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**RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT**
**FISCAL 2018/2019**

**Jim Lightbody**

**PERIOD: January 2019**

## EMPLOYEE PAID EXPENSES

| Expense Type | Date | Information | Amount CAD |
|---|---|---|---|
| **Trip # 1000047575 - Expenses: Future Airfare, 10 - 11 January** | | | |
| Airfare | 1/6/2019 | Vancouver to Kamloops Roundtrip | 736.31 |
| | | **SUB-TOTAL** | **$ 736.31** |
| **Trip # 1000047885 - Expenses: 7 - 11 January, Vancouver / Kamloops** | | | |
| Breakfast Allowance | 1/7/2019 | | 10.00 |
| Lunch Allowance | 1/7/2019 | | 15.00 |
| Dinner Allowance | 1/7/2019 | | 30.00 |
| Private Accommodations | 1/7/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/7/2019 | | 12.25 |
| Breakfast Allowance | 1/8/2019 | | 10.00 |
| Dinner Allowance | 1/8/2019 | | 30.00 |
| Private Accommodations | 1/8/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/8/2019 | | 12.25 |
| Breakfast Allowance | 1/9/2019 | | 10.00 |
| Lunch Allowance | 1/9/2019 | | 15.00 |
| Dinner Allowance | 1/9/2019 | | 30.00 |
| Private Accommodations | 1/9/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/9/2019 | | 12.25 |
| Breakfast Allowance | 1/10/2019 | | 10.00 |
| Lunch Allowance | 1/10/2019 | | 15.00 |
| Dinner Allowance | 1/10/2019 | | 30.00 |
| Car Rental | 1/11/2019 | Budget | 135.82 |
| Parking, Tolls | 1/11/2019 | Airport | 44.09 |
| Airport mileage allowance VAN | 1/11/2019 | | 18.00 |
| | | **SUB-TOTAL** | **$ 529.66** |

| Trip # 1000047886 - Expenses: 14 - 20 January, Vancouver / Kamloops | | | |
|---|---|---|---|
| Breakfast Allowance | 1/14/2019 | | 10.00 |
| Dinner Allowance | 1/14/2019 | | 30.00 |
| Private Accommodations | 1/14/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/14/2019 | | 12.25 |
| Dinner Allowance | 1/15/2019 | | 30.00 |
| Private Accommodations | 1/15/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/15/2019 | | 12.25 |
| Dinner Allowance | 1/16/2019 | | 30.00 |
| Airfare | 1/16/2019 | Vancouver to Kamloops Roundtrip | 1,022.96 |
| Car Rental | 1/20/2019 | Budget | 323.71 |
| Gas/Repairs/Insurance - No PHH | 1/20/2019 | For rental car | 33.60 |
| Parking, Tolls | 1/20/2019 | Airport | 84.80 |
| Airport mileage allowance VAN | 1/20/2019 | | 18.00 |
| | | **SUB-TOTAL** | **$ 1,667.57** |

| Trip # 1000047887 - Expenses: 21 - 25 January, Vancouver / Kamloops | | | |
|---|---|---|---|
| Breakfast Allowance | 1/21/2019 | | 10.00 |
| Lunch Allowance | 1/21/2019 | | 15.00 |
| Private Accommodations | 1/21/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/21/2019 | | 12.25 |
| Breakfast Allowance | 1/22/2019 | | 10.00 |
| Lunch Allowance | 1/22/2019 | | 15.00 |
| Dinner Allowance | 1/22/2019 | | 30.00 |
| Private Accommodations | 1/22/2019 | Vancouver | 30.00 |
| Incidental Allowance | 1/22/2019 | | 12.25 |
| Parking, Tolls | 1/22/2019 | BCSHOF Mtg | 25.00 |
| Mileage | 1/22/2019 | BCSHOF Mtg, Vancouver | 7.70 |
| Breakfast Allowance | 1/23/2019 | | 10.00 |
| Dinner Allowance | 1/23/2019 | | 30.00 |
| Airfare | 1/23/2019 | Vancouver to Kamloops Roundtrip | 746.81 |
| Dinner Allowance | 1/25/2019 | | 30.00 |
| Car Rental | 1/25/2019 | Budget | 161.86 |
| Gas/Repairs/Insurance - No PHH | 1/25/2019 | For rental car | 11.25 |
| Parking, Tolls | 1/25/2019 | Airport | 44.09 |
| Airport mileage allowance VAN | 1/25/2019 | | 18.00 |
| | | **SUB-TOTAL** | **$ 1,249.21** |

