



RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT  
FISCAL 2022/2023

Lynda Cavanaugh

FROM: April 2022

**EMPLOYEE PAID EXPENSES**

Expense Type	Date	Information	Amount CAD
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Trip # 1000055457 - ICE Conference, London UK - Airfare Only			
Airfare	2022-04-02	Vancouver to London Roundtrip	3,917.36
<b>SUB-TOTAL</b>			<b>\$ 3,917.36</b>

Trip # 1000055725 - ICE Conference, London, UK			
Dinner Allowance	2022-04-08		30.00
Ferries	2022-04-08	Victoria to Vancouver	18.15
Incidental Allowance	2022-04-08		12.25
Taxi, Bus	2022-04-08		73.25
Meal (Receipt Required)	2022-04-09	International Meals & Incidental	138.17
Taxi, Bus	2022-04-09	Airport to Hotel	162.20
Meal (Receipt Required)	2022-04-10	International Meals & Incidental	76.67
Meal (Receipt Required)	2022-04-11	International Meals & Incidental	45.92
Taxi, Bus	2022-04-11		22.70
Meal (Receipt Required)	2022-04-12	International Meals & Incidental	45.92
Taxi, Bus	2022-04-12	Hotel to Excel	55.71
Meal (Receipt Required)	2022-04-13	International Meals & Incidental	46.20
Taxi, Bus	2022-04-13	Excel to Hotel	61.13
Meal (Receipt Required)	2022-04-14	International Meals & Incidental	46.20
Business Meeting	2022-04-14	Business Mtg	358.90
Taxi, Bus	2022-04-14		51.41
Airfare	2022-04-17		377.08
Hotel	2022-04-17	Overclaim on trip 1000055683	-300.44
Hotel	2022-04-17	Hilton - 6 nights	2,608.78
Meal (Receipt Required)	2022-04-17	International Meals & Incidental	20.50
Supplies	2022-04-17	Travel Insurance	41.40
Taxi, Bus	2022-04-17	Hotel to Airport	135.78
<b>SUB-TOTAL</b>			<b>\$ 4,127.88</b>

Trip # 1000055564 - Exec Mtgs, Kamloops			
Airfare	2022-04-19	Victoria to Kamloops Roundtrip	978.86
Dinner Allowance	2022-04-19		30.00
Incidental Allowance	2022-04-19		12.25
Taxi, Bus	2022-04-19	Airport to Office	32.73
Breakfast Allowance	2022-04-20		10.00
Dinner Allowance	2022-04-20		30.00
Incidental Allowance	2022-04-20		12.25
Breakfast Allowance	2022-04-21		10.00
Incidental Allowance	2022-04-21		12.25
Hotel	2022-04-22	Delta	448.92
Breakfast Allowance	2022-04-22		10.00
Lunch Allowance	2022-04-22		15.00
Parking, Tolls	2022-04-22	Airport	48.00
Taxi, Bus	2022-04-22	Office to Airport	35.45
Mileage	2022-04-22	Home to Airport Roundtrip	6.71
<b>SUB-TOTAL</b>			<b>\$ 1,692.42</b>

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Trip # 10000555615 - Audit Mtg, Vancouver			
Ferries	2022-04-26	Victoria to Vancouver Roundtrip	165.05
Lunch Allowance	2022-04-26		15.00
Dinner Allowance	2022-04-26		30.00
Incidental Allowance	2022-04-26		12.25
Lunch Allowance	2022-04-27		15.00
Dinner Allowance	2022-04-27		30.00
Incidental Allowance	2022-04-27		12.25
Lunch Allowance	2022-04-28		15.00
Dinner Allowance	2022-04-28		30.00
Hotel	2022-04-28	Residence Inn	514.66
Parking, Tolls	2022-04-28	Hotel	74.82
Mileage	2022-04-28	Trip Total	72.59
<b>SUB-TOTAL</b>			<b>\$ 986.62</b>

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Greg Moore, Board Chair  
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**RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT  
FISCAL 2022/2023**

Lynda Cavanaugh

FROM: May 2022

**EMPLOYEE PAID EXPENSES**

Expense Type	Date	Information	Amount CAD
<b>Trip # 1000055667 - BOD Committee Mtgs, Vancouver</b>			
Dinner Allowance	2022-05-03		30.00
Ferries	2022-05-03	Victoria to Vancouver	80.75
Incidental Allowance	2022-05-03		12.25
Lunch Allowance	2022-05-03		15.00
Breakfast Allowance	2022-05-04		10.00
Dinner Allowance	2022-05-04		30.00
Incidental Allowance	2022-05-04		12.25
Lunch Allowance	2022-05-04		15.00
Breakfast Allowance	2022-05-05		10.00
Dinner Allowance	2022-05-05		30.00
Ferries	2022-05-05	Vancouver to Victoria	77.70
Hotel	2022-05-05	Westin	442.86
Parking, Tolls	2022-05-05	Hotel	54.68
Mileage	2022-05-05	Trip Total - 147 kms	89.67
<b>SUB-TOTAL</b>			<b>\$ 910.16</b>

