

Confirmation

Expense report number ER22779649 for 2,233.62 has been submitted to YE, XIBIAO for approval.

Expense Report ER22779649

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:


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General Information

Name	HENRY, BONNIE	Report Submit Date	03-FEB-2020
	s.22	Attachments	None
Expense Dates	12-DEC-2019 - 01-FEB-2020	Is this claim for expenses while on Travel Status?	Yes
Cost Center	66L50	Report Total	2,233.62
Purpose	Travel for multiple meetings	Reimbursement Amount	2,233.62
Approver	YE, XIBIAO		CAD
Original Receipts Status	Required		CAD

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
12-Dec-2019	98.00 CAD	Meal/Per Diem	Full per diem while on travel status for meetings starting before 7am on the 12th and ending the night of the 13th.			98.00	

12-Dec-2019	303.45 CAD	Accommodation	Hotel while on travel status for meetings	✓	303.45	
17-Dec-2019	30.00 CAD	Meal/Per Diem	Per diem while on travel status starting the day before and ending approx. 5pm.		30.00	
16-Dec-2019	35.00 CAD	Public Transp.	Taxi from YVR airport to hotel.	✓	35.00	
17-Dec-2019	10.00 CAD	Public Transp.	Taxi from meeting to HeliJet	✓	10.00	
16-Dec-2019	222.07 CAD	Accommodation	Hotel while on travel status for meetings.	✓	222.07	
09-Jan-2020	22.00 CAD	Meal/Per Diem	Lunch while on travel status for meetings starting before 8am and ending around 2pm.		22.00	
14-Jan-2020	28.50 CAD	Meal/Per Diem	Dinner while on travel status for meetings beginning at 2:15pm and ending Jan 17th.		28.50	
15-Jan-2020	36.50 CAD	Meal/Per Diem	Breakfast & Dinner while on travel status starting Jan 14 and ending Jan 17th. Lunch provided by meeting this day.		36.50	
16-Jan-2020	49.00 CAD	Meal/Per Diem	Full day per diem while on travel status for meetings beginning Jan 14 ending Jan 17.		49.00	
17-Jan-2020	22.00 CAD	Meal/Per Diem	Breakfast while on travel status for meetings starting Jan 14 and ending approx. 5pm this date. Lunch was provided by meeting on this date.		22.00	
14-Jan-2020	15.00 CAD	Public Transp.	Taxi from work to HeliJet	✓	15.00	
15-Jan-2020	5.00 CAD	Public Transp.	Public transit day pass	✓	5.00	
20-Jan-2020	60.00 CAD	Public Transp.	Compass pass reload for travel on BCTransit while at meetings in Vancouver	✓	60.00	
14-Jan-2020	666.21 CAD	Accommodation	Hotel while on travel status for meetings beginning Jan 14 and ending Jan 17	✓	666.21	
28-Jan-2020	49.00 CAD	Meal/Per Diem	Full day per diem while on travel status for meetings starting		49.00	

			the day before and ending after 7pm			
31-Jan-2020	49.00 CAD	Meal/Per Diem	Full day per diem while on travel status starting before 7am and ending next day.			49.00
01-Feb-2020	30.00 CAD	Meal/Per Diem	Breakfast & Lunch while on travel status starting day before and ending after 4pm.			30.00
27-Jan-2020	280.82 CAD	Accommodation	Hotel while on travel status for meetings	✓		280.82
31-Jan-2020	222.07 CAD	Accommodation	Hotel while on travel status for meetings.	✓		222.07
Total						2,233.62

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Confirmation

Expense report number ER22787250 was previously submitted for approval.

Expense Report ER22787250

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	26-FEB-2020
Expense Dates	04-FEB-2020 - 19-FEB-2020	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to Vancouver for meetings	Report Total	377.07 CAD
Approver	YE, XIBIAO	Reimbursement Amount	377.07 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
04-Feb-2020	222.07 CAD	Accommodation	Hotel stay while in Vancouver for meeting on both Feb 4th & 5th	<input checked="" type="checkbox"/>		222.07	
04-Feb-2020	36.50 CAD	Meal/Per Diem	Lunch and Dinner			36.50	

		while on travel status for meetings starting at approx. 8am and ending next day.	
08-Feb-2020	36.50 CAD Meal/Per Diem	Lunch & Dinner while on travel status starting at 10:30am and ending after 6pm	36.50
11-Feb-2020	30.00 CAD Meal/Per Diem	Breakfast & Lunch while on travel status for meetings starting 6:30am and ending at 6pm	30.00
14-Feb-2020	22.00 CAD Meal/Per Diem	Lunch while on travel status for meetings starting 7:30am and ending after 5pm.	22.00
19-Feb-2020	30.00 CAD Meal/Per Diem	Breakfast & Lunch while on travel status starting before 7am and ending at 6pm	30.00
Total			377.07

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Confirmation

Expense report number ER22796786 for 1,482.91 has been submitted to BOYCHUK, DAVE C for approval.