| Trip # 1000047888 - Expenses: 28 January - 1 February, Vancouver / Kamloops | | | |
|---|---|---|---|
| Breakfast Allowance | 1/28/2019 | | 10.00 |
| Airfare | 1/28/2019 | Vancouver to Kamloops Roundtrip | 418.16 |
| Private Accommodations | 1/30/2019 | Private Residence | 30.00 |
| Incidental Allowance | 1/30/2019 | | 12.25 |
| Car Rental | 1/30/2019 | Budget | 249.16 |
| Gas/Repairs/Insurance - No PHH | 1/30/2019 | For rental car | 21.50 |
| Parking, Tolls | 1/30/2019 | Airport | 65.61 |
| Airport mileage allowance VAN | 1/30/2019 | | 18.00 |
| Breakfast Allowance | 1/31/2019 | | 10.00 |
| Lunch Allowance | 1/31/2019 | | 15.00 |
| Dinner Allowance | 1/31/2019 | | 30.00 |
| Private Accommodations | 1/31/2019 | Private Residence | 30.00 |
| Incidental Allowance | 1/31/2019 | | 12.25 |
| Parking, Tolls | 1/31/2019 | Directors College Exam | 18.00 |
| Mileage | 1/31/2019 | Directors College Exam, Vancouver | 8.80 |
| Breakfast Allowance | 2/1/2019 | | 10.00 |
| Lunch Allowance | 2/1/2019 | | 15.00 |
| Dinner Allowance | 2/1/2019 | | 30.00 |
| s 22 | | SUB-TOTAL | $ 1,003.73 |

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Jim Lightbody

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Receipts Verified

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Amanda Hobson, CFO

Peter Kappel, Board Chair

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**RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT**
**FISCAL 2018/2019**

**Jim Lightbody**
**PERIOD: February 2019**

**EMPLOYEE PAID EXPENSES**

| Expense Type | Date | Information | Amount CAD |
|---|---|---|---|
| **Trip # 1000047883 - Expenses: Future Airfare, 13 - 15 February** | | | |
| Airfare | 2/8/2019 | Vancouver to Kamloops Roundtrip | 1,062.86 |
| | | **SUB-TOTAL** | **$ 1,062.86** |
| **Trip # 1000047882 - Expenses: Future Airfare, 18 - 20 February** | | | |
| Airfare | 2/9/2019 | Vancouver to Victoria Roundtrip | 542.06 |
| | | **SUB-TOTAL** | **$ 542.06** |
| **Trip # 1000047884 - Expenses: Future Airfare, 20 - 22 February** | | | |
| Airfare | 2/10/2019 | Vancouver to Kamloops Roundtrip | 565.11 |
| | | **SUB-TOTAL** | **$ 565.11** |
| **Trip # 1000048139 - Expenses: 11 - 15 February, Vancouver / Kamloops** | | | |
| Breakfast Allowance | 2/12/2019 | | 10.00 |
| Lunch Allowance | 2/12/2019 | | 15.00 |
| Dinner Allowance | 2/12/2019 | | 30.00 |
| Private Accommodations | 2/12/2019 | Vancouver | 30.00 |
| Incidental Allowance | 2/12/2019 | | 12.25 |
| Breakfast Allowance | 2/13/2019 | | 10.00 |
| Lunch Allowance | 2/13/2019 | | 15.00 |
| Dinner Allowance | 2/13/2019 | | 30.00 |
| Dinner Allowance | 2/15/2019 | | 30.00 |
| Car Rental | 2/15/2019 | Budget | 161.86 |
| Gas/Repairs/Insurance - No PHH | 2/15/2019 | For rental car | 14.51 |
| Parking, Tolls | 2/15/2019 | Airport | 44.09 |
| Airport mileage allowance VAN | 2/15/2019 | | 18.00 |
| | | **SUB-TOTAL** | **$ 420.71** |

| Trip # 1000048140 - Expenses: 18 - 22 February, Vancouver / Kamloops | | | |
|---|---|---|---|
| Breakfast Allowance | 2/19/2019 | | 10.00 |
| Lunch Allowance | 2/19/2019 | | 15.00 |
| Dinner Allowance | 2/19/2019 | | 30.00 |
| Private Accommodations | 2/19/2019 | Vancouver | 30.00 |
| Incidental Allowance | 2/19/2019 | | 12.25 |
| Breakfast Allowance | 2/20/2019 | | 10.00 |
| Lunch Allowance | 2/20/2019 | | 15.00 |
| Dinner Allowance | 2/20/2019 | | 30.00 |
| Dinner Allowance | 2/22/2019 | | 30.00 |
| Car Rental | 2/22/2019 | Budget | 166.11 |
| Gas/Repairs/Insurance - No PHH | 2/22/2019 | For rental car | 22.01 |
| Parking, Tolls | 2/22/2019 | Airport | 44.09 |
| Airport mileage allowance VAN | 2/22/2019 | | 18.00 |
| | | **SUB-TOTAL** | **$ 432.46** |

