107520.00 X 0.01241731                           |                      | •                                     |
|                 |                  | 10/520.00 X 0.01241/31                           |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
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|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |
|                 |                  |                                                  |                      |                                       |

## Bata, Alex I GCPE:EX

From:

Surovy, Kyle GCPE:EX

Sent:

Monday, August 29, 2016 10:52 AM

To:

Bata, Alex I GCPE:EX

Subject:

Re: Asia receipts

Hi Alex,

I've only had one Ottawa trip since fiscal year-end. It was May 17-19, right before the Asia trip. Did you say you were looking for info from multiple Ottawa trips?

Here is the meal rundown from Asia:

Vancouver:

May 23 - Lonly (Don plane)

Seoul:

May 24 - D only (B on plane - no L because of time change)

May 25 - L & D

Manila:

May 26 - L & D

May 27 - D only

Takyo:

May 28 - L & D

May 29 - B, L, D

May 30 - L & D

May 31 - there would have been meals on plane, but I stayed in Tokyo until June 4.

From: Bata, Alex I GCPE:EX

Sent: Monday, August 29, 2016 10:24 AM

To: Surovy, Kyle GCPE:EX Subject: RE: Asia receipts

Hi Kyle

Thanks...! think that'll do it...yes please let me know what meals you want to claim for Asia...and i'll get started on this today.

Yes the Ottawa trips should be entered by you.

## Bata, Alex I GCPE:EX

From:

Noel Ramirez <noel.ramirez@ctmstravel.com>

Sent:

Friday, May 6, 2016 11:28 AM

To:

Jordan, Annette MIT:EX

Cc:

Bata, Alex I GCPE:EX

Subject:

E-TICKET/INVOICE: SUROVY/KYLE<sup>\$.22</sup>

MR 23 MAY YVR

Attachments:

Your Electronic Ticket Receipt.pdf; 288400.pdf

[x]

Your trip

Booking ref. Issued date

Check My Trip Baggage Info

TravelerMr. Kyle

Surovy

Agency

**HUME TRAVEL** 

06 May 2016

#1680 - 401 West Georgia Street

Terminal: M

Telephone

**VANCOUVER BC V6B 5A1** 604 682-7581

Fax

604 488-1128

Agent initial

NR

Monday 23 May 2016

--

Air Canada AC 063

Departure

23 May 13:35 Vancouver, (International) (+)

24 May 16:20 Seoul, (Incheon International)

Duration Distance

Arrival

10:45 (Non stop) 5,093 Miles

Booking status Class

Confirmed Premium economy (N)

Baggage allowance

Seat

confirmed for Mr Kyle \$.22 Surovy

Equipment Flight meal **BOEING 787-8** 

Meal/Lunch

Thursday 26 May 2016

Asiana Airlines OZ 701

Departure

26 May 08:15 Seoul, (Incheon International)

Arrival

26 May 11:05 Manila, (Ninoy Aquino Intl) (+)

Duration

03:50 (Non stop)

Distance Booking status 1,620 Miles

Confirmed

Class

Economy (H)

Baggage allowance

2PC

Seat

s.22 confirmed for Mr Kyle S.22 Surovy

Equipment

**BOEING 777-200LR** 

Flight meal

Snack or brunch

Saturday 28 May 2016

All Nippon Airways NH 5334

Departure

28 May 08:45 Manila, (Ninoy Aquino Intl) (+) Terminal: 2

28 May 13:65 Tokyo, (Tokyo int) Haneda) (+) Terminal: I

Arrival Duration

04:10 (Non stop)

Distance

1,860 Miles

1

**Booking status** Confirmed Class Economy (Y)

Baggage allowance 2PC

s.22 confirmed for Mr Kyle s.22 Surovy Seat

Equipment AIRBUS INDUSTRIE A330

Flight meal Breakfast

Operated by Philippine Airlines, PR422

## Saturday 04 June 2016

## Air Canada AC 004

Departure 04 June Tokyo, (Narita Intl) (+) Terminal: 1 16:25 Arrival 04 June Vancouver, (International) (+) Terminal: M

09:00

08:35 (Non stop) Duration Distance 0 Miles Booking status Confirmed

Class Premium economy (N)

2PC Baggage allowance

s.22 confirmed for Mr Kyle s.22 Surovy Seat

Equipment **BOEING 787-8** Meal/Breakfast Flight meal

## Ticket details

for Kyle<sup>s.22</sup> E-ticket s.22 Surovy

### General Information

PLEASE NOTE YOUR TICKET IS REFUNDABLE PRIOR TO DEPARTURE FOR A FEE OF \$300. NONREFUNDABLE ONCE TRAVEL HAS COMMENCED. CHANGE PENALTY IS \$300 PER DIRECTION PLUS ANY ADDITIONAL FARE.

# - CHANGES SUBJECT TO AVAILABILITY.

THANK YOU FOR BOOKING WITH CTMS

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO DEPARTURE, PASSPORT VALIDITY MUST BE AT LEAST **6 MONTHS AFTER YOUR SCHEDULED RETURN DATE. ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT** NO SHOW WILL RESULT IN FORFEITURE OF TICKET

CTMS TRAVEL TOLL FREE NUMBER 1855 359 2867 CTMS HUME TRAVEL EMERGENCY SERVICE 1800-263-3242 \*\*\*PLEASE NOTE\*\*\*ADDITIONAL CHARGES WILL APPLY TO EMERGENCY SERVICE CALLS

## Ecological information

Calculated average CO2 emission is 1,625,96 kg/person Source: ICAO Carbon Emissions Calculator

http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx

# Airline Booking Reference(s)

AC (Air Canada): s.22 OZ (Asiana Airlines). s.22 NH (All Nippon Airways): s.22

### **Noel Ramirez**

Senior Business Travel Consultant

Phone: 604.682.7581 Ext 2206

Fax: 604.488.1138

24-Hour Emergency: 1.855.359.2867



# National Joint Council

# Travel Directive, Appendix D - Allowances - Module 4 - Effective July 1, 2016

# Appendix D - Allowances - Module 4

Country: or City:

Return to alphabetical list | Get Rates

Archives
Current - July 1, 2016

# **Table Legend**

C = Commercial Accommodation

P = Non-commercial Accommodation

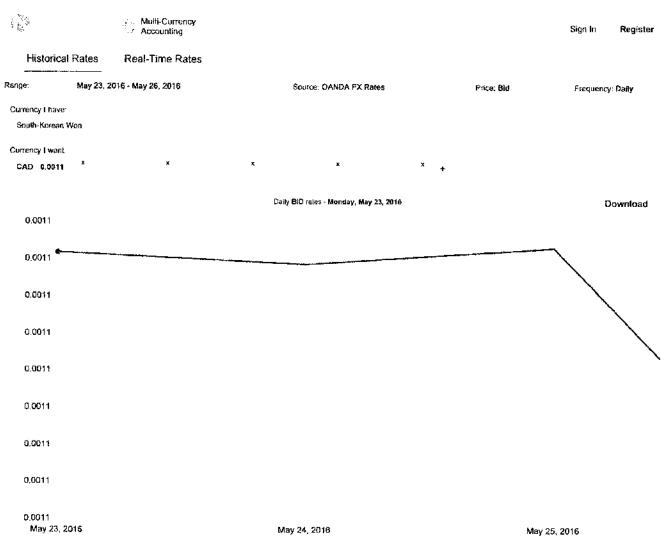
\* = Reasonable and justifiable expenses. Receipts required.