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<b>Trip # 1000055683 - BOD/Audit Mtgs, Kamloops</b>			
Airfare	2022-05-11		809.81
Breakfast Allowance	2022-05-11		10.00
Incidental Allowance	2022-05-11		12.25
Taxi, Bus	2022-05-11	Airport to Office	32.62
Breakfast Allowance	2022-05-12		10.00
Dinner Allowance	2022-05-12		30.00
Hotel	2022-05-12	Delta	300.44
Parking, Tolls	2022-05-12	Airport	32.00
Mileage	2022-05-12	Trip Total - 11 kms	6.71
<b>SUB-TOTAL</b>			<b>\$ 1,243.83</b>

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Alan Kerr, CFO  
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**RECORD OF TRAVEL EXPENSE & CLAIM FOR REIMBURSEMENT  
FISCAL 2022/2023**

Lynda Cavanaugh

FROM: June 2022

**EMPLOYEE PAID EXPENSES**

Expense Type	Date	Information	Amount CAD
<b>Trip # 1000055900 - Exec Mtgs, Vancouver</b>			
Airfare	2022-06-01		640.76
Dinner Allowance	2022-06-01		30.00
Incidental Allowance	2022-06-01		12.25
Lunch Allowance	2022-06-01		15.00
Taxi, Bus	2022-06-01	Office to Hotel	21.58
Taxi, Bus	2022-06-01	Airport to Office	32.20
Breakfast Allowance	2022-06-02		10.00
Hotel	2022-06-02	Fairmont	304.33
Lunch Allowance	2022-06-02		15.00
Parking, Tolls	2022-06-02	Airport	32.00
Taxi, Bus	2022-06-02	Hotel to Office	24.90
Taxi, Bus	2022-06-02	Office to Airport	39.74
Mileage	2022-06-02	Trip Total - 11 kms	6.71
<b>SUB-TOTAL</b>			<b>\$ 1,184.47</b>

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<b>Trip # 1000056141 - Various Mtgs, Vancouver</b>			
Dinner Allowance	2022-06-13		30.00
Ferries	2022-06-13	To Vancouver	96.85
Incidental Allowance	2022-06-13		12.25
Breakfast Allowance	2022-06-14		10.00
Dinner Allowance	2022-06-14		30.00
Incidental Allowance	2022-06-14		12.25
Parking, Tolls	2022-06-14	PX Conference	13.50
Breakfast Allowance	2022-06-15		10.00
Dinner Allowance	2022-06-15		30.00
Incidental Allowance	2022-06-15		12.25
Lunch Allowance	2022-06-15		15.00
Breakfast Allowance	2022-06-16		10.00
Dinner Allowance	2022-06-16		30.00
Incidental Allowance	2022-06-16		12.25
Lunch Allowance	2022-06-16		15.00
Breakfast Allowance	2022-06-17		10.00
Dinner Allowance	2022-06-17		30.00
Ferries	2022-06-17	To Victoria	96.85
Hotel	2022-06-17	The Douglas	1,170.32
Business Meeting	2022-06-17	Business Mtg	14.50
Parking, Tolls	2022-06-17	Hotel - 4 nights	200.00
Mileage	2022-06-17	Trip Total - 152 kms	92.72
<b>SUB-TOTAL</b>			<b>\$ 1,953.74</b>

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Trip # 1000056270 - SLT Mtg, Kamloops			
Airfare	2022-06-20	Vancouver to Kamloops	688.01
Breakfast Allowance	2022-06-20		10.00
Dinner Allowance	2022-06-20		30.00
Ferries	2022-06-20	Victoria to Vancouver Roundtrip	210.55
Incidental Allowance	2022-06-20		12.25
Lunch Allowance	2022-06-20		15.00
Taxi, Bus	2022-06-20	Airport to Hotel	31.85
Incidental Allowance	2022-06-21		12.25
Dinner Allowance	2022-06-22		30.00
Incidental Allowance	2022-06-22		12.25
Breakfast Allowance	2022-06-23		10.00
Dinner Allowance	2022-06-23		30.00
Hotel	2022-06-23	Delta - 3 nights	692.52
Incidental Allowance	2022-06-23		12.25
Parking, Tolls	2022-06-23	Airport	147.00
Breakfast Allowance	2022-06-24		10.00
Ferries	2022-06-24	To Victoria	82.00
Hotel	2022-06-24	River Rock - 1 night	221.43
Mileage	2022-06-24	Trip Total - 96 kms	58.56
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<b>SUB-TOTAL</b>			<b>\$ 2,315.92</b>

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Greg Moore, Board Chair  
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