Expense Report ER22796786

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Submission Instructions

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General Information



Name	HENRY, BONNIE s.22	Report Submit Date	24-MAR-2020
Expense Dates	03-MAR-2020 - 21-MAR-2020	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes <small>Yes</small>
Purpose	Travel for meetings related to COVID	Report Total	1,482.91 CAD
Approver	BOYCHUK, DAVE C	Reimbursement Amount	1,482.91 CAD
Original Receipts Status	Required		

Expense Lines | **Expense Allocations** | **Weekly Summary** | **Approval Notes [0]**
business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
03-Mar-2020	30.00 CAD	Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting before 6:30am			30.00	

06-Mar-2020	49.00 CAD Meal/Per Diem	and ending after 4pm. Full day per diem while on travel status for COVID related meetings and media starting before 6:30am and ending next day.	49.00
07-Mar-2020	30.00 CAD Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting previous day and ending approx. 4:30pm	30.00
06-Mar-2020	269.08 CAD Accommodation	Hotel while on travel status for COVID related meetings and media both Friday/Saturday	269.08
10-Mar-2020	49.00 CAD Meal/Per Diem	Full day per diem while on travel status for COVID related meetings and media starting before 6:30am and ending after 6:30pm.	49.00
18-Mar-2020	147.00 CAD Meal/Per Diem	Full day per diem while on travel status for COVID related meetings and media starting before 6:30am Wednesday and ending Saturday	147.00
21-Mar-2020	30.00 CAD Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting Wednesday and ending approx. 4:30pm.	30.00
13-Mar-2020	49.00 CAD Meal/Per Diem	Full day per diem while on travel status for COVID related meetings and media starting 7:00am and ending next day.	49.00
14-Mar-2020	30.00 CAD Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting previous day and ending approx. 4:30pm	30.00
13-Mar-2020	261.67 CAD Accommodation	Hotel while on travel	261.67

	status for COVID related meetings and media Friday/Saturday	✓	
18-Mar-2020	538.16 CAD Accommodation	Hotel while on travel status for COVID related meetings and media starting Wednesday, ending Saturday.	538.16
		✓	
		Total	1,482.91

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 **Confirmation**

Expense report number ER22807379 for 647.00 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22807379

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Submission Instructions

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	21-JUL-2020
Expense Dates	31-MAR-2020 - 04-JUL-2020	Attachments	None <input data-bbox="1266 1060 1380 1102" type="button" value="Add..."/>
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Vancouver travel for meetings	Report Total	647.00 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	647.00 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
31-Mar-2020	49.00 CAD	Meal/Per Diem	Vancouver for COVID-19 media announcement leaving home before 6:30am and returning after 6:30pm.			49.00	

03-Apr-2020	49.00 CAD	Meal/Per Diem	Vancouver for COVID-19 media announcement leaving home before 6:30am and returning after 6:30pm.		49.00	
16-Jun-2020	147.00 CAD	Meal/Per Diem	Vancouver for COVID-19 media announcements and other meetings leaving home approx. 7am Tuesday and returning after 6:00pm Thursday.		147.00	
02-Jul-2020	98.00 CAD	Meal/Per Diem	Vancouver for COVID-19 media announcements and other meetings, leaving home approx. 7:00am Thursday and returning Saturday morning		98.00	
16-Jun-2020	282.00 CAD	Accommodation	Vancouver for COVID-19 media announcement and other meetings leaving home Thursday and returning Saturday.	✓	282.00	
04-Jul-2020	22.00 CAD	Meal/Per Diem	Breakfast while on travel status starting July 2nd and ending after 10am.		22.00	
Total					647.00	

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Confirmation

Expense report number ER22811906 for 904.65 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22811906

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	18-AUG-2020
Expense Dates	28-JUL-2020 - 07-AUG-2020	Attachments	None <input type="button" value="Add..."/>
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to Vancouver for meetings	Report Total	904.65 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	904.65 CAD
Original Receipts Status	Required		