| Trip # 1000048097 - Expenses: Future Airfare, 28 February | | | |
|---|---|---|---|
| Airfare | 2/23/2019 | Vancouver to Victoria Roundtrip | 559.91 |
| | | **SUB-TOTAL** | **$ 559.91** |

| Trip # 1000048269 - Expenses: 25 February - 1 March, Vancouver / Victoria | | | |
|---|---|---|---|
| Breakfast Allowance | 2/25/2019 | | 10.00 |
| Dinner Allowance | 2/25/2019 | | 30.00 |
| Private Accommodations | 2/25/2019 | Vancouver | 30.00 |
| Incidental Allowance | 2/25/2019 | | 12.25 |
| Breakfast Allowance | 2/26/2019 | | 10.00 |
| Private Accommodations | 2/26/2019 | Vancouver | 30.00 |
| Incidental Allowance | 2/26/2019 | | 12.25 |
| Parking, Tolls | 2/26/2019 | Focus Groups, Vancouver | 7.13 |
| Mileage | 2/26/2019 | Focus Groups, Vancouver | 8.80 |
| Breakfast Allowance | 2/27/2019 | | 10.00 |
| Dinner Allowance | 2/27/2019 | | 30.00 |
| Private Accommodations | 2/27/2019 | Vancouver | 30.00 |
| Incidental Allowance | 2/27/2019 | | 12.25 |
| Breakfast Allowance | 2/28/2019 | | 10.00 |
| Business Meeting | 2/28/2019 | w/ B.Boyle (E&Y), P. Kappel, R. Kroeker | 104.12 |
| Parking, Tolls | 2/28/2019 | Mtg with Minister | 14.50 |
| Car Rental | 2/28/2019 | Budget | 64.54 |
| Parking, Tolls | 2/28/2019 | Airport | 34.00 |
| Airport mileage allowance VAN | 2/28/2019 | | 18.00 |
| Parking, Tolls | 2/28/2019 | Business Leadership Grad | 35.00 |
| Mileage | 2/28/2019 | Business Leadership Grad, UBC Robson Sq | 8.25 |
| Private Accommodations | 2/28/2019 | Vancouver | 30.00 |
| Incidental Allowance | 2/28/2019 | | 12.25 |
| Breakfast Allowance | 3/1/2019 | | 10.00 |
| Dinner Allowance | 3/1/2019 | | 30.00 |
| Parking, Tolls | 3/1/2019 | Career Milestone Luncheon | 10.00 |
| Mileage | 3/1/2019 | Career Milestone Lunch, Seasons in the Park | 3.85 |
| s 22 | | **SUB-TOTAL** | **$ 617.19** |

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Jim Nightbody

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Receipts Verified

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Amanda Hobson, CFO

Peter Kappel, Board Chair

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**RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT**
**FISCAL 2018/2019**

**Jim Lightbody**

**PERIOD: March 2019**

## EMPLOYEE PAID EXPENSES

| Expense Type | Date | Information | Amount CAD |
|---|---|---|---|
| **Trip # 1000048260 - Expenses: 4 - 8 March, Vancouver** | | | |
| Breakfast Allowance | 3/4/2019 | | 10.00 |
| Lunch Allowance | 3/4/2019 | | 15.00 |
| Dinner Allowance | 3/4/2019 | | 30.00 |
| Private Accommodations | 3/4/2019 | Vancouver | 30.00 |
| Incidental Allowance | 3/4/2019 | | 12.25 |
| Breakfast Allowance | 3/5/2019 | | 10.00 |
| Lunch Allowance | 3/5/2019 | | 15.00 |
| Parking, Tolls | 3/6/2019 | Airport | 44.09 |
| Airport mileage allowance VAN | 3/6/2019 | | 18.00 |
| Dinner Allowance | 3/6/2019 | | 30.00 |
| Private Accommodations | 3/6/2019 | Vancouver | 30.00 |
| Incidental Allowance | 3/6/2019 | | 12.25 |
| | | **SUB-TOTAL** | **$ 256.59** |
| **Trip # 1000048258 - Expenses: Future Airfare, 19 - 22 March** | | | |
| Airfare | 3/16/2019 | Vancouver to Kamloops Roundtrip | 632.36 |
| | | **SUB-TOTAL** | **$ 632.36** |
| **Trip # 1000048259 - Expenses: Future Airfare, 18 - 19 March** | | | |
| Airfare | 3/17/2019 | Vancouver to Victoria Roundtrip | 564.11 |
| | | **SUB-TOTAL** | **$ 564.11** |

