Confirmation

Expense report number ER22203429 for 3,883.63 has been submitted to LEAMY, MICHELLE s.22 for approval.

Expense Report ER22203429

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	**PLECAS, BOBBI-LYNN** s.22	Report Submit Date	**28-NOV-2016**
		Attachments	**None** Add...
Expense Dates	**11-NOV-2016 - 18-NOV-2016**	Is this claim for expenses while on Travel Status?	**Yes** Yes
		Report Total	**3,883.63 CAD**
Cost Center	**36B10**	Reimbursement Amount	**3,883.63 CAD**
Purpose	**Trade mission - Israel**		
Approver	**LEAMY, MICHELLE** s.22		
Original Receipts Status	**Required**		

ML

Sent to BP Nov 28, 16

Expense Lines Expense Allocations Weekly Summary Approval Notes [2]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
11-Nov-2016	0.00 CAD	Miscellaneous	Drive from home to YYJ - 31km Electric car			0.00	

11-Nov-2016	22.75 CAD	Meal/Per Diem	Lunch only rate		22.75	
11-Nov-2016	0.00 CAD	Air you paid	Lufthansa flight from Victoria - Israel paid for on BTA		0.00	
11-Nov-2016	122.59 CAD	Public Transp.	Car service through hotel - GAS vehicle - 31 KMS.	✔	122.59	
12-Nov-2016	2,898.58 CAD	Accommodation	s.15	✔	2,898.58	
12-Nov-2016	210.98 CAD	Miscellaneous	Full day at Israel per diem rate	✔	210.98	
13-Nov-2016	141.05 CAD	Miscellaneous	Full day less dinner at Israel per diem rate	✔	141.05	
14-Nov-2016	83.55 CAD	Miscellaneous	Full day less dinner and lunch at Israel per diem rate	✔	83.55	
15-Nov-2016	83.55 CAD	Miscellaneous	Full day less dinner and lunch at Israel per diem rate	✔	83.55	
16-Nov-2016	153.48 CAD	Miscellaneous	Full day less lunch at Israel travel per diem	✔	153.48	
17-Nov-2016	83.55 CAD	Miscellaneous	Full day less dinner and lunch at Israel per diem rate	✔	83.55	
18-Nov-2016	0.00 CAD	Air you paid	Lufthansa flight from Israel to Victoria paid for on BTA		0.00	
18-Nov-2016	0.00 CAD	Miscellaneous	Drive from YYJ to home - 31km Electric car		0.00	
18-Nov-2016	83.55 CAD	Miscellaneous	Full day less dinner and lunch at Israel per diem rate	✔	83.55	
				Total	**3,883.63**	

	Tel Aviv Israel	
CURRENCY	**US Dollar (USD)**	
PER DIEM	120.10	
INCIDENTALS	36.03	
TOTAL	**156.13**	x 1.35 = 210.98

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE:

* = Reasonable and justifiable expenses. Receipts required

	Tel Aviv	
BREAKFAST	25.80	
LUNCH	42.55	x1.35 = 57.50
DINNER	51.75	x1.35 = 69.93

Current and Historical Rate Tables

Build current and historic rate tables with your chosen base currency with XE Currency Tables. For commercial purposes, get an automated currency feed through the XE Currency Data API.

XE Currency Table: USD - US Dollar

Mid-market rates as of **2016-11-11 17:00 UTC**

Currency code ▲▼	Currency name ▲▼	Units per USD	USD per Unit
USD	US Dollar	1.0000000000	1.0000000000
EUR	Euro	0.9231839146	1.0832077814
GBP	British Pound	0.7936250561	1.2600408623
INR	Indian Rupee	67.7161495031	0.0147675260
AUD	Australian Dollar	1.3236212172	0.7555031508
CAD	Canadian Dollar	1.3513262132	0.7400137659
SGD	Singapore Dollar	1.4124992128	0.7079649963
CHF	Swiss Franc	0.9890298997	1.0110917782
MYR	Malaysian Ringgit	4.3850505456	0.2280475423
JPY	Japanese Yen	106.6648271252	0.0093751617
CNY	Chinese Yuan Renminbi	6.8150873588	0.1467332622
NZD	New Zealand Dollar	1.4016275785	0.7134562814
THB	Thai Baht	35.3926867755	0.0282544246
HUF	Hungarian Forint	285.4534713285	0.0035031979
AED	Emirati Dirham	3.6729237241	0.2722626646
HKD	Hong Kong Dollar	7.7584921645	0.1288910240
MXN	Mexican Peso	20.8058777953	0.0480633410
ZAR	South African Rand	14.2631946275	0.0701105205
PHP	Philippine Peso	49.0432047383	0.0203901846
SEK	Swedish Krona	9.1082028118	0.1097911433
IDR	Indonesian Rupiah	13493.5507511347	0.0000741095
SAR	Saudi Arabian Riyal	3.7504305704	0.2666360518
BRL	Brazilian Real	3.4225149453	0.2921828001
TRY	Turkish Lira	3.2489022980	0.3077962673
KES	Kenyan Shilling	101.7401797660	0.0098289585
KRW	South Korean Won	1166.1136393338	0.0008575494
EGP	Egyptian Pound	16.4977866386	0.0606141916