Expense Lines | **Expense Allocations** | **Weekly Summary** | **Approval Notes [0]**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
28-Jul-2020	13.00 CAD	Public Transp.	Taxi from Ministry to Government House for media appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13.00	<input type="button" value="Details"/>

05-Aug-2020	28.50 CAD Meal/Per Diem	Dinner while on travel status to Vancouver for meetings - travel starting before 6pm.		28.50	
06-Aug-2020	49.00 CAD Meal/Per Diem	Full day per diem while on travel status for Media availability at VCO - travel starting Aug 5 ending Aug 7		49.00	
07-Aug-2020	22.00 CAD Meal/Per Diem	Breakfast while on travel status for meetings, starting Aug 5 and returning to Victoria by 12pm Aug 7.		22.00	
05-Aug-2020	15.00 CAD Public Transp.	Taxi to Helljet from the Ministry.	✓	15.00	
07-Aug-2020	63.00 CAD Public Transp.	Taxi from YYJ to Home	✓	63.00	
05-Aug-2020	714.15 CAD Accommodation	Hotel while on travel status to Vancouver for meetings.	✓	714.15	
Total				904.65	

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 **Confirmation**

Expense report number ER22824493 for 969.27 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22824493

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

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	24-SEP 2020
Expense Dates	31-AUG-2020 - 18- SEP-2020	Attachments	None Add..
Cost Center	66L50	Report Total	969.27 CAD
Purpose	August/September, 2020 Travel	Reimbursement Amount	969.27 CAD
Approver	KLOTZ, PETER P	Is this claim for expenses while on Travel Status?	Yes Yes
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**
business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
31-Aug-2020	35.00 CAD	Public Transp.	Moms Stop the Harm Event	✓		35.00	
04-Sep-2020	394.70 CAD	Accommodation	Downtown Eastside Visit - Vancouver	✓		394.70	
18-Sep-2020	292.57 CAD	Accommodation	COVID Media Announcement - Vancouver	✓		292.57	
18-Sep-2020	70.00 CAD	Public Transp.	Taxi from Victoria	✓		70.00	

03-Sep-2020	49.00 CAD Meal/Per Diem	Airport to Home Full Day Per Diem - Travel time started at 7am with an overnight stay in Vancouver	49.00
04-Sep-2020	30.00 CAD Meal/Per Diem	B & L Only - Overnight stay and returned to Victoria at 4pm	30.00
17-Sep-2020	49.00 CAD Meal/Per Diem	Full Day Per Diem - Travel started at 7am with an overnight stay in Vancouver	49.00
18-Sep-2020	49.00 CAD Meal/Per Diem	Full Day Per Diem - Overnight stay in Vancouver with return to Victoria at 6:30pm	49.00
Total			969.27

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 Confirmation

Expense report number ER22877238 for 381.82 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22877238

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

Submission Instructions

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






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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	10-NOV- 2020
Expense Dates	29-OCT- 2020 - 07- NOV- 2020	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes <small>Yes</small>
Purpose	October 29: Media Avail - Surrey, BC; November 6-7: Travel to Vancouver for Girls in STEAM conference and Saturday media avail	Report Total	381.82 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	381.82 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**

Business Expenses**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
29-Oct-2020	49.00 CAD	Meal/Per Diem	Full day per diem - travel to Vancouver day prior, and return flight home booked for 6:45pm			49.00	
06-Nov-2020	28.50 CAD	Meal/Per Diem	Dinner only per diem - flight from Victoria to Vancouver departed at 4:30pm with overnight stay in Vancouver			28.50	
06-Nov-2020	210.32 CAD	Accommodation	1 night accomodation at Hotel Vancouver	✓		210.32	
06-Nov-2020	15.00 CAD	Public Transp.	Cab from office to HeliJet - Victoria	✓		15.00	
07-Nov-2020	10.00 CAD	Public Transp.	Cab from hotel to Science World	✓		10.00	
07-Nov-2020	10.00 CAD	Public Transp.	Cab from Science World to Pan Pacific	✓		10.00	
07-Nov-2020	10.00 CAD	Public Transp.	Cab from Pan Pacific to HeliJet	✓		10.00	
07-Nov-2020	49.00 CAD	Meal/Per Diem	Full day per diem - traveled to Vancouver day prior, flight booked to return to Victoria for 5:25pm			49.00	
Total						381.82	