# Korea (Republic of) - Currency: Won (KRW)

| Type of<br>Accommodation | City  | Mest fiete<br>Produktes | g gregation | Takasar   | Newl Total |           | Grand Total<br>(Yangs Included) |
|--------------------------|-------|-------------------------|-------------|-----------|------------|-----------|---------------------------------|
| C                        | Seoul | 41,700.00               | 53,500.00   | 72,200.00 | 167,400.00 | 53,568.00 | 220,968.00                      |
| C-75%                    | Seoul | 31,275.00               | 40,125.00   | 54,150.00 | 125,550.00 | 40,176.00 | 165,726,00                      |
| P                        | Seoul | 41,700.00               | 53,500.00   | 72,200.00 | 167,400.00 | 33,480.00 | 200,880.00                      |
| P-75%                    | Seoul | 31,275.00               | 40,125.00   | 54,150.00 | 125,550.00 | 25,110.00 | 150,660.00                      |
| c                        | Other | 33,360.00               | 42,800.00   | 57,760.00 | 133,920.00 | 42,854.40 | 176,774.40                      |
| C-75%                    | Other | 25,020.00               | 32,100.00   | 43,320,00 | 100,440.00 | 32,140.80 | 132,580.80                      |
| P                        | Other | 33,360.00               | 42,800.00   | 57,760.00 | 133,920.00 | 26,784.00 | 160,704.00                      |
| P-75%                    | Other | 25,020.00               | 32,100.00   | 43,320.00 | 100,440.00 | 20,088.00 | 120,528.00                      |

9 167, VUULUX 130%= 20088600 - 4170000 = 159/86:00 X.00/1=

53,400



Rates are updated and posted deliy at 22:00 EY and represents the average value of the most recently completed 24-hour period ending on the same day. Currencies marked with an exterior, (\*) are observed or no longer available with current rates.

## Bata, Alex I GCPE:EX

From:

Surovy, Kyle GCPE:EX

Sent:

Monday, August 29, 2016 10:52 AM

To:

Bata, Alex I GCPE:EX

Subject:

Re: Asia receipts

Hi Alex,

I've only had one Ottawa trip since fiscal year-end. It was May 17-19, right before the Asia trip. Did you say you were looking for info from multiple Ottawa trips? Here is the meal rundown from Asia:

Vancouver:
May 23 - L only (D on plane) FIT 1.35 pm on Lund

May 24 - D only (B on plane - no L because of time change)

May 25 - L & D

Manila:

May 26 - L & D

May 27 - Donly

Tokyo:

May 28 - L & D

May 29 - B, L, D

May 30 - L & D

May 31 - there would have been meals on plane, but I stayed in Tokyo until June 4.

From: Bata, Alex i GCPE:EX

Sent: Monday, August 29, 2016 10:24 AM

To: Surovy, Kyle GCPE:EX Subject: RE: Asia receipts

Hi Kyle

Thanks...I think that'll do it...yes please let me know what meals you want to claim for Asia...and i'll get started on this today.

Yes the Ottawa trips should be entered by you.

## Alex

From: Surovy, Kyle GCPE:EX

Sent: Monday, August 29, 2016 9:52 AM

**To:** Bata, Alex I GCPE:EX **Subject:** Asia receipts

Hi Alex,

Here are the receipts for the hotels and taxi from YVR for the Asia trip. I got a ride to the airport so it'll just be mileage for that. I've also included my cc statement with the CDN costs of the hotels.

I'll go through and figure out the meals and send that to you, along with the mileage.

I can submit the Ottawa stuff myself. Let me know if you're looking for anything else.

Kyle

1:36 pm



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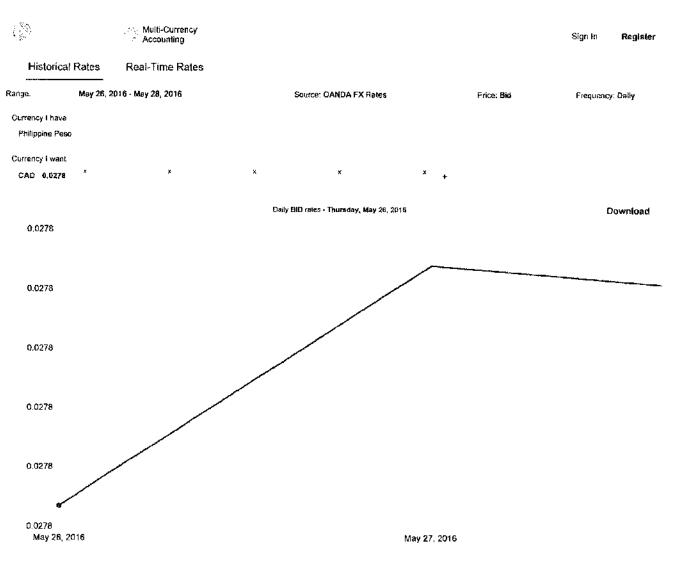
P = Non-commercial Accommodation

\* = Reasonable and justifiable expenses. Receipts required.