| Trip # 1000048568 - Expenses: 11 - 15 March, Vancouver | | | |
|---|---|---|---|
| Lunch Allowance | 3/12/2019 | | 15.00 |
| Private Accommodations | 3/12/2019 | Vancouver | 30.00 |
| Incidental Allowance | 3/12/2019 | | 12.25 |
| Parking, Tolls | 3/12/2019 | New Horizons Conf. | 25.00 |
| Mileage | 3/12/2019 | New Horizons Conf., Parq | 8.25 |
| Private Accommodations | 3/13/2019 | Vancouver | 30.00 |
| Incidental Allowance | 3/13/2019 | | 12.25 |
| Parking, Tolls | 3/13/2019 | New Horizons Conf. | 20.00 |
| Taxi, Bus | 3/13/2019 | To Meeting with Minister | 11.45 |
| Taxi, Bus | 3/13/2019 | To Parq | 11.45 |
| Mileage | 3/13/2019 | New Horizons Conf., Parq | 8.25 |
| Dinner Allowance | 3/14/2019 | | 30.00 |
| Private Accommodations | 3/14/2019 | Vancouver | 30.00 |
| Incidental Allowance | 3/14/2019 | | 12.25 |
| Parking, Tolls | 3/14/2019 | New Horizons Conf. | 20.00 |
| Mileage | 3/14/2019 | New Horizons Conf., Parq | 8.25 |
| Breakfast Allowance | 3/15/2019 | | 10.00 |
| Lunch Allowance | 3/15/2019 | | 15.00 |
| Dinner Allowance | 3/15/2019 | | 30.00 |
| Parking, Tolls | 3/15/2019 | Crown Strategy Meeting | 20.00 |
| Mileage | 3/15/2019 | Crown Strat Mtg, Vancouver | 8.25 |
| | | **SUB-TOTAL** | **$ 367.65** |

| Trip # 1000048570 - Expenses: 18 - 22 March, Vancouver / Victoria / Kamloops | | | |
|---|---|---|---|
| Breakfast Allowance | 3/18/2019 | | 10.00 |
| Parking, Tolls | 3/18/2019 | Business Mtg w/G. Lee | 4.00 |
| Mileage | 3/18/2019 | Mtg w/ G. Lee, Earls Kingsway | 6.60 |
| Dinner Allowance | 3/18/2019 | | 30.00 |
| Hotel | 3/18/2019 | Magnolia, Victoria | 177.95 |
| Incidental Allowance | 3/18/2019 | | 12.25 |
| Breakfast Allowance | 3/19/2019 | | 10.00 |
| Dinner Allowance | 3/19/2019 | | 30.00 |
| Car Rental | 3/19/2019 | Budget | 66.12 |
| Car Rental | 3/22/2019 | Budget | 249.16 |
| Gas/Repairs/Insurance - No PHH | 3/22/2019 | For rental car | 56.01 |
| Parking, Tolls | 3/22/2019 | Airport | 91.79 |
| Airport mileage allowance VAN | 3/22/2019 | | 18.00 |
| Dinner Allowance | 3/22/2019 | | 30.00 |
| | | **SUB-TOTAL** | **$ 791.88** |

| Trip # 1000048571 - Expenses: 25 - 29 March, Vancouver / Kamloops | | | |
|---|---|---|---|
| Breakfast Allowance | 3/25/2019 | | 10.00 |
| Lunch Allowance | 3/25/2019 | | 15.00 |
| Dinner Allowance | 3/25/2019 | | 30.00 |
| Private Accommodations | 3/25/2019 | Vancouver | 30.00 |
| Incidental Allowance | 3/25/2019 | | 12.25 |
| Breakfast Allowance | 3/26/2019 | | 10.00 |
| Lunch Allowance | 3/26/2019 | | 15.00 |
| Dinner Allowance | 3/26/2019 | | 30.00 |
| Parking, Tolls | 3/26/2019 | BCSHOF Mtg | 26.00 |
| Mileage | 3/26/2019 | BCSHOF Mtg, Vancouver | 7.70 |
| Airfare | 3/26/2019 | | 625.01 |
| Car Rental | 3/29/2019 | Budget | 242.78 |
| Gas/Repairs/Insurance - No PHH | 3/29/2019 | For rental car | 20.01 |
| Parking, Tolls | 3/29/2019 | Airport | 65.61 |
| Airport mileage allowance VAN | 3/29/2019 | | 18.00 |
| Dinner Allowance | 3/29/2019 | | 30.00 |
| s 22 | | **SUB-TOTAL** | **$ 1,187.36** |

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**Jim Lightbody**

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**Receipts Verified**

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**Amanda Hobson, CFO**

**Peter Kappel, Board Chair**