

METRO VANCOUVER - Director's Expense Reimbursement and Advance Request Form

Form last revised: April 2011

Name:	Date from:	Date to:
Councillor Marvin Hunt	7-Dec-11	12-Dec-11

Event description: United Cities & Local Governments (UCLG) World Council - Florence, Italy

Transportation: Procedure Bylaw Schedule D (link)
 (An airport code is required for all air travel, please select City, airport. The Airport code will be provided.)

Canadian
Dollars

Date	Description if required	Select airport	Airport code
17-Dec	Flights to Florence	Florence, Florence	FLR
2-Dec	Flights to Vancouver	Van, Van Airport	VAN
		CITY, AIRPORT	CODE

5 467 32

Date	Description of trip	Distance (km)
7-Dec	To YVR Airport (mileage to and from in lieu of parking fees)	80
12-Dec	From YVR Airport (mileage to and from in lieu of parking fees)	80

41 60

41 60

Accommodation and ground transportation (hotel, train, taxi, car rental, etc.)

Date	Description	Location
08-Dec	Hotel Santa Mana Novella, Florence (Dec 8 - 11, 2011) - 4 nights - \$696 00 E @ 1.39893	Florence

973 66

Per Diem (for travel outside Metro Vancouver area)

Do not claim per diem allotment if meals were included in conference/course

Currency converter

When claiming per diem rates, supporting documentation, such as conference information must be attached to the form to indicate whether meals were included or not.

See NJC App. C or D links right for rates					National Joint Council (NJC) App. C Con & US App. D International	
Date	Break	Lunch	Dinner	Incidental	Description	Location
08-Dec		31.82		29.00	lunch: 22.88 E and Incidentals 20.85 E at 1 39084	Florence
09-Dec			40.79	29.08	Dinner: 29.24 E and Incidentals 20.85 E at 1 39488	Florence
10-Dec				29.08	Incidentals 20.85 E at 1 39488	Florence
11-Dec		40.90		29.17	Dinner: 29.24 E and Incidentals 20.85 E at 1 39893	Florence
12-Dec				29.17	Incidentals: 20.85 E at 1 39893	Florence

60 62

69 87

29 08

70 07

29 17

Other (describe expense)

Date	Description
08-Dec	Dinner with FCM President & Staff with Chair Jackson - 148.50 E @ 1.39084

206 54

Summary of expenses

Total expenses in CAN \$'s as detailed above, before HST

Total HST included in CAN \$ expenses

Total Expenses as detailed above

6 297 08

692 68

6 989 73

Cash advance request

Date	Reason for advance
07-Dec	Deposit on Hotel - 200 E @ 1.39893

279 79

Less: Cash advance recovery

Total payment requested or (payment due to GVRD)

6 709 94

Hunt, Marvin

From: Air Canada [confirmation@aircanada.ca]
Sent: Tuesday, November 29, 2011 6:35 PM
To: Hunt, Marvin
Subject: Air Canada - 07-Dec: Vancouver - Florence (booking ref: PCHWJI)

***** PLEASE DO NOT REPLY TO THIS E MAIL *****

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check-in kiosk.



- **Looking for Travel Insurance?** Protect yourself and your family against unforeseen circumstances.
- **Need a hotel in Florence?** Competitive room pricing guaranteed. Earn Aeroplan Miles for every purchase.
- **Need a car in Florence?** Great rates and additional Aeroplan Miles.

AVIS Budget

Booking Information

Booking Reference: PCHWJI

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mr John Marvin Hunt

Mobile:

Home:

Work:

Online Services

Manage my booking online (view/change my booking; select seats*).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

AIR CANADA

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

* [Can my booking be changed online?](#)

Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

PROVIDE PASSENGER INFORMATION

AC874:

Montreal - (YUL) to Frankfurt (FRA)

Enjoy a **15% discount** on all duty-free items you pre-order online**Passenger Information****1: Mr John Marvin Hunt : Adult (16+), Ticket Number: 0142102149152-53**

Air Canada -

Meal Preference : **Regular**

Aeroplan :

Credit Card:

Special Needs: **None**Seat Selection: **None****Purchase Summary****Fare Summary**

Passenger Type

Adult

Base Fare

4791.00

Surcharges

30.00

Fuel Surcharge

520.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

15.00

Italy Security Charge

2.59

Council city tax

6.43

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

1.80

Italy Passenger Service Charge

0.47

Germany Arpt. Security Charge

9.19

Germany Intl. Psgr. Service Tax

52.74

Security bag tax

2.73

Air Travellers Security Charge (ATSC)

25.91

Italy Int/Dom Embarkation Tax

9.46

Total airfare and taxes before options (per passenger)

5467.32

Number of passengers

1

Total

5467.32

RBC Travel Insurance (declined)

0.00

Grand Total - Canadian dollars**\$5467.32** ←

The following charges (tax inclusive) will appear on your credit card statement:

Air Canada: \$5467.32 (Airfare - per adult ticket)

Ticket number(s): 0142102149152-53

Fare Rules**Departing Flight** Vancouver (YVR) To Florence (FLR) - **Executive First Lowest**• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$400 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- Day of departure, at the airport - changes are permitted free of charge and subject to availability.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Minimum/maximum stay** and other conditions may apply.