# Philippines - Currency: Philippine Peso (PHP)

| Typa or       | City   | Med Rain  |          |          |            | Incidental | Grane, Veetif    |
|---------------|--------|-----------|----------|----------|------------|------------|------------------|
| Accommodation | ~_7L ÿ | Brachfasi | Leach    | Distance | Meal Total | Amount     | (Taxes Included) |
| С             | Manila | 1,100.00  | 1,325.00 | 1,905.00 | 4,330.00   | 1,385.60   | 5,715.60         |
| C-75%         | Manila | 825.00    | 993.75   | 1,428.75 | 3,247.50   | 1,039.20   | 4,286.70         |
| P             | Manila | 1,100.00  | 1,325.00 | 1,905.00 | 4,330.00   | 866.00     | 5,196.00         |
| P-75%         | Manila | 825.00    | 993.75   | 1,428.75 | 3,247.50   | 649.50     | 3,897.00         |
| С             | Other  | 880.00    | 1,060.00 | 1,524.00 | 3,464.00   | 1,108.48   | 4,572.48         |
| C-75%         | Other  | 660.00    | 795.00   | 1,143.00 | 2,598.00   | 831.36     | 3,429,36         |
| P             | Other  | 880.00    | 1,060.00 | 1,524.00 | 3,464.00   | 692.80     | 4,156.80         |
| P-75%         | Other  | 660.00    | 795.00   | 1,143.00 | 2,598.00   | 519.60     | 3,117.60         |
| 4330          | 00 0   | 120%      | = 579    | 76.00 -  | 1/0000=    | 4096X      | .0278 8113.87    |
| ~             |        |           |          |          | . 22£      | = ×77      | 03               |
| D1960         | 00 -   | 52L =     | 2771.    | 00 ^     | 0278       |            |                  |

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Raises are updated and posted daily at 22.00 ET and represents the average value of the most recently completed 24-hour period ending on the same day. Currencies marked with an asterisk (") are obsolute or no longer available with current rates.



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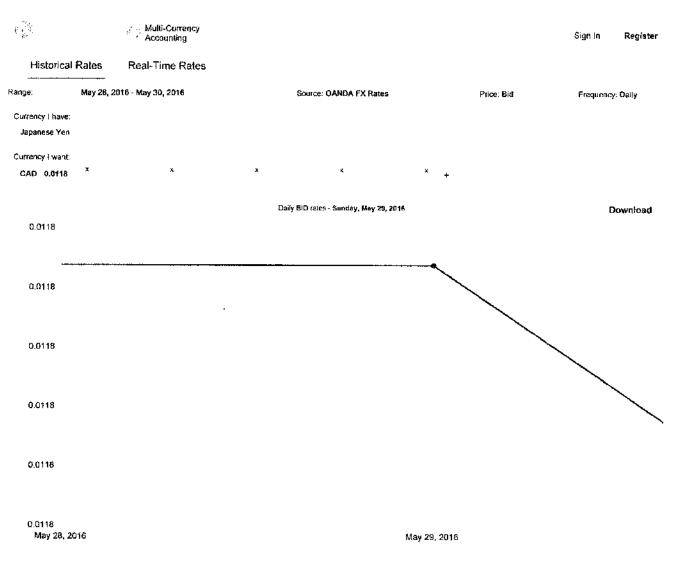
P = Non-commercial Accommodation

\* = Reasonable and justifiable expenses. Receipts required.

## Japan - Currency: Yen (JPY)

| Type of       | City   | Mesi Naio          |           |          |            | Incidental | Grand Years      |  |
|---------------|--------|--------------------|-----------|----------|------------|------------|------------------|--|
| Accommodation | City   | শ্রীলকল দির্হারতার | Execution | Dinner   | Meal Yokal | Amount     | (Taxes Included) |  |
| C             | Nagoya | 2,665.00           | 3,645.00  | 5,395.00 | 11,705.00  | 3,745.60   | 15,450.60        |  |
| C-75%         | Nagoya | 1,998.75           | 2,733.75  | 4,046.25 | 8,778.75   | 2,809.20   | 11,587.95        |  |
| P             | Nagoya | 2,665.00           | 3,645.00  | 5,395.00 | 11,705.00  | 2,341.00   | 14,046,00        |  |
| P-75%         | Nagoya | 1,998.75           | 2,733.75  | 4,046.25 | 8,778.75   | 1,755.75   | 10,534.50        |  |
| C             | Tokyo  | 3,190.00           | 4,695.00  | 7,410,00 | 15,295.00  | 4,894.40   | 20,189.40        |  |
| C-75%         | Tokyo  | 2,392.50           | 3,521.25  | 5,557.50 | 11,471,25  | 3,670.80   | 15,142.05        |  |
| P             | Tokyo  | 3,190.00           | 4,695.00  | 7,410.00 | 15,295.00  | 3,059.00   | 18,354.00        |  |
| P-75%         | Tokya  | 2,392.50           | 3,521.25  | 5,557.50 | 11,471.25  | 2,294.25   | 13,765.50        |  |
| C             | Other  | 2,552.00           | 3,756.00  | 5,928.00 | 12,236.00  | 3,915.52   | 16,151.52        |  |
| C-75%         | Other  | 1,914.00           | 2,817.00  | 4,446.00 | 9,177.00   | 2,936.64   | 12,113.64        |  |
| P             | Other  | 2,552.00           | 3,756.00  | 5,928.00 | 12,236.00  | 2,447.20   | 14,683.20        |  |
| P-75%         | Other  | 1,914.00           | 2,817.00  | 4,446.00 | 9,177.00   | 1,835.40   | 11,012.40        |  |

11705.00 x 120% = 14046.00 - 2665.00 = 1138100 X,0118 = 13430



Relies are updated and posted daily at 22 00 61 and represents the overage value of the most recently completed 24-hour period ending on the same day Currencies marked with an asterisk (\*) are obsorbed or no longer available with current rates.

Arrival 입실일 : 05/24/16 Mr. Kyle s.22 Surovy 617 Government Street Departure 퇴실일 : 05/26/16 Victoria BC V8N 1A1 ·s.22 Room No. 객실 번호 Canada Folio No 영수증번호 : Cashier 캐셔번호 : 34 s.17 Group Code 단체코드

## INFORMATION INVOICE

Page: 1 of 1

| Date<br>날짜 | Description<br>항목               | Charges<br>금액   | Payments<br>지물 |
|------------|---------------------------------|-----------------|----------------|
| 05/24/16   | Room Charge - Package           | 320,000         |                |
| 05/24/16   | Room Tax                        | 32,000          |                |
| 05/25/16   | Room Charge - Package           | 320,000         |                |
| 05/25/16   | Room Tax                        | 32,000          |                |
| 05/26/16   | Manual Master Card<br>s.17,s.22 |                 | 704,000        |
|            | . ,                             | Balance 자연/KRW) |                |

Balance 잔액(KRW)

Guest Signature 서명 :



 ← Casy Check
 가맹점명. 가맹점주소가 실제와 다른 경우 신교안내 (포상금 10만원 지급) 여신금융협회: 02-2011-0777

s.17,s.22

Room : s.22 Folio # : s.22

Cashier# : 210
Page# : 1 of 2

Mr Kvle<sup>s.22</sup> Surovy s.22

Arrival : 05-26-16

Departure : 05-28-16

## Government Communications and Public Engagerr

| Date     | Description         | Additional Information | (PHP) Charges | Credits   |
|----------|---------------------|------------------------|---------------|-----------|
| 05-26-16 | Room Charge         |                        | 11,000.00     | •         |
| 05-26-16 | Room VAT            |                        | 1,320.00      |           |
| 05-26-16 | Room Service Charge |                        | 1,100.00      |           |
| 05-26-16 | Room Municipal Tax  |                        | 66.00         |           |
| 05-27-16 | Room Charge         |                        | 11,000.00     |           |
| 05-27-16 | Room VAT            |                        | 1,320.00      |           |
| 05-27-16 | Room Service Charge |                        | 1,100.00      |           |
| 05-27-16 | Room Municipal Tax  |                        | 66.00         |           |
| 05-28-16 | Mastercard          | s.17,s.22              |               | 26,972.00 |