To: **Ms. Bobbi Plecas**
PO Box 9041 Stn Prov Govt

Original Invoice

Tax Invoice number: s.21
Victoria **V8W9E1** **Folio number:** s.21
British Caladonia **Invoice Date : 17/11/16**
Canada Company: s.15
Manager :
V.A.T No:
Folio Type: AllCharges Comp No:

Nationality: **Canada**
Check-In: 13/11/16 07:35:23 **Agent/Comp.:**

Room	Arrival	Departure	Persons	Board	Currency
s.15	13/11/16	18/11/16	1/0/0/0	RO	USD

Date	Description	Reference	Qty	Debit	Credit	Balance	
09/11/16	Lexus		1	90.72		**90.72**	
12/11/16	1114 Daily Room Charge		1	350.00		**440.72**	
13/11/16	1114 Daily Room Charge		1	375.00		**815.72**	
14/11/16	1114 Daily Room Charge		1	395.00		**1,210.72**	
15/11/16	1114 Daily Room Charge		1	375.00		**1,585.72**	
16/11/16	1114 Daily Room Charge		1	325.00		**1,910.72**	
17/11/16	1114 Daily Room Charge		1	325.00			
17/11/16	Master Card $	13914	1		2,235.72	**0.00**	7447

- 90.72

2145 - hotel × 1.35 = 2898.58
90.72 - car service × 1.35 = 122.59

	108630	Amount	Tax	Total
Total in	**USD**	**2,235.72**	**0.00**	**2,235.72**
Charges VAT	17.0%	**0.00**	**0.00**	
		8,625.41		
Total in	**Shekel**	**8,625.41**	**0.00**	**8,625.41**

Issued: 17/11/16 02:48
Receipt No. 13914
Payment this receipt 2,235.72 USD
Clerk: Ellana Nerman

Page 1 of 1

Original printed by: Nerman Ellana 18/11/16 02:48 Optima PMS Silverbyte Systems

Higgins, Keira PREM:EX

From:	Noel Ramirez <noel.ramirez@ctmstravel.com>
Sent:	Wednesday, November 2, 2016 4:18 PM
To:	Higgins, Keira PREM:EX
Subject:	E-TICKET/INVOICE: PLECAS/BOBBI LYNN s.22 I MS 11NOV2016 YYJ YVR
Attachments:	PLECASBOBBI LYNN s.22 MS 11NOV2016 YYJ YVR.pdf; 289630.pdf

ctms TRAVEL

Your trip

Booking ref: s.22 — Check My Trip
Issued date: **02 November 2016** — Baggage Info

Traveler Ms. Bobbi Lynn s.22 **Plecas**

Agency	**HUME TRAVEL**
	#1680 - 401 West Georgia Street
	VANCOUVER BC V6B 5A1
Telephone	**604 682-7581**
Fax	**(604)488-1138**
Agent initial	**NR**

Friday 11 November 2016

Lufthansa LH 6629

Departure	**11 November 12:05**	**Victoria, (Victoria Intl) (+)**	
Arrival	**11 November 12:30**	**Vancouver, (International) (+)**	**Terminal: M**
Duration		00:25 (Non stop)	
Distance		39 Miles	
Booking status		Confirmed	
Class		Economy (Y)	
Baggage allowance		2PC	
Seat		s.15 confirmed for Ms Bobbi Lynn s.22 Plecas	
Equipment		DE HAVILLAND DHC-8 SERIES 300	
Flight meal		Refreshments	
Operated by		Air Canada, AC8064	