• **Cancellations:**

- Tickets are **refundable (a \$500 CAD fee applies per person)** and **non-transferable**.

HOTEL SANTA MARIA NOVELLA

XRFF 201713 /11

HOTEL S. MARIA NOVELLA

Piazza S. Maria Novella, 100 - 50121 Firenze

Tel. 055/274111 - Fax 055/274112

Internet: www.hotel-santa-maria-novella.itEmail: info@hotel-santa-maria-novella.it

CAP 50121 - 50122 - 50123 - 50124 - 50125 - 50126 - 50127 - 50128 - 50129 - 50130 - 50131 - 50132 - 50133 - 50134 - 50135 - 50136 - 50137 - 50138 - 50139 - 50140 - 50141 - 50142 - 50143 - 50144 - 50145 - 50146 - 50147 - 50148 - 50149 - 50150 - 50151 - 50152 - 50153 - 50154 - 50155 - 50156 - 50157 - 50158 - 50159 - 50160 - 50161 - 50162 - 50163 - 50164 - 50165 - 50166 - 50167 - 50168 - 50169 - 50170 - 50171 - 50172 - 50173 - 50174 - 50175 - 50176 - 50177 - 50178 - 50179 - 50180 - 50181 - 50182 - 50183 - 50184 - 50185 - 50186 - 50187 - 50188 - 50189 - 50190 - 50191 - 50192 - 50193 - 50194 - 50195 - 50196 - 50197 - 50198 - 50199 - 50200

John Marvin Hunt

Canada

P.Iva

C.Fisc.

Rif. PL13955012118P8

Arrivo 08.12.11 Partenza 12.12.11 Camera 104 Adulti 1

Ditta: Cliente: Hunt John Marvin

RICEVUTA FISCALE

NR. 21107093

Data 12.12.11

Ora 04:59

DESCRIZIONE ADDEBITO

QTA'

PREZZO

TOTALE

08.12.11 Appartamento Hunt John Marvin	1	170,00	170,00
09.12.11 Appartamento Hunt John Marvin	1	170,00	170,00
10.12.11 Appartamento Hunt John Marvin	1	170,00	170,00
11.12.11 Appartamento Hunt John Marvin	1	170,00	170,00
08.12.11 Contributo di Soggio Hunt John Marvin	1	4,00	4,00
09.12.11 Contributo di Soggio Hunt John Marvin	1	4,00	4,00
10.12.11 Contributo di Soggio Hunt John Marvin	1	4,00	4,00
11.12.11 Contributo di Soggio Hunt John Marvin	1	4,00	4,00
12.12.11 Sospesi Hunt	1	-200,00	0,00
12.12.11 American Express Hunt	1	-496,00	0,00

PAGATO 496,00
 NON PAGATO 200,00
 TOTALE 696,00
 OPERATORE RM

BNL POSitivity

HOTEL S. MARIA NOVELLA
PZZA S. MARIA NOVELLAACQUISTO
AMEXCO

DATA 12/12/2011 04:5
 N.OP:002668 TML:0580072
 ACQ.CODE: 0000000000
 ESERC.: 962040684
 PAN: [REDACTED]
 SCAD. xx/x
 STAN:002635 C.AUT.52197
 I.C.: MAG A.C.: 00

EURO 496,00

(Firma - Signature)

==== COPIA CLIENTE ===

TRANSAZIONE ESEGUITA

BNL POSITIVITY

RISTORANTE PARTONE
FIRENZEACQUISTO
AMEXCO

DATA 08/12/11 ORA 20:56
 ESERC. 9625617485
 ACQ.ID 00000000002
 N.OP.000063 TML 59031649
 PAN [REDACTED]
 EXP *****
 STAN 000036 AUT. 804529
 I.C. ICC
 T.C. 9C1E29E551859B5D
 ICC 0380 CUR 0978
 TVR 0000088800
 IT 00 UN B2BC3027
 A.ID A000000025010801
 APPL AMERICAN EXPRESS
 CVR 602000
 ATC 0007 ARC 00
 --- COPIA --- CLIENTE ---
 IMPORTO EUR 148,50