Guest signature **X**For information or reservations, visit us at s.15

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the inidicated person, company or association fails to pay for any part of or the full amount of these charges. All accounts deemed delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (19.56% per annum)

Room : s.22 Folio # : s.22 Cashier # : 210

Page # : 2 of 2

Mr Kyle Scott Surovy

s.22

**Arrival** : 05-26-16 **Departure** : 05-28-16

## Government Communications and Public Engager

| Date        | Description | Additional Information      | (PHP) Charges | Credits   |  |
|-------------|-------------|-----------------------------|---------------|-----------|--|
| <del></del> |             | Total (PHP)                 | 26,972.00     | 26,972.00 |  |
|             |             | Balance Due                 | 0.00          | <u> </u>  |  |
|             |             | ***** SUMMARY *****         |               |           |  |
|             |             | Total Taxable Charges       | 22,000.00     |           |  |
|             |             | VAT @ 12%                   | 2,640.00      |           |  |
|             |             | Total Municipal Tax Charges | 132.00        |           |  |
|             |             | Total Service Charges       | 2,200.00      |           |  |
|             |             | Non-Taxable Charges         | 0.00          |           |  |
|             |             | Total Charges               | 26,972.00     |           |  |

Guest signature X

For information or reconstitions, visit his at s.15

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the inidicated person, company or association fails to pay for any part of or the full amount of these charges. Ail accounts deerned delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (19.56% per annum)

ER 22 12408 7 s.15

# **GUEST FOLIO**

NAME

Mr. /Ms. SUROVY KYLE s.22

1

ROOM No.

s.22

PERSON(S) 1

ARRIVAL

2016/05/28

DEPARTURE 2016/05/31

| DATE  | DESCRIPTION       | ROOM No. | DEBIT  | CREDIT REMARKS |
|-------|-------------------|----------|--------|----------------|
| 05/28 | Package Plan      | s.22     | 30,000 | *              |
|       | Service Charge    |          | 3,000  | *              |
|       | Consumption Tax   |          | 2, 640 |                |
|       | Accommodation Tax |          | 200    | *              |
| 05/29 | Package Plan      |          | 30,000 | *              |
|       | Service Charge    |          | 3,000  | *              |
|       | Consumption Tax   |          | 2, 640 |                |
|       | Accommodation Tax |          | 200    | *              |
| 05/30 | Package Plan      |          | 30,000 | *              |
|       | Service Charge    |          | 3,000  | *              |
|       | Consumption Tax   |          | 2,640  |                |
|       | Accommodation Tax |          | 200    | *              |

|         | ····     | <del></del>  |     |        |
|---------|----------|--------------|-----|--------|
| BALANCE | 107, 520 | (CONSUMPTION | TAX | 7,920) |
|         |          | (LOCAL       | TAX | 600)   |

Paid

.

 $\mathbf{r} = \{ (x,y) \mid x \in \mathbb{R}^n \mid x \in \mathbb{R}^n : |x| \leq n \}$ 

SIGNATURE

And the second of the second o

SUNSHINE CABS LTD 1465 RUPERT ST NORTH VANCOUVER BC V7J 1G1 (604) 929-1221

## SALE

Clerk # 005851

MID: 5644321

TID: K5644321 REF#: 00000003

Batch #: 018 SEQ: 018001001003

06/04/16 10:52:01

APPR CODE: 804574

MASTERCARD

s.17,s.22

AMOUNT \$28.00 TIP \$4.00 TOTAL \$32.00

00 - APPROVED - 001

MASTERCARD AID: A0000000041010 TVR: 00 00 00 80 00 TSI: E8 00

CUSTOWER COPY



AGENT NR/NR BOOKING REF 5.22

NON STOP

DWIVEDI/ANISH s.22 MR

MINISTRY OF INTERNATIONAL TRADE SUITE 730 - 999 CANADA PLACE VANCOUVER BC V6C 3E1 ATTN: ANNETTE JORDAN

DATE: MAY 05 2016

1000003413

SERVICE DATE FROM TO DEPART ARRIVE AIR CANADA 20MAY VANCOUVER BC SECUL AC 63 FRIDAY INTERNATIONAL INCHEON INTERN 1335 1620 N PREMIUM ECONOMY 21MAY TERMINAL M

LUNCH/MEAL RESERVATION CONFIRMED

10:45 DURATION

AIRCRAFT: BOEING 787-8 DREAMLINER

SEAT S.2 NO SMOKING CONFIRMED

ASIANA AIRLINES 26MAY SECUL MANILA OZ 701 THURSDAY INCHEON INTERN NINOY AQUINO I 0815 1105 Z BUSINESS

TERMINAL 1 SNACK

NON STOP RESERVATION CONFIRMED 3:50 DURATION

AIRCRAFT: BOEING 777-200LR SEATS.22 NO SMOKING CONFIRMED

ALL NIPPON AIRWAYS 28MAY MANILA NH 5334 TOKYO SATURDAY NINOY AQUINO I TOKYO INTL HAN 0845 1355

J BUSINESS TERMINAL 2 TERMINAL INTL

BREAKFAST NON STOP RESERVATION CONFIRMED PR 0422

4:10 DURATION FLIGHT OPERATED BY PR PHILIPPINE AIRLINES AIRCRAFT OWNER: PR PHILIPPINE AIRLINES

AIRCRAFT: AIRBUS INDUSTRIE A330

SEAT s.22 NO SMOKING CONFIRMED

AIR CANADA 31MAY TOKYO VANCOUVER BC AC 4 1700 0935 TUESDAY MARITA INTL INTERNATIONAL N PREMIUM ECONOMY

TERMINAL 1 TERMINAL M Breakfast/Meal

NON STOP RESERVATION CONFIRMED

AIRCRAFT: BOEING 787-8 DREAMLINER 8:35 DURATION

SEAT S.2: NO SMOKING CONFIRMED

INVOICE NUMBER 0000288394

1/ 2







Chart - Corporate Travel Hamagement Solutions 1600 Steeles Averue West, Suita 317 To chith (Control), Chart o L47, 472 9-416-665 CTMS (2867) F 905-728 0367 







