

Confirmation

Expense report number ER15414868 was previously submitted for approval.

Expense Report ER15414868

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	MAIN, GRANT M s.22	Report Submit Date	05-FEB- 2016
	Expense Dates	14-JAN- 2016 -	Attachments	Add
		29-JAN- 2016	Is this claim for expenses while on Travel Status?	Yes Yes
	Cost Center Purpose	55060 Minister's	Report Total	1,302.09 CAD
	ruipose	Meetings & DM & Minister's	Reimbursement Amount	1,302.09 CAD
		Council Meetings		
	Approver	Ottawa BAIN, NANCY ANN		
Ori	ginal Receipts Status	Required		

Expense Lines Expenses Expense Allocations Weekly Summary Approval Notes [3]

Cash Expenses

Receipt Receipt Receipt Re Date Amount Expense Type Justification Required Mis	ceipt Reimbursable ssing Amount (CAD) Details
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14-Jan-2016	25.75 CAD	Meal/Per Diem	Minister's Briefings			25.75	
19-Jan-2016	51.50 CAD	Meal/Per Diem	CCSE			51.50	
19-Jan-2016	210.32 CAD	Accommodation	s.15 - Treasury Board, CCSE & Minister's Briefings	•		210.32	
20-Jan-2016	33.25 CAD	Meal/Per Diem	Minister's Briefings			33.25	
21-Jan-2016	25.75 CAD	Meal/Per Diem	Cabinet Working Group on CL and Minister's Meetings			25.75	
26-Jan-2016	51.50 CAD	Meal/Per Diem	Council of Deputy Ministers and Council of Ministers Meetings			51.50	
26-Jan-2016	231.62 CAD	Accommodation	s.15 s.15 Council of Deputy Ministers Meeting	•		231.62	
26-Jan-2016	33.91 CAD	Public Transp.	Council of Deputy Ministers Meeting	•		33.91	
27-Jan-2016	33.25 CAD	Meal/Per Diem	Council of Ministers Meeting			33.25	
27-Jan-2016	231.62 CAD	Accommodation	s.15 s.15 - Council of Ministers Meeting	~		231.62	
28-Jan-2016	30.50 CAD	Meal/Per Diem	Council of Ministers Meeting			30.50	
28-Jan-2016 2	231.62 CAD	Accommodation	s.15 s.15 - Council of Ministers Meetings	•		231.62	
29-Jan-2016	51.50 CAD	Meal/Per Diem	Minister's Meetings w/ Federal Counterparts			51.50	
29-Jan-2016	60.00 CAD	Miscellaneous	Parking at Victoria Airport	~		60.00	
					Total	1,302.09	

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Confirmation

Expense report number ER22070558 was previously submitted for approval.

Expense Report ER22070558

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Submission Instructions

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- * 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	MAIN, GRANT M s.22	Report Submit Date	2016
Expense Dates	01-FEB- 2016 - 30-	Attachments	None Add
	MAR- 2016	Is this claim for expenses while on Travel Status?	Yes Yes
Cost Center	55060 Meetings	Report Total	68.25 CAD
Purpose	w/Minister & PavCo	Reimbursement Amount	68.25 CAD
Approver	BAIN, NANCY ANN		
Original Receipts Status	Not Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [2] business expenses

Cash Expenses

Date	Receipt Expense Amount Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD) D	Details
01-Feb-2016	22.75 CAD Meal/Per Diem	Meeting with PavCo			22.75	
04-Feb-2016	22.75 CAD Meal/Per	Meetings w/			22.75	

	Diem	Minister			
30-Mar-2016	22.75 CAD Meal/Per Diem	Meetings w/ Minister		22.75	
			Total	68.25	

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for Business Meetings/Protocol Events

Attach original invoices/receipts that have by an expense authority. Please see page		USINESS EXPENSE APPROVAL NO		
SECTION 1 - ORIGINATOR INFORMATION	recold reservoirs men	1		
NAME OF ORIGINATOR OF EXPENSE	15	ELEPHONENO.	1	
Grant Main				YYYY/MM/DD
		250) 3873280	SUBMITTED	2016/02/16
MINISTRY/DIVISION/BRANCH Ministry of Transportation & Infrastrucutre Deputy Minister's Office	LOCATION (CITY) OF Victoria	EVENT	START DATE OF EVENT	YYYY/MM/DD 2016/02/16
SECTION 2 - NAME / NATURE OF EVENT			END DATE OF EVENT	2016/02/16
In general terms, describe the event, the number	r of people attending a	nd their affiliation. Fo	r ovemple. A	

- 20 government employees, 2 service contractors. miliation. For example: Annual Regional Meeting

Dinner meeting with Minister Stone, Minister from Saskatchewan and Ministry representatives from BC, Alberta & Saskatchewan.

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 – BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL			
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICELINE	PROJECTNO. (IF AF	PPLICABLE) OR
Meeting Room Rental	6531		s.17	s.17	s.17	IG .
2. Equipment/Furniture Rental	6531		EXPENSE AUTHOR 32 & 33 of the Fin	ITY SIGNATURE - Co pancial Administration	ertified correct pur	rsuant to sections
3. Photocopying, Faxing, Telephone, etc.	6531		J. 84	wat		•
4. Food/Beverages for Meetings	6531		PRINT NAME OF EXPE	NSE AUTHORITY	DATESIGN	IED
BREAKFAST LUNCH DINNER SNACKS COFFEE/TEA/JUICE, ETC.	0001		Dave Stewart		201	16/02/12
5. Business Meals in Restaurant			SECTION 6 - E	MPLOYEE REIN		
☐ BREAKFAST ☐ LUNCH ☑ DINNER 653		315.00	SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION Complete this section only if reimbursing an employee for expenses the have paid personally. Enter payee name, cheque mailing address, and			
6. Event Planners, Speakers, etc.			reimbursement total	al.	ine, cheque ma	lling address, and
7. Travel Costs for Non-BC			Grant Main s.22			
Government Participants			S.22			
3. Other:			1			
	1 1		OLIALIEIED RECEIVE	D CIONATURE C		
			QUALIFIED RECEIVE pursuant to CPPM	4.3.2.	titled goods/servi	ces received
			×			
ESTIMATED T	OTAL	\$ 315.00		REIMBURSEME	NT TOTAL	315.00

IN 215/WEB Rev. 2008/3/18

ORIGINAL: MINISTRY ACCOUNTS PAYABLE

COPY: ORIGINATOR