C/M SIGNATURE - FIRMA

TRANSAZIONE ESEGUITA

BANCA POP EMILIA ROMAGNA

KEY CLIENT

FOI 5.22

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC150	Vancouver, Vancouver Int'l (YVR) Wed 07-Dec 2011 08:50 - Terminal M	Montreal, Trudeau (YUL) Wed 07-Dec 2011 16:35	0	15hr50	121	Executive First Lowest, Z	B
AC874	Montreal, Trudeau (YUL) Wed 07-Dec 2011 17:30	Frankfurt, Frankfurt Int'l (FRA) Thu 08-Dec 2011 07:00 - Terminal 1	0		331	Executive First Lowest, Z	M,K
AC9114 ¹	Frankfurt, Frankfurt Int'l (FRA) Thu 08-Dec 2011 08:10 - Terminal 1	Florence (FLR) Thu 08-Dec 2011 09:40	0		E90	Executive First Lowest, Z	
Flight AC9114 is operated by Lufthansa or LH City Line. Please check in directly at the Lufthansa or LH City Line counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							
AC9472 ¹	Florence (FLR) Mon 12-Dec 2011 06:30	Frankfurt, Frankfurt Int'l (FRA) Mon 12-Dec 2011 08:10 - Terminal 1	0	15hr50	E90	Executive First Lowest, D	
Flight AC9472 is operated by Lufthansa or LH City Line. Please check in directly at the Lufthansa or LH City Line counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							
AC9101 ¹	Frankfurt, Frankfurt Int'l (FRA) Mon 12-Dec 2011 11:50 - Terminal 1	Vancouver, Vancouver Int'l (YVR) Mon 12-Dec 2011 13:20 - Terminal M	0		343	Executive First Lowest, D	
Flight AC9101 is operated by Lufthansa or LH City Line. Please check in directly at the Lufthansa or LH City Line counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							

B: Breakfast M: Meal (Non Specific) K: Continental breakfast

Operated by:

¹ Lufthansa or LH City Line

Pre-order your onboard duty-free-items

You can pre-order your duty-free items now, and have them delivered directly to your seat on board. **Earn up to 2 Aeroplan Miles for every \$1 spent.** Details

PRE-ORDER DUTY-FREE ITEMS - on flight AC874

An online pre-order duty-free discount is available for the following flight(s):

MY ACCOUNT MEMBERSHIP REWARDS AND BENEFITS OUR CARDS TRAVEL INSURANCE SERVICES FINANCIAL SERVICES SUPPORT 24/7

MY
ACCOUNT ACTIVITY

The American Express® Gold Rewards Card

Previous Balance	Payments & Credits	New Charges & Debits	Balance	Minimum Amount Due
[REDACTED]				

XXX XXXX

Get Statement

Make a Payment

With Online Services, you can manage your statements

Enroll here

Browse and redeem online. Your Membership Rewards points balance is 1,774

Give the gift that lets them choose what they want. Buy them now at Shoppers Drug Mart®

Account activity for All statements

from 28 Nov 11 through

Statement ending on 11/11/11

Card not shown

Date	Description	Payments & Credits	New Charges & Debits
29 Nov	AIR CANADA VANCOUVER ON PASSENGER NAME HUNT/JOHN MR		\$5,467.32
08 Dec	RISTORANTE PARIONE FIRENZE 148.50 EUROPEAN UNION EURO		1,208.34
12 Dec	HOTEL SANTA MARIA NOVEL FIRENZE 400.00 EUROPEAN UNION EURO		\$193.87
[REDACTED]			
[REDACTED]			
[REDACTED]			
Totals			

This is not a billing statement. For a copy of your official statement please download the PDF copy

* See your statement for information about your payment and payment due date

With Online Services, you can manage your statements

Enroll here

F01
S.22

F01
S.22

BUSINESS 031

Name of passenger
HUNT/JOHNMR

ETKT 014 2102149152

FLR
FRA

LUFTHANSA AC*G

Carrier	Flight No./Class	Date
LH	319 D	12DEC

ALSO AC 9472

Gate	Boarding time	Seat
006	0605	6D

NONSMOKER

Pos.	Ck. Wt.	Unck. Wt.	Pos.	Ck. Wt.	Unck. Wt.
01					

Bitte auf Kurzfristige Wechsel des Ausgangs achten
Please observe gate changes at short notice

014 2102149154 **BUSINESS** 130

etix etix etix etix

LUFTHANSA

Name
HUNT/JOHNMR

FRA LH 492 D 12DEC

YVR

5C

AC*G

ETKT No.