AGENT NR/NR BOOKING REF \$.22

DWIVEDI/ANISHS.22

MINISTRY OF INTERNATIONAL TRADE SUITE 730 - 999 CANADA PLACE VANCOUVER BC V6C 3E1 ATTN: ANNETTE JORDAN

DATE: MAY 05 2016

1000003413

SERVICE DATE FROM TO DEPART ARRIVE AIR FARE:CAD 4699.00 TAXES AND AIRLINE IMPOSED FEES: 626.10 SERVICE FEE: 58.00 GST/HST: 1.00 TAX DETAILS: TOTAL CAD GST/HST: 2.90 SERVICE FEE DETAILS: SERVICE FEE / PAID BY MASTER CARD/THANKS CAD PAID BY MASTER CARD/THANKS CAD -60.90 -5326.10 INVOICE TOTAL CAD

TICKET PAYMENT: CA S.17 SVCFEE PAYMENT: CA \*\*\*\*\*\*

RESERVATION NUMBER (S) 8.22

TKT: s.22

SVC: 954 0077555414

PLEASE NOTE YOUR TICKET IS REFUNDABLE PRIOR TO DEPARTURE RII FOR A FEE OF \$300. NONREFUNDABLE ONCE TRAVEL HAS COMMENCED. CHANGE FEE IS \$300 PER DIRECTION PLUS ANY ADDITIONAL FARE. - CHANGES SUBJECT TO AVAILABILITY. THANK YOU FOR BOOKING WITH CTMS PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO DEPARTURE, PASSPORT VALIDITY MUST BE AT LEAST 6 MONTHS AFTER YOUR SCHEDULED RETURN DATE. ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT NO SHOW WILL RESULT IN FORFEITURE OF TICKET \*\*\*\*\*\*\* CTMS TRAVEL TOLL FREE NUMBER 1855 359 2867

CTMS HUME TRAVEL EMERGENCY SERVICE 1800-263-3242 \*\*\*PLEASE NOTE\*\*\*ADDITIONAL CHARGES WILL APPLY TO EMERGENCY SERVICE CALLS

MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE. CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT: INVOICE NUMBER 0000288394

2/ 2







ctins - Corporate Travel Hanagement Solutions 1600 Stades Avenue West, Suite 317 To creo (Conco c), Orento (4), apr P 416 665 CTMS (2067) F 905 758 0667 ייט אים אריון אינה היום פים נשונה ניש בסיר





## Expense Report ER22090972

✓TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

## **General Information**

| A                          | WIVEDI,<br>NISH<br>.22 | Report Submit Date  Attachments                    | 2016     |           |
|----------------------------|------------------------|----------------------------------------------------|----------|-----------|
| Expense Dates 2:           | O-MAY-                 |                                                    |          |           |
| •                          | 016 - 31-              | Is this claim for expenses while on Travel Status? |          | 1         |
| M                          | 1AY-2016               | Report Total                                       | 6.394.67 | (6/48.38) |
| Cost Center 1              | .1348                  | • • • • • • • • • • • • • • • • • • • •            | CAD      | ( - /     |
| Purpose A                  | sia Spring             | Reimbursement Amount                               |          |           |
| M                          | fission                |                                                    | CAD      |           |
| Approver <b>B</b>          | SATA,                  |                                                    |          |           |
| A                          | LEXANDRA               |                                                    |          |           |
| I                          |                        |                                                    |          |           |
| Original Receipts Status R | Required               |                                                    |          |           |

Expense Lines Expense Allocations Weekly Summary Approval Notes [1] business expenses

## Cash Expenses

| Date        | Receipt<br>Amount Expense Type | e Justification                                                                                                                  | Original<br>Receipt Receipt<br>Required Missing | Reimbursable<br>Amount (CAD) [ | <b>Details</b>                                    |
|-------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------|---------------------------------------------------|
| 20-May-2016 | 18.02 CAD Mileage              | Drive from Surrey to<br>the airport                                                                                              | 34 Km                                           | 18.02                          |                                                   |
| 20-May-2016 | 143,17 CAD Miscellaneous       | Journey started at<br>11 a.m. Seoul meal<br>rates lunch 53,500<br>and dinner @<br>72,200 = 125,700 *<br>0.001139 = 143.17<br>CDN | •                                               | 143,17                         |                                                   |
| 20-May-2016 | 58.92 CAD Miscellaneous        | Incidental 53568 * 0.01139 = 58.92                                                                                               | •                                               | 58.92                          |                                                   |
| 21-May-2016 | 190.67 CAD Miscellaneous       | Overnight in Seoul.<br>Seoul Meals full day<br>rate 167,400 *<br>0.001139 = 190.67                                               | •                                               | 190.67                         |                                                   |
| 21-May-2016 | 61.00 CAD Miscellaneous        | Seoul Incidental<br>53,568 * 0.001139<br>= 61                                                                                    | •                                               | 61.00                          | 10 10<br>13 11 11 11 11 11 11 11 11 11 11 11 11 1 |
| 22-May-2016 | 190.67 CAD Miscellaneous       | Overnight in Seoul.<br>Seould meals full<br>day rate at 167,400<br>* 0.001139 =<br>190.67                                        | •                                               | 190.67                         |                                                   |
| 22-May-2016 | 61.00 CAD Miscellaneous        | Seould Incidental<br>53,568 * 0.001139                                                                                           | •                                               | 61.00                          |                                                   |

