

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 16, 2011

MONTH OF TRAVEL: April / May

DESTINATION: Phoenix

PURPOSE: PCMA Partnership Summit

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
1-May	Entertainment	1,259.84	1	USD	1227.42				1227.42						1,227.42
31-Mar	Flight	392.85	2	CAD	392.85		375.55							17.30	392.85
31-Mar	Service Fee	56.00	3	CAD	56.00		50.00							6.00	56.00
			4												-
			5												-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1676.27

425.55

1227.42

23.30

1,676.27

I certify that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,676.27

Approval Signature: _____

FX Rate: _____

F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
1-May	Bourbon Steak Scottsdale, Fairmont Scottsdale	Total of 9 guests: PCMA Partnership Summit - Client Dinner (names attached to receipt)

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 16, 2011

MONTH OF TRAVEL: April / May

DESTINATION: Phoenix

PURPOSE: PCMA Partnership Summit

PROJECT CODE:

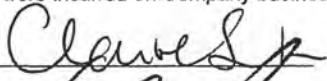
(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

25396

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total	
1-May	Entertainment	1,259.84	1	USD	1227.42											-
31-Mar	Flight	392.85	2	CAD	392.85										17.30	-
31-Mar	Service Fee	56.00	3	CAD	56.00										6-	-
			4													-
			5													-
			6													-
			7													-
			8													-
			9													-
			10													-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-
Please E-MAIL TO Finance and submit original receipts		448.85														-