Name of passenger **API**
HUNT/JOHNMR

ETKT 014 2102149154

FRA
YVR

LUFTHANSA AC*G

Carrier	Flight No./Class	Date
LH	492 D	12DEC

ALSO AC 9101

Gate	Boarding time	Seat
B48	1105	5C

NONSMOKER

Pos.	Ck. Wt.	Unck. Wt.	Pos.	Ck. Wt.	Unck. Wt.
01					

LH 492 / 130
ALSO AC 9101

FLR 57262

HUNT JOHN

EXECUTIVE CLASS / CLASSE AFFAIRES
ETKT0142102149152

Frequent Flyer/Voyageur assidu
AC * E

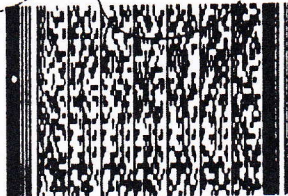
Flight/Vol From/De Destination
AC 150 07DEC VANCOUVER MONTREAL

Boarding Time/Heure d'embarquement 08:15 Gate/Porte C44 Seat/Place 03D

Departure Time/Heure de depart 08:50

Airline Use/A usage interne 01/1 YVR081272

Boarding Pass | Carte d'accès à bord



HUNT JOHN

EXECUTIVE FIRST / SUPER. AFFAIRES
ETKT0142102149152

Frequent Flyer/Voyageur assidu
AC * E

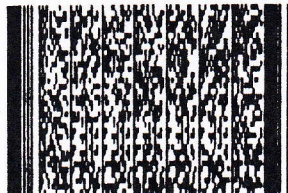
Flight/Vol From/De Destination
AC 874 07DEC MONTREAL FRANKFURT - 1

Boarding Time/Heure d'embarquement 16:35 Gate/Porte Seat/Place 04G

Departure Time/Heure de depart 17:30

Airline Use/A usage interne 0028 YVR081272

Boarding Pass | Carte d'accès à bord



HUNT J

Cabin/Cabine
J

Flight/Vol
AC 874
FRANKFURT - 1

Seat/Place
04G AISLE / COULOIR
Remarks/Observations

AIR CANADA 
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE 

HUNT JOHN

BUSINESS CLASS
ETKT

Frequent Flyer/Voyageur assidu
AC * G

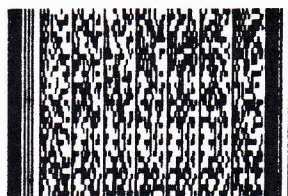
Flight/Vol From/De Destination
LH 308 08DEC FRANKFURT - 1 FLORENCE

Boarding Time/Heure d'embarquement 07:40 Gate/Porte Seat/Place 12D

Departure Time/Heure de depart 08:10

Airline Use/A usage interne 0014 YVR081272

Boarding Pass | Carte d'accès à bord



HUNT J

Cabin/Cabine
C

Flight/Vol
LH 308
FLORENCE
Seat/Place
12D AISLE / COULOIR
Remarks/Observations

AIR CANADA 
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE 

PRINT ON GREEN PAPER



metrovancover

Greater Vancouver Regional District • Greater Vancouver Water District

Greater Vancouver Sewerage and Drainage District • Metro Vancouver Housing Corporation

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432 6200 www.metrovancover.org

Board Secretariat and Corporate Information Department
Tel. 604-432-6250 Fax. 604-451-6688

PAYMENT REQUEST FORM

- Use this form to Request Payment for Elected Officials Time at Events Other Than Regular Board and Committee Meetings
- Print on Green Paper and Submit to Board Secretariat and Corporate Information Department for Authorization

Type of Meeting	UCLG World Council	*TRC: GOTN
Date	December 7-12, 2011	Time
Duration	6 days, including travel days	
Location	Florence, Italy	
Requested By	Director Hunt	
Purpose	Approved by GVRD Board April 29, 2011	
Names of those in attendance to be paid (Employee # must be completed)	Marvin Hunt	Emp #: 30361
		Emp #:
		Emp #:
Names of other persons attending	Lois Jackson	
Supporting Documentation Attached Submitted by	Yes ☒ No ☐	
	Kelly Birks, OM, BSCI, 6250	

Department Manager (Print)

Signature

(For ADMINISTRATION use only)

Date Received

APPROVED by Corporate Secretary

APPROVED by Board Chair

Payment Amount

Date Entered

Comments

Date
P.A. Ullrich
Date
Single \$330.00 Double \$660.00 X 6 days

to FIN