|                                                          |                                                                                                  | = 61                                                                                                                                                                                                                                                                                                                                                               |                                         |                                   |                           |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------|---------------------------|
| 23-May-2016                                              | 190.67 CAD Miscellaneous                                                                         | Overnight in Seoul.<br>Seoul meals full day<br>rate at 167,400 *<br>0.001139= 190.67                                                                                                                                                                                                                                                                               | •                                       | 190.67                            |                           |
| 23-May-2016                                              | 61.00 CAD Miscellaneous                                                                          | Seoul incidental at 53,568 * 0.001139= 61                                                                                                                                                                                                                                                                                                                          | •                                       | 61.00                             |                           |
| 24-May-2016                                              | 190.67 CAD Miscellaneous                                                                         | Overnight in Seoul.<br>Seoul full day rate<br>at 167,400 *<br>0.001139 = 190.67                                                                                                                                                                                                                                                                                    | <b>~</b>                                | 190.67                            |                           |
| 24-May-2016                                              | 61.00 CAD Miscellaneous                                                                          | Seould incidental at 53,568 * 0.001139 = 58.92                                                                                                                                                                                                                                                                                                                     | •                                       | 61.00                             | Ä                         |
| 25-May-2016                                              | 190.67 CAD Miscellaneous                                                                         | Overnight in Seoul.<br>Seoul full day meal<br>rate at 167,400 *<br>0.001139 = 184.14                                                                                                                                                                                                                                                                               | •                                       | 190.67                            | - <del>1</del> ]<br>17-13 |
| 26-May-2016                                              | 310.10 CAD Accommodation                                                                         | One night accomodation at s.15 in Seoul 272,250 * 0.0011339 = 310.10                                                                                                                                                                                                                                                                                               | •                                       | 310.10                            |                           |
| 26-May-2016 1                                            | ,603.71 CAD Accommodation                                                                        | 4 nights hotel in /<br>Seoul at 1408000 *                                                                                                                                                                                                                                                                                                                          | •                                       | 1,603.71                          |                           |
|                                                          |                                                                                                  | 0.001139                                                                                                                                                                                                                                                                                                                                                           |                                         |                                   |                           |
| 26-May-2016                                              | 47.50 CAD Miscellaneous                                                                          |                                                                                                                                                                                                                                                                                                                                                                    | •                                       | 47.50                             | <u>a</u>                  |
| 26-May-2016<br>26-May-2016                               | 47.50 CAD Miscellaneous 92.70 CAD Miscellaneous                                                  | 0.001139 Breakfast in Seoul (departed hotel at 6:15 a.m.) flight to Manila. Arrival in Manila at 11:30                                                                                                                                                                                                                                                             | •                                       | 47.50<br>92.70                    |                           |
| ŕ                                                        |                                                                                                  | 0.001139 Breakfast in Seoul (departed hotel at 6:15 a.m.) flight to Manila. Arrival in Manila at 11:30 a.m. 나나 구이다. Lunch and dinner in Manila 3230 *                                                                                                                                                                                                              | <ul><li>*</li><li>*</li></ul>           |                                   |                           |
| 26-May-2016                                              | 92.70 CAD Miscellaneous                                                                          | 0.001139 Breakfast in Seoul (departed hotel at 6:15 a.m.) flight to Manila. Arrival in Manila at 11:30 a.m. 41.700. Lunch and dinner in Manila 3230 * 0.0287 = Manila Incidental                                                                                                                                                                                   | <ul><li>*</li><li>*</li><li>*</li></ul> | 92.70                             |                           |
| 26-May-2016<br>26-May-2016                               | 92.70 CAD Miscellaneous<br>39.76 CAD Miscellaneous                                               | 0.001139 Breakfast in Seoul (departed hotel at 6:15 a.m.) flight to Manila. Arrival in Manila at 11:30 a.m. 41.700 Lunch and dinner in Manila 3230 * 0.0287 = Manila Incidental 1385.60 * 0.0287 = Overnight in Manila. Manila Meal Rates                                                                                                                          |                                         | 92.70<br>39.76                    |                           |
| 26-May-2016<br>26-May-2016<br>27-May-2016                | 92.70 CAD Miscellaneous<br>39.76 CAD Miscellaneous<br>124.27 CAD Miscellaneous                   | O.001139  Breakfast in Seoul (departed hotel at 6:15 a.m.) flight to Manila. Arrival in Manila at 11:30 a.m. 41.700.  Lunch and dinner in Manila 3230 * 0.0287 =  Manila Incidental 1385.60 * 0.0287 =  Overnight in Manila. Manila Meal Rates 4330 * 0.0287 =  Departed at 6:30 a.m. arrived in Tokyo at 2:30 p.m. local time.                                    |                                         | 92.70<br>39.76<br>124.27          |                           |
| 26-May-2016<br>26-May-2016<br>27-May-2016<br>28-May-2016 | 92.70 CAD Miscellaneous 39.76 CAD Miscellaneous 124.27 CAD Miscellaneous 31.57 CAD Miscellaneous | O.001139  Breakfast in Seoul (departed hotel at 6:15 a.m.) flight to Manila. Arrival in Manila at 11:30 a.m. 41.700.  Lunch and dinner in Manila 3230 * 0.0287 =  Manila Incidental 1385.60 * 0.0287 =  Overnight in Manila. Manila Meal Rates 4330 * 0.0287 =  Departed at 6:30 a.m. arrived in Tokyo at 2:30 p.m. local time. Two night hotel in Manila 26972  V |                                         | 92.70<br>39.76<br>124.27<br>31.57 |                           |

|               |                           | 46 70                                                                                                           |          |       |          |  |
|---------------|---------------------------|-----------------------------------------------------------------------------------------------------------------|----------|-------|----------|--|
| 29-May-2016   | 145.97 CAD Miscellaneous  | = 46.70  Full day Tokyo rate 11,705 * 0.012417 = 145.97                                                         | <b>~</b> |       | 145.97   |  |
| 29-May-2016   | 46.70 CAD Miscellaneous   | Incidental Tokyo<br>3745.60 * 0.012417<br>= 46.70                                                               | ~        |       | 46.70    |  |
| 30-May-2016   | 145.97 CAD Miscellaneous  | Overnight in Tokyo<br>meal rate 11,705 *<br>0.012417 = 145.97                                                   | •        |       | 145.97   |  |
| 30-May-2016   | 46.70 CAD Miscellaneous   | Tokyo incidental<br>3745.60 * 0.012417<br>= 46.70                                                               | •        |       | 46.70    |  |
| 31-May-2016   | 78.35 CAD Miscellaneous   | Departed Tokyo at 5 p.m. arrived in Vancouver at 9 a.m. the following morning. B & L at 6310 * 0.012417 = 78.35 | •        |       | 78.35    |  |
| 31-May-2016 1 | ,340.88 CAD Accommodation | n 3 nights at hotel in<br>Tokyo. 107520 *<br>0.012417 =                                                         | •        |       | 1,340.88 |  |
| 31-May-2016   | 18.02 CAD Mileage         | Drive from YVR to surrey                                                                                        |          | 34 km | 18.02    |  |
| 23-May-2016   | 8.34 CAD Miscellaneous    | Taxi fare 6,000 * 0.00139 = <eou\< td=""><td>•</td><td></td><td>8.34</td><td></td></eou\<>                      | •        |       | 8.34     |  |
| 21-May-2016   | 8.88 CAD Miscellaneous    | Taxi fare 7800 *<br>0.001139 ≤≥0 u\                                                                             | •        |       | 8.88     |  |
|               |                           |                                                                                                                 |          | Total | 6,394.67 |  |

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Room

s.22

Folio#

Cashier# Page #

: 675 : 1 of 2

Mr Anish Dwivedi

Arrival

: 05-26-16

Departure

: 05-28-16

s.15

Government of Canada

s.22

| Date     | Description         | Additional Information | (PHP) Charges | Credits |
|----------|---------------------|------------------------|---------------|---------|
| 05-26-16 | Room Charge         |                        | 11,000.00     |         |
| 05-26-16 | Room Service Charge |                        | 1,100.00      |         |
| 05-26-16 | Room Municipal Tax  |                        | 66.00         |         |
| 05-26-16 | Room VAT            |                        | 1,320.00      |         |
| 05-27-16 | Room Charge         |                        | 11,000.00     |         |
| 05-27-16 | Room Service Charge |                        | 1,100.00      |         |
| 05-27-16 | Room Municipal Tax  |                        | 66.00         |         |
| 05-27-16 | Room VAT            |                        | 1,320.00      |         |

Guest signature **X**For information or reservations, visit us at s.15

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the Inidicated person, company or association fails to pay for any part of or the fulf amount of these charges. All accounts deemed delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (19.56% per annum)

Room

s.22

Folio#

.

