



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

Lynda Cavanaugh

FROM: February 2022

**EMPLOYEE PAID EXPENSES**

Expense Type	Date	Information	Amount CAD
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Trip # 1000055120 - Delta Casino Tour & Mtgs			
Supplies	2022.02.03	Steel Toed Boots	104.99
Mileage	2022.02.03	Home to Ferry in Victoria	4.27
Ferry	2022.02.03	Victoria to Vancouver	77.10
Mileage	2022.02.03	Ferry in Van to Delta Casino	9.15
Lunch Allowance	2022.02.03		15.00
Mileage	2022.02.03	Delta Casino to Ferry in Van	9.15
Ferry	2022.02.03	Vancouver to Victoria	69.00
Mileage	2022.02.03	Ferry in Vic to Home	3.66
<b>SUB-TOTAL</b>			<b>\$ 292.32</b>

Trip # 1000055121 - Staff & Business Mtgs			
Mileage	2022.02.07	Home to Ferry in Vic	4.27
Ferry	2022.02.07	Victoria to Vancouver	77.10
Mileage	2022.02.07	Ferry in Van to Office	21.35
Lunch Allowance	2022.02.07		15.00
Mileage	2022.02.07	Office to Hotel	4.88
Dinner Allowance	2022.02.07		30.00
Incidental Allowance	2022.02.07		12.25
Mileage	2022.02.08	Hotel to Office	4.88
Lunch Allowance	2022.02.08		15.00
Mileage	2022.02.08	Office to Hotel	4.88
Dinner Allowance	2022.02.08		30.00
Incidental Allowance	2022.02.08		12.25
Mileage	2022.02.09	Hotel to Office	4.88
Lunch Allowance	2022.02.09		15.00
Mileage	2022.02.09	Office to Hotel	4.88
Dinner Allowance	2022.02.09		30.00
Incidental Allowance	2022.02.09		12.25
Mileage	2022.02.10	Hotel to Office	4.88
Breakfast Allowance	2022.02.10		10.00
Lunch Allowance	2022.02.10		15.00
Parking	2022.02.10		107.88
Hotel	2022.02.10	Residence Inn by Marriott - 3 nights	529.59
Mileage	2022.02.10	Office to Ferry in Van	21.35
Ferry	2022.02.10	Vancouver to Victoria	76.10
Mileage	2022.02.10	Ferry in Vic to Home	3.66
<b>SUB-TOTAL</b>			<b>\$ 1,067.33</b>

Trip # 100055154 - Staff & Business Mtgs			
Mileage	2022.02.22	Home to Ferry in Victoria	4.27
Ferry	2022.02.22	Victoria to Vancouver	76.10
Mileage	2022.02.22	Ferry in Van to Office	21.35
Lunch Allowance	2022.02.22		15.00
Mileage	2022.02.22	Office to Hotel	4.88
Dinner Allowance	2022.02.22		30.00
Incidental Allowance	2022.02.22		12.25
Parking	2022.02.23		37.41
Hotel	2022.02.23	Residence Inn by Marriott - 1 night	175.08
Mileage	2022.02.23	Hotel to Office	4.88
Lunch Allowance	2022.02.23		15.00
Mileage	2022.02.23	Office to Ferry in Van	21.35
Ferry	2022.02.23	Vancouver to Victoria	69.00
Mileage	2022.02.23	Ferry in Vic to Home	3.66
<b>SUB-TOTAL</b>			<b>\$ 490.23</b>

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Greg Moore, Board Chair  
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