



RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT
FISCAL 2021/2022

Lynda Cavanaugh
FROM: July 2021

EMPLOYEE PAID EXPENSES

Expense Type	Date	Information	Amount CAD
Trip # 1000054076 - Winner Event & Mtgs w/ Staff			
Mileage	7/6/2021	Home to Airport	2.95
Airfare	7/6/2021	Pacific Coastal Airlines	514.35
Taxi	7/6/2021	Kamloops Airport to Office	30.40
Dinner Allowance	7/6/2021		30.00
Incidental Allowance	7/6/2021		12.25
Breakfast Allowance	7/7/2021		10.00
Lunch Allowance	7/7/2021		15.00
Dinner Allowance	7/7/2021		30.00
Incidental Allowance	7/7/2021		12.25
Breakfast Allowance	7/8/2021		10.00
Hotel	7/8/2021	Sandman Signature Hotel Kamloops	290.00
Taxi	7/8/2021	Office to Kamloops Airport	36.34
Parking	7/8/2021	Parking at Victoria Airport	47.00
Mileage	7/8/2021	Victoria Airport to Home	2.95
SUB-TOTAL			\$ 1,043.49

Trip # 1000054140 - Exec Meeting			
Ferry	7/14/2021	Victoria to Vancouver	75.90
Mileage	7/14/2021	Home to Ferry in Victoria	4.13
Mileage	7/14/2021	Ferry in Van to S.Rowley Home	7.67
Mileage	7/14/2021	S.Rowley Home to Hotel in Kamloops	211.22
Lunch Allowance	7/14/2021		15.00
Incidental Allowance	7/14/2021		12.25
Breakfast Allowance	7/15/2021		10.00
Dinner Allowance	7/15/2021		30.00
Incidental Allowance	7/15/2021		12.25
Breakfast Allowance	7/16/2021		10.00
Lunch Allowance	7/16/2021		15.00
Hotel	7/16/2021	Sandman Signature Hotel Kamloops	290.00
Mileage	7/16/2021	Hotel in Kamloops to S.Rowley Home	211.22
Mileage	7/16/2021	S.Rowley Home to Ferry in Van	7.67
Mileage	7/16/2021	Ferry in Victoria to Home	4.13
Ferry	7/16/2021	Vancouver to Victoria	92.90
SUB-TOTAL			\$ 1,009.34

Trip # 1000054169 - Board Meeting			
Ferry	7/27/2021		75.90
Mileage	7/27/2021	Home to Ferry in Victoria	4.13
Mileage	7/27/2021	Ferry in Van to S.Rowley Home	7.67
Mileage	7/27/2021	S.Rowley Home to Hotel in Kamloops	211.22
Lunch Allowance	7/27/2021		15.00
Incidental Allowance	7/27/2021		12.25
Dinner Allowance	7/28/2021		30.00
Incidental Allowance	7/28/2021		12.25
Breakfast Allowance	7/29/2021		10.00
Lunch Allowance	7/29/2021		15.00
Hotel	7/29/2021	Sandman Signature Hotel Kamloops	185.60
Mileage	7/29/2021	Hotel in Kamloops to S.Rowley Home	211.22
Mileage	7/29/2021	S.Rowley Home to Ferry in Van	7.67
Mileage	7/29/2021	Ferry in Victoria to Home	4.13
Ferry	7/29/2021	Vancouver to Victoria	85.90
SUB-TOTAL			\$ 887.94

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s 22 Receipts Verified

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s 22 Greg Moore, Board Chair



RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT
FISCAL 2021/2022

Lynda Cavanaugh
FROM: August 2021

EMPLOYEE PAID EXPENSES

Expense Type	Date	Information	Amount CAD
Trip # 1000054247 - Vancouver Island Casino Visits			
Mileage	8/23/2021	Home to Multiple Island Casino Visits	205.91
Hotel	8/23/2021	Coast Hotel Parksville	411.53
Lunch Allowance	8/23/2021		15.00
Dinner Allowance	8/23/2021		30.00
Incidental Allowance	8/23/2021		12.25
Breakfast Allowance	8/24/2021		10.00
Lunch Allowance	8/24/2021		15.00
SUB-TOTAL			\$ 699.69

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RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT
FISCAL 2021/2022

Lynda Cavanaugh
FROM: September 2021

EMPLOYEE PAID EXPENSES

Expense Type	Date	Information	Amount CAD
Trip # 1000054299 - Mtgs w/ Staff			
Mileage	9/7/2021	Home to Ferry	4.13
Ferry	9/7/2021	Victoria to Vancouver	75.70
Mileage	9/7/2021	Ferry in Van to Hotel	20.65
Dinner Allowance	9/7/2021		30.00
Incidental Allowance	9/7/2021		12.25
Mileage	9/8/2021	Hotel to Office	4.13
Mileage	9/8/2021	Office to Hotel	3.54
Lunch Allowance	9/8/2021		15.00
Dinner Allowance	9/8/2021		30.00
Incidental Allowance	9/8/2021		12.25
Mileage	9/9/2021	Hotel to Office	4.13
Hotel	9/9/2021	Element Vancouver Metrotown	607.20
Parking	9/9/2021	2 Nights Parking at Hotel	38.00
Mileage	9/9/2021	Office to Ferry	20.65
Ferry	9/9/2021	Vancouver to Victoria	58.65
Mileage	9/9/2021	Ferry to Home	3.54
Lunch Allowance	9/9/2021		15.00
Dinner Allowance	9/9/2021		30.00
SUB-TOTAL			\$ 984.82

Trip # 1000054351 - CAS & BOD Mtgs			
Mileage	9/18/2021	Home to Ferry	4.13
Ferry	9/18/2021	Victoria to Vancouver	76.70
Mileage	9/18/2021	Ferry in Van to Hotel	20.65
Breakfast Allowance	9/20/2021		10.00
Lunch Allowance	9/20/2021		15.00
Dinner Allowance	9/20/2021		30.00
Mileage	9/20/2021	Hotel to Office	4.13
Mileage	9/20/2021	Office to Hotel	3.54
Incidental Allowance	9/20/2021		12.25
Breakfast Allowance	9/21/2021		10.00
Lunch Allowance	9/21/2021		15.00
Dinner Allowance	9/21/2021		30.00
Mileage	9/21/2021		4.13
Mileage	9/21/2021		3.54
Incidental Allowance	9/21/2021		12.25
Breakfast Allowance	9/22/2021		10.00
Lunch Allowance	9/22/2021		15.00
Hotel	9/22/2021	Vancouver Marriott Pinnacle	877.74
Parking	9/22/2021	3 Nights Parking at Hotel	120.00
Mileage	9/22/2021		4.13
Mileage	9/22/2021		20.65
Ferry	9/22/2021	Vancouver to Victoria	76.70
Mileage	9/22/2021	Ferry in Victoria to Home	3.54
SUB-TOTAL			\$ 1,379.08

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