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Confirmation

Expense report number ER22894736 for 312.82 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22894736

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	17-DEC-2020
Expense Dates	14-DEC-2020 - 15-DEC-2020	Attachments	None <input type="button" value="Add..."/>
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Trip to Vancouver for 1st COVID-19 immunization and media avail	Report Total	312.82 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	312.82 CAD
Original Receipts Status	Required		


Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**
business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
14-Dec-2020	49.00 CAD	Meal/Per Diem	Full day per diem - Flight from Victoria departed at 7:00am			49.00	


		with overnight stay required		
15-Dec-2020	30.00 CAD	Meal/Per Diem	B & L per diem - Flight from Van to Vic departed at 3:15pm	30.00 
15-Dec-2020	233.82 CAD	Accommodation	Hotel Accomodation - 1 night stay	233.82 
			Total	312.82

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 Confirmation

Expense report number ER22913486 for 1,013.88 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22913486

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





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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	17-FEB-2021
Expense Dates	31-DEC-2020 - 05-FEB-2021	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Media avails, Nigel Howard Documentary Interview, Town Hall	Report Total	1,013.88 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	1,013.88 CAD
Original Receipts Status	Required		

Expense Lines  **Expense Allocations**  **Weekly Summary**  **Approval Notes [0]** 

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
31-Dec-2020	49.00 CAD	Meal/Per Diem	Full day per diem - flight from Vic to Van departed at 7:00am with overnight stay required (Media Avail)			49.00	
01-Jan-2021	339.05 CAD	Accommodation	Hotel Vancouver 1 night stay (Media Avail)	<input checked="" type="checkbox"/>		339.05	

12-Jan-2021	20.00 CAD	Public Transp.	Taxi from home to Tennyson for Nigel Howard Documentary	✓		20.00	
12-Jan-2021	15.00 CAD	Public Transp.	Taxi from Tennyson to office for Nigel Howard Documentary	✓		15.00	
28-Jan-2021	28.50 CAD	Meal/Per Diem	Dinner only - overnight stay in Vancouver required. Flight landed in Van at 3:05pm (Town Hall & Median Avail)			28.50	
28-Jan-2021	235.00 CAD	Air you paid	Harbour Air flight Vic to Van as HeliJet was cancelled (Town Hall & Media Avail)	✓		235.00	
29-Jan-2021	49.00 CAD	Meal/Per Diem	Full day per diem - flight from Van to Vic departed at 6:10pm (Town Hall & Media Avail)			49.00	
04-Feb-2021	28.50 CAD	Meal/Per Diem	Dinner only per diem - flight from Vic to Van landed at 5:45pm with overnight stay required (Media Avail)			28.50	
05-Feb-2021	186.83 CAD	Accommodation	Overnight stay required for AM media avail (Media Avail)	✓		186.83	
05-Feb-2021	30.00 CAD	Meal/Per Diem	B & L per diem as flight from Van to Vic departed at 3:35pm (Media Avail)			30.00	
Total						1,013.88	

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Confirmation

Expense report number ER22918745 for 272.33 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22918745

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:


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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	12-MAR-2021
Expense Dates	25-FEB-2021 - 26-FEB-2021	Attachments	None <input type="button" value="Add..."/>
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Media Avail & Community Roundtable with MO	Report Total	272.33 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	272.33 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [1]**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
25-Feb-2021	36.50 CAD	Meal/Per Diem	Lunch & Dinner per diem as travel from Vic to Van began after 7am with overnight stay			36.50	

26-Feb-2021	49.00 CAD	Meal/Per Diem	required Full day per diem as overnight stay was required and travel ended after 6pm.		49.00	
26-Feb-2021	186.83 CAD	Accommodation	Hotel accomodation as overnight stay required for media avail and community media roundtable	✓	186.83	
Total					272.33	

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 **Confirmation**

Expense report number ER22926014 for 753.49 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22926014

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Submission Instructions

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	09-APR-2021
Expense Dates	01-APR-2021 - 08-APR-2021	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Covid-19 Media Avails	Report Total	753.49 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	753.49 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
01-Apr-2021	36.50 CAD	Meal/Per Diem	L & D per diem as flight from Vic to Van landed at 9:10am with overnight stay required due to late in-person meetings			36.50	