Friday 11 November 2016

Lufthansa LH 493

Departure	**11 November 13:30**	**Vancouver, (International) (+)**	**Terminal: M**
Arrival	**12 November 08:15**	**Frankfurt, (Frankfurt Intl) (+)**	**Terminal: 1**
Duration		09:45 (Non stop)	
Distance		5,008 Miles	
Booking status		Confirmed	
Class		Premium Economy (N)	
Baggage allowance		2PC	
Seat		s.15 confirmed for Ms Bobbi Lynn s.22 Plecas	
Equipment		BOEING 747-400	
Flight meal		Meal	

Saturday 12 November 2016

Lufthansa LH 694

Departure	12 November 14:00	Frankfurt, (Frankfurt Intl) (+)	Terminal: 1
Arrival	12 November 19:10	Tel Aviv Yafo, (Ben Gurion Intl) (+)	Terminal: 3
Duration		04:10 (Non stop)	
Distance		1,833 Miles	
Booking status		Confirmed	
Class		Economy (Y)	
Baggage allowance		2PC	
Seat		s.1 confirmed for Ms Bobbi Lynn s.22 Plecas	
Equipment		AIRBUS INDUSTRIE A321	
Flight meal		Meal	

Friday 18 November 2016

Lufthansa LH 691

Departure	18 November 05:20	Tel Aviv Yafo, (Ben Gurion Intl) (+)	Terminal: 3
Arrival	18 November 09:00	Frankfurt, (Frankfurt Intl) (+)	Terminal: 1
Duration		04:40 (Non stop)	
Distance		1,833 Miles	
Booking status		Confirmed	
Class		Economy (Y)	
Baggage allowance		2PC	
Seat		s.15 confirmed for Ms Bobbi Lynn s.22 Plecas	
Equipment		AIRBUS INDUSTRIE A321	
Flight meal		Meal	

Friday 18 November 2016

Lufthansa LH 492

Departure	18 November 10:20	Frankfurt, (Frankfurt Intl) (+)	Terminal: 1
Arrival	18 November 11:35	Vancouver, (International) (+)	Terminal: M
Duration		10:15 (Non stop)	
Distance		5,008 Miles	
Booking status		Confirmed	
Class		Premium Economy (N)	
Baggage allowance		2PC	
Seat		s.15 confirmed for Ms Bobbi Lynn s.22 Plecas	
Equipment		BOEING 747-400	
Flight meal		Meal	

Friday 18 November 2016

Lufthansa LH 6682

Departure	18 November 13:10	Vancouver, (International) (+)	Terminal: M
Arrival	18 November 13:39	Victoria, (Victoria Intl) (+)	
Duration		00:29 (Non stop)	
Distance		39 Miles	
Booking status		Confirmed	
Class		Economy (Y)	
Baggage allowance		2PC	
Seat		s.15 confirmed for Ms Bobbi Lynn s.22 Plecas	
Equipment		DE HAVILLAND DHC-8 400 SERIES	
Flight meal		Refreshments	
Operated by		Air Canada, AC8067	

Ticket details

E-ticket LH 220-1098355753 for Bobbi Lynn s.22 Plecas

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 NOTEADDITIONAL CHARGES WILL APPLY
TO EMERGENCY SERVICE CALLS

Ecological information

Calculated average CO_2 emission is 2,519.11 kg/person
Source: ICAO Carbon Emissions Calculator
http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx

Airline Booking Reference(s)
LH (Lufthansa): 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

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Executive Travel and Business Expense Form

I Expense #:	Samount:
Reason for Travel: Israel	
Date of Trip:	
Date of Return:	
Destination:	

Meal Allowance (if meals are provided, please indicate with a P over the applicable meal)		
	Monday Nov 14 B L D ✓	Thursday Nov 17 B L D ✓
	Tuesday Nov 15 B L D ✓	Friday B L D Nov 11
	Wednesday Nov 16 B L D ✓	Saturday B L D Nov 12
		Sunday B L D Nov 13

Receipts: (enclose in envelope and check off):

Hotel	$2235.72 USD (US Dollars)
Taxi	$90.72 USD to hotel from airport
Air Ticket/Coupon	
Parking	
Car Rental	
Other	

Comments:

Nov 18 Friday B L D ✓