Cashier #

: 675

Page #

: 2 of 2

Mr Anish Dwivedi

s.22

Arrival

: 05-26-16

Departure

: 05-28-16

s.15

s.22

Government of Canada

| Date | Description | Additional Information      | (PHP) Charges | Credits                               |
|------|-------------|-----------------------------|---------------|---------------------------------------|
|      |             | Total (PHP)                 | 26,972.00     | 0.00                                  |
|      |             | Balance Due                 | 26,972.00     | · · · · · · · · · · · · · · · · · · · |
|      |             | ****** SUMMA                | IRY *****     |                                       |
|      |             | Total Taxable Charges       | 22,000.00     |                                       |
|      |             | VAT @ 12%                   | 2,640.00      |                                       |
|      |             | Total Municipal Tax Charges | 132.00        |                                       |
|      |             | Total Service Charges       | 2,200.00      |                                       |
|      |             | Non-Taxable Charges         | 0.00          |                                       |
|      |             | Total Charges               | 26,972.00     |                                       |

Guest signature **X**For information or reservations, visit us at s.15

I agree that my fiability for this bill is not waived and I agree to be held personally liable in the event that the inidicated person, company or association fails to pay for any part of or the full amount of these charges. All accounts deemed delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure, Overdue balance subject to a surcharge at the rate of 1,5% per month after one month. (19.56% per annum)

Mr. Anish Dwivedi Canada

room

s.22

arrival

05/21/16

departure

05/22/16

page

1 of 1

Embassy of Canada

company

| date     | reference      | description |         |
|----------|----------------|-------------|---------|
| 05/21/16 | Room Charge    |             | 225,000 |
| 05/21/16 | Svc Chg - Room |             | 22,500  |
| 05/21/16 | Tax - Room     |             | 24,750  |

balance

272,250

Mr. Anish Dwivedi Arrival. 임실일 : 05/22/16 Canada Departure 퇴실일 : 05/26/16 Room No. 객실 번호 : \$.22 Folio No 영수증번호 : Cashier 캐셔번호 Group Code 단체코드 ; s.17

## INFORMATION INVOICE

Page: 1 of 1

| Date<br>날짜 | Description<br>항목     | *. | - | nerionari <u>ospa</u> s, | ··· . | +1%<br>  % |         | Charges<br>금액   | Payments<br>지备 |
|------------|-----------------------|----|---|--------------------------|-------|------------|---------|-----------------|----------------|
| 05/22/16   | Room Charge - Package |    |   |                          |       |            |         | 320,000         |                |
| 05/22/16   | Room Tax              |    |   |                          |       |            |         | 32,000          |                |
| 05/23/16   | Room Charge - Package |    |   |                          |       |            |         | 320,000         |                |
| 05/23/16   | Room Tax              |    |   |                          |       |            |         | 32,000          |                |
| 05/24/16   | Room Charge - Package |    |   |                          |       |            |         | 320,000         |                |
| 05/24/16   | Room Tax              |    |   |                          |       |            |         | 32,000          |                |
| 05/25/18   | Room Charge - Package |    |   |                          |       |            |         | 320,000         |                |
| 05/25/16   | Room Tax              |    |   |                          |       |            |         | 32,000          |                |
| 05/25/16   | Manual Master Card    |    |   |                          |       |            |         | <b>GE</b> ,1000 | 1,408,000      |
|            | s.17,s.22             |    |   |                          |       |            |         |                 | 1,700,000      |
| ,          |                       |    | , | ,                        | Ba    | lance ਨ    | ·액(KRW) | <del></del>     | 0              |

| Guest Signature 서명 : |  |
|----------------------|--|
|                      |  |
|                      |  |

# **GUEST FOLIO**

NAME

Mr./Ms. DWIVEDI ANISH

1

ROOM No.

s.22

PERSON(S) 1

ARRIVAL

2016/05/28

DEPARTURE 2016/05/31

| DATE  | DESCRIPTION       | ROOM No. | DEBIT   | CREDIT REMARKS |   |
|-------|-------------------|----------|---------|----------------|---|
| 05/28 | Package Plan      | s.22     | 30,000  | *              | _ |
|       | Service Charge    |          | 3, 000  | *              |   |
|       | Consumption Tax   |          | 2, 640  |                |   |
|       | Accommodation Tax |          | 200     | *              |   |
| 05/29 | Package Plan      |          | 30, 000 | *              |   |
|       | Service Charge    |          | 3, 000  | *              |   |
|       | Consumption Tax   |          | 2, 640  |                |   |
|       | Accommodation Tax |          | 200     | *              |   |
|       | Grand Kitchen     |          | 4, 290  | * 3613         |   |
| 05/30 | Package Plan      |          | 30,000  | *              |   |
|       | Service Charge    |          | 3,000   | *              |   |
|       | Consumption Tax   |          | 2, 640  |                |   |
|       | Accommodation Tax |          | 200     | *              |   |
|       | Laundry           |          | 5, 085  | <b>*</b> 0678  |   |

|         | <del></del>      |          |         |
|---------|------------------|----------|---------|
| 7,920 ) | (CONSUMPTION TAX | 116, 895 | BALANCE |
| 600)    | (LOCAL TAX       |          |         |

Paid

SIGNATURE

ISSUED NO. 053109169464 P  $\phantom{0}$  1  $\phantom{0}$  1 15 M PA AL  $\phantom{0}$  16/06/04  $\phantom{0}$  10:59  $\phantom{0}$  4150264

s.15

s.15

Od A X No. 0449

S.17,8.22

S.17,8.22

S.17,8.22

**ACCOUNT INFORMATION** 

Name

DWIVED!, ANISH

Corporation

PROVINCE OF BC TRAVEL

Account #

s.17

SUMMARY

Account Limit

s.17

**CURRENT BALANCE** 

Transaction(s)
Adjustment(s)