02-Apr-2021	22.00 CAD Meal/Per Diem	Breakfast only per diem as flight from Van to Vic departed at 7:45am	22.00	
02-Apr-2021	186.83 CAD Accommodation	Hotel accomodation as overnight stay was required due to late in-person meetings on April 1	186.83	✓
06-Apr-2021	36.50 CAD Meal/Per Diem	L & D per diem as flight from Vic to Van landed at 9:10am with overnight stay required due to all day in-person meetings in Vancouver on April 7	36.50	
07-Apr-2021	49.00 CAD Meal/Per Diem	Full day per diem rate as a second night stay in Van was required due to all day in-person meetings in Vancouver	49.00	
08-Apr-2021	49.00 CAD Meal/Per Diem	Full day per diem rate as flight from Van to Vic as travel ended after 6pm	49.00	
08-Apr-2021	373.66 CAD Accommodation	Hotel accomodation as overnight stay for two nights was required due to all day meetings on April 7 and media avail on April 8	373.66	✓
Total			753.49	

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Confirmation

Expense report number ER22933526 for 884.96 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22933526

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

Submission Instructions

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General Information

Name	HENRY, BONNIE	Report Submit Date	07-MAY-2021
Expense Dates	03-MAY-2021 - 06-MAY-2021	Attachments	None
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes
Purpose	Travel to Vancouver for Media Avails	Report Total	884.96 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	884.96 CAD
Original Receipts Status	Required		

Expense Lines | **Expense Allocations** | **Weekly Summary** | **Approval Notes [0]**

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
03-May-2021	36.50 CAD	Meal/Per Diem	L & D per diem as flight from Vic to Van landed at 9:10am with overnight stay required due to second media avail being held in Vancouver			36.50	
04-May-2021	49.00 CAD	Meal/Per Diem	Full day per diem rate as a second night stay in Van was required due to second media avail being held in Vancouver			49.00	
05-May-2021	49.00 CAD	Meal/Per Diem	Full day per diem rate as a second night stay in Van was required due to second media avail being held in Vancouver			49.00	
06-May-2021	49.00 CAD	Meal/Per Diem	Full day per diem rate as flight from Van to Vic as travel ended after 6pm			49.00	
06-May-2021	701.46 CAD	Accommodation	Hotel accommodation as overnight stay for three nights was required due to both media avails being held in Vancouver	✓		701.46	

Total **884.96**

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Confirmation

Expense report number ER22939970 for 311.32 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22939970

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Submission Instructions

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	04-JUN-2021
Expense Dates	26-MAY-2021 - 27-MAY-2021	Attachments	None <input type="button" value="Add..."/>
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to Vancouver for Media Avail	Report Total	311.32 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	311.32 CAD
Original Receipts Status	Required		

Expense Lines | **Expense Allocations** | **Weekly Summary** | **Approval Notes [0]**

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
26-May-2021	28.50 CAD	Meal/Per Diem	Dinner per diem as travel began approximately 5:30pm			28.50	
27-May-2021	49.00 CAD	Meal/Per Diem	Full day per diem as flight landed in Victoria after 6:00pm			49.00	
27-May-2021	233.82 CAD	Accommodation	One night hotel stay required due to media avail	✓		233.82	
Total						311.32	

 **Confirmation**

Expense report number ER22959874 for 1,289.88 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER22959874

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

Submission Instructions

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	09-JUL- 2021
Expense Dates	21-JUN-2021 - 08-JUL-2021	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to North/Interior, Travel to Vancouver for Media Avail	Report Total	1,289.88 CAD
Approver	TWYFORD, PHILIP WALTER	Reimbursement Amount	1,289.88 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**

Business Expenses**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
24-Jun-2021	414.12 CAD	Accommodation	3 night hotel stay in Prince George (June 21-24, 2021) for meetings with Northern Health Authority	✓		414.12	
26-Jun-2021	345.68 CAD	Accommodation	2 night hotel stay in Kelowna (July 24-26, 2021) for meetings with Interior Health Authority	✓		345.68	
08-Jul-2021	269.08 CAD	Accommodation	1 night hotel stay in Vancouver for media avail	✓		269.08	
21-Jun-2021	28.50 CAD	Meal/Per Diem	D only per diem as travel to Prince George began after 12pm			28.50	
22-Jun-2021	36.50 CAD	Meal/Per Diem	B&D per diem as full day stay in PG required, but lunch was provided			36.50	
23-Jun-2021	22.00 CAD	Meal/Per Diem	B only per diem as lunch and dinner were provided			22.00	

