

Expense report number ER22972637 for 1,152.07 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER22972637

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 Expense Dates	HENRY, BONNIE s.22 19-AUG- 2021 - 24- AUG-2021	Report Submit Date Attachments Is this claim for expenses while on Travel Status?	25-AUG- 2021 None Add
Cost Center Purpose	66L50 Travel to Vancouver for BC Lions Game, Media, BC Whitecaps	Report Total Reimbursement Amount	Yes 1,152.07 CAD 1,152.07 CAD
Approver Original Receipts Status	Game TWYFORD, PHILIP WALTER Required		

Expense Lines Expense Allocations Weekly Summary

Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required			Details
19-Aug-2021	28.50 CAD	Meal/Per Diem	Dinner per diem as flight landed in Vancouver at 3:40pm beginning travel status for work related travel.			28.50	
21-Aug-2021	98.00 CAD	Meal/Per Diem	Full day per diem rate as three overnight stays were required due to sporting events, media events in Vancouver Thursday evening through to Saturday evening.		P	98.00	
22-Aug-2021	22.00 CAD	Meal/Per Diem	Breakfast only per diem as travel to Victoria ended at approximately 9am.			22.00	

22-Aug-2021 1,003.57 CAD Accommodation 3 night accommodation at \$.15

Hotel required three night stay due to sporting events and media.

1,003.57

Total

1,152.07

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s.15 Room s.22 Folio# Invoice #

Cashier#

s.22

Page #

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Dr Bonnie Henry

ON Canada Arrival

08-19-21

Departure

08-22-21

Date	Description	Additional Information		Charges	Credits
08-19-21	Room Charge			243.90	
08-19-21	Destination Marketing Fee			3.15 > -)
08-19-21	Hotel Room Tax			27.18	
08-19-21	Room GST	- 15		12.35	1
08-20-21	In Room Dining	Room# ^{s.15} CHECK# ^{s.15}		90.45	
08-20-21	Room Charge			294.30	1 11. 112
08-20-21	Destination Marketing Fee			3.81	> \$ 1,003.
08-20-21	Hotel Room Tax			32.79	
08-20-21	Room GST			14.91	
08-21-21	Room Charge			315.90	1
08-21-21	Destination Marketing Fee			4.08)
08-21-21	Hotel Room Tax			35.20	
08-21-21	Room GST	- 20		16.00	
08-22-21	Visa	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX/XX		1,094.02
		Total		1,094.02	1,094.02
		Balance Due		0.00	

HST Summary GST Summary 0.00 Room: Room: 43.26 F&B: 0.00 F&B: 3.95 0.00 Other: 0.00

Total:

47.21

Other: Total: 0.00

s.15