5543,65

Current Balance Available Credit

Authorization(s)

0.00

Authorization

0.00

**Outstanding Balance** 

-182.85

Activity Details - As of 06/03/2016 16:26 EDT

| Transaction<br>Date/Time | Туре                                | Description                               | Auth#  | MCC   | Supplier (D | Decline<br>Reason | Amourit   |
|--------------------------|-------------------------------------|-------------------------------------------|--------|-------|-------------|-------------------|-----------|
| 06/02/2016               | Transaction<br>data load<br>pending | JPY116,695@0.0124175.15<br>TOKYO JP       | 210832 | 7011  | s.17        | -                 | 1451.52 - |
| 05/30/2016               | Transaction data loaded             | s.15 "MAKATI, PHL                         | 001620 | 7011  |             | -                 | 997.37 V  |
| 05/30/2016               | Transaction data loaded             | s.15 SEQUL, SEQUL, KOR                    | 104606 | 70:11 |             | -                 | 1596:55 🛩 |
| 05/26/2016               | Transaction data loaded             | s.15 _ CORPORAT, SEOUL, KOR               | 055048 | 7011  |             | 4                 | 310_11    |
| 05/20/2016               | Transaction data loaded             | s.15 OTTAWA,ON,CAN                        | 182252 | 3590  |             | -                 | 730.46    |
| 05/20/2016               | Transaction<br>data loaded          | BLUE LINE 1355<br>TAXITAB,OTTAWA,ON,CAN   | 093633 | 4121  |             | -                 | 39.79     |
| 05/19/2016               | Transaction<br>data loaded          | BLUE LINE 1200<br>TAXITAB,OTTAWA,ON,CAN   | 173615 | 4121  |             | -                 | 15.00     |
| 05/18/2016               | Transaction data loaded             | STAPLES STORE #131,OTTAWA,ON,CAN          | 145209 | 5943  |             | •                 | 81,93     |
| 05/18/2016               | Transaction<br>data loaded          | BLUE LINE 1175 TAXITAB, OTTAWA, ON, CAN   | 181013 | 4121  |             | -                 | 37:50     |
| 05/13/2016               | Transaction data loaded             | s.15<br>PRINCET,PRINCETON,BC,CAN          | 000948 | 3573  |             | -                 | 100,57    |
| 05/12/2016               | Transaction data loaded             | PAYMENT - THANK YOU /VERSEMENT -<br>MERCI | ÷      | -     |             | -                 | -3050.01  |
| 05/04/2016               | Transaction data loaded             | s.15<br>R,KELOWNA,BC,CAN                  | 215150 | 3561  |             | -                 | 182,85    |
|                          |                                     |                                           |        |       |             |                   |           |

KOREA EXCHINGE EATE: 0.001133913

Philippine Peso RATE: 0.0287

Japan YAN RATE: 0.012417

## Kujanpaa, Leila GCPE:EX

From:

Dwivedi, Anish GCPE:EX

Sent:

Friday, June 10, 2016 3:22 PM

To:

Kujanpaa, Leila GCPE:EX

Subject:

Re: TBS Guidlines for Travel

Hi Leila,

I am only claiming accommodation for the hotel and not drying cleaning, laundry and some of those amounts include meals I had at the hotel and that's why my claim is lower than what the invoice indicates.

For meals from Manila to Tokyo, I am claiming Manila breakfast and Tokyo lunch and dinner as I started my day in Manila but arrived in Tokyo by lunch.

Incidental expenses are automatically generated for international travel to cover needs beyond the meals which include but are not limited to; laundry, dry cleaning, tips and miscellaneous charges incurred during the mission.

## Regards

Anish

From: Kujanpaa, Leila GCPE:EX Sent: Friday, June 10, 2016 2:31 PM

To: Dwivedi, Anish GCPE:EX

Subject: RE: TBS Guidlines for Travel

Thank you Anish,

Just so I have back up on what the incidentals are (I'm sure these charges will be questioned):

| May 20/16 | \$58.92 |
|-----------|---------|
| May 21/16 | \$61.00 |
| May 22/16 | \$61.00 |
| May 23/16 | \$61.00 |
| May 24/16 | \$61.00 |
| May 26/16 | \$39.76 |
| Maγ 28/16 | \$46.70 |
| May 29/16 | \$46.70 |
| May 30/16 | \$46.70 |
|           |         |

On May 28/16, you departed Manilla and arrived in Tokyo, please advise what meals you are claiming, I can't get the total you have reached.

My calculations are different from what you have on the expense report. The hotel in Manilla, you are claiming \$774.10 when it should be \$997.37, and the hotel in Toyko you are claiming \$1340.88 and your statement shows \$1451.52.

Before you send your expense report to Denise, please print out a copy and scan it over to me and I will look it over.

Thank you,

# APPROVAL FOR TRAVEL OUTSIDE VICTORIA/VANCOUVER FOR EVENT SERVICES TEAM FOR TIME PERIOD May 22-28, 2016

| EVENT DATE        | EVENT LEAD    | MINISTRY | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | LOCATION | ESTIMATED COST |
|-------------------|---------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| May 20-31, 2016   | Anish Dwivedì | PREM     | Asia Spring Mission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Various  | \$10,800.00    |
| May 25 & 27, 2016 | Louise Denis  | TRANS    | #1 Coquihalla 30th Annivresary and #2 HandiDART                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Kamloops | \$1,779.00     |
|                   |               |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          | -              |
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| NCE LINE 2/18     | Date           | W Jac 2/15 | Date          |
|-------------------|----------------|------------|---------------|
| Bunch             | Deb Brendeland | 16/4 TO    | Kelly Gleeson |
| Approved Director | 0 -            | ved ADM    |               |

Estimated cost includes: transportation, accommodation, perdiems, misc. travel expenses

|                        |                           | <b>2</b> 1000 44 |
|------------------------|---------------------------|------------------|
|                        |                           |                  |
|                        |                           |                  |
| Employee Name:         | Anish Dwivedi             | :                |
| Destination:           | Korea, Phillipines, Japan |                  |
| Name of Event:         | Asia Spring Mission       | -                |
| Departure Date:        | 20-05-2016                |                  |
| Return Date:           | 31-05-2016                |                  |
|                        |                           |                  |
|                        |                           |                  |
| Transportation:        | \$6,000.00                |                  |
| Meals:                 | \$1,400.00                |                  |
| Lodging:               | \$3,000.00                |                  |
| Car Rental:            |                           |                  |
| Rental Fuel:           |                           |                  |
| Cabs:                  | \$400.00                  |                  |
| Other:                 |                           | ····             |
| Mileage                |                           |                  |
|                        |                           |                  |
| Total estimated costs: | \$10,800.00               | <u> </u>         |