24-Jun-2021	36.50 CAD Meal/Per Diem	B&D per diem as full day stay in Kelowna required, lunch was provided	36.50	
25-Jun-2021	30.00 CAD Meal/Per Diem	B&L per diem as full day stay in Kelowna required, dinner was provided	30.00	
26-Jun-2021	30.00 CAD Meal/Per Diem	B&L per diem as travel from Kelowna to Victoria ended at 1:45pm	30.00	
07-Jul-2021	28.50 CAD Meal/Per Diem	D only per diem as travel to Vancouver began before 6pm	28.50	
08-Jul-2021	49.00 CAD Meal/Per Diem	Full day per diem as over night stay in Vancouver was required, and travel back to Victoria ended after 6pm	49.00	
Total			1,289.88	

Oracle ERP 12.1.3 (12.1.3) Oracle ERP 12.1.3 (12.1.3)

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Confirmation

Expense report number ER22969552 for 1,505.60 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER22969552

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	13-AUG-2021
Expense Dates	26-JUL-2021 - 06-AUG-2021	Attachments	None Add...
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to Vancouver for Vaxaplooza Event/Media & Whistler for Immunization Clinics	Report Total	1,505.60 CAD
Approver	TWYFORD, PHILIP WALTER	Reimbursement Amount	1,505.60 CAD
Original Receipts Status	Required		

[Expense Lines](#) | [Expense Allocations](#) | [Weekly Summary](#) | [Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
26-Jul-2021	28.50 CAD	Meal/Per Diem	Dinner per diem as travel began before 3pm.			28.50	
27-Jul-2021	147.00 CAD	Meal/Per Diem	Full day per diem rate as multiple overnight			147.00	

		stays were required due to media events in Vancouver and Whistler Tuesday morning through to Thursday evening.			
28-Jul-2021	538.16 CAD	Accommodation	Accommodation at s.15 required two night stay due to Vaxaplooza event and media.	✓	538.16
30-Jul-2021	30.00 CAD	Meal/Per Diem	B&L per diem as return travel ended after 3:30pm.		30.00
30-Jul-2021	703.44 CAD	Accommodation	2 night stay at s.15 required for immunization clinic event in Whistler	✓	703.44
05-Aug-2021	36.50 CAD	Meal/Per Diem	L & D per diem as travel began before 8am and ended after 6:30pm		36.50
06-Aug-2021	22.00 CAD	Meal/Per Diem	Lunch per diem as travel began at approx. 9:30am and ended by 5:30pm		22.00
Total					1,505.60

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Confirmation

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

Expense Report ER22972637

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Submission Instructions

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General Information

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

Expense Lines | **Expense Allocations** | **Weekly Summary** | **Approval Notes [0]**


Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	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.			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	

8/25/2021

Expense Report ER22972637

22-Aug-2021	1,003.57 CAD Accommodation	3 night accommodation at s.15 Hotel required three night stay due to sporting events and media.	1,003.57	
Total			1,152.07	

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Confirmation

Expense report number ER22977971 for 696.79 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER22977971

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General Information




Name	HENRY, BONNIE	Report Submit Date	04-OCT-2021
Expense Dates	13-SEP-2021 - 29-SEP-2021	Attachments	None
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes
Purpose	Travel to Vancouver for media avail and visit to Royal Columbian Hospital	Report Total	696.79 CAD
Approver	TWYFORD, PHILIP WALTER	Reimbursement Amount	696.79 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
14-Sep-2021	284.47 CAD	Accommodation	1 night accommodation required due to media avail on Monday and visit to Royal Columbian Hospital on Tuesday	✓		284.47	
28-Sep-2021	49.00 CAD	Meal/Per Diem	Full day per diem as travel began for 7am, and overnight stay in Vancouver for media avail required			49.00	
29-Sep-2021	22.00 CAD	Meal/Per Diem	Breakfast only per diem as travel to Victoria ended at 9:25am			22.00	
29-Sep-2021	233.82 CAD	Accommodation	1 night accommodation required due to media	✓		233.82	

		avail and NHA Townhall	
13-Sep-2021	36.50 CAD Meal/Per Diem	L & D per diem as travel began at 7:30am, and over night stay in Vancouver required	36.50 
14-Sep-2021	49.00 CAD Meal/Per Diem	Full day per diem as over night stay was required, and travel to Victoria ended after 6:00pm	49.00 
21-Sep-2021	22.00 CAD Meal/Per Diem	Lunch only per diem as travel began at 7:30am, and ended before 6:00pm	22.00 
Total			696.79

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 **Confirmation**

Expense report number ER22997240 for 284.32 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER22997240 

Submission Instructions

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General Information



Name	HENRY, BONNIE s.22	Report Submit Date	04- NOV- 2021
Expense Dates	12-OCT- 2021 - 23- OCT-2021		+
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to Vancouver for Media Avails, Night of a Thousand Stars Gala	Report Total	284.32 CAD
Approver	TWYFORD, PHILIP WALTER	Reimbursement Amount	284.32 CAD
Original Receipts Status	Required		

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Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
12-Oct-2021	30.00 CAD	Meal/Per Diem	Travel to Vancouver began before 7am and ended by 5:30pm for photoshoot & Media Avail			30.00	
22-Oct-2021	22.00 CAD	Meal/Per Diem	Travel to Vancouver for Night of a Thousand Stars began after 9:00am,			22.00	

		dinner provided at gala (overnight stay required)		
22-Oct-2021	210.32 CAD	Accommodation	1 night stay in Vancouver required for Night of a Thousand Stars Gala	210.32 
23-Oct-2021	22.00 CAD	Meal/Per Diem	Travel ended at approximately 9am on Saturday.	22.00 
			Total	284.32

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 **Confirmation**

Expense report number ER23006169 for 294.58 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER23006169 

Submission Instructions

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General Information

Name	HENRY, BONNIE s.22	Report Submit Date	29-NOV-2021
Expense Dates	09-NOV-2021 - 10-NOV-2021		+
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Travel to Vancouver for media/meetings November 9-10	Report Total	294.58 CAD
Approver	TWYFORD, PHILIP WALTER	Reimbursement Amount	294.58 CAD
Original Receipts Status	Required		

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Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
09-Nov-2021	49.00 CAD	Meal/Per Diem	Full day per diem as travel to Vancouver began before 7am and overnight stay required due to media and meetings in Vancouver November 9th & 10th			49.00	
10-Nov-2021	245.58 CAD	Accommodation	Accommodation for 1 night as overnight stay required due to media and meetings in Vancouver November 9th & 10th	✓		245.58	
Total :						294.58	

Oracle ERP 1006.00.01 Oracle ERP 1006.00.01 Oracle ERP 1006.00.01

Confirmation

Expense report number ER23011126 for 594.64 has been submitted to TWYFORD, PHILIP WALTER for approval.

Expense Report ER23011126 ☆

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	HENRY, BONNIE s.22	Report Submit Date	16-DEC-2021
Expense Dates	17-NOV-2021 - 14-DEC-2021	Is this claim for expenses while on Travel Status?	Yes
Cost Center	66L50		Yes
Purpose	Travel to Vancouver for West Coast Seeds, Recording at YVR, Media Avails, Radio Ad for Children's Vaccines, Pharmacy Photo Op	Report Total	594.64 CAD
Approver	TWYFORD, PHILIP WALTER	Reimbursement Amount	594.64 CAD
Original Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt	Reimbursable	Details
				Missing	Amount	

			Required	(CAD)	
17-Nov-2021	49.00 CAD	Meal/Per Diem	Full day per diem as travel to Vancouver began before 7:00am for West Coast Seeds and recording at YVR, and ended back in Victoria after 6:00pm	49.00	
30-Nov-2021	36.50 CAD	Meal/Per Diem	L & D per diem as travel to Vancouver began after 7:00am, and overnight stay in Vancouver required due to media avail and Radio Ad for Children's Vaccine's next day	36.50	
01-Dec-2021	210.32 CAD	Accommodation	1 night stay in hotel required due to media avail and radio ad for children's vaccines	210.32	
01-Dec-2021	30.00 CAD	Meal/Per Diem	B & L per diem as overnight stay was required, and travel ended in Victoria before 6:00pm	30.00	
13-Dec-2021	28.50 CAD	Meal/Per Diem	Dinner only per diem as travel to Vancouver began at 4:15pm with overnight stay required due to pharmacy photo op and media avail next day	28.50	
14-Dec-2021	210.32 CAD	Accommodation	1 night stay in hotel required due to morning pharmacy photo op and media avail	210.32	
14-Dec-2021	30.00 CAD	Meal/Per Diem	B & L per diem as overnight stay was required, and travel ended at 5:00pm in Victoria	30.00	
			Total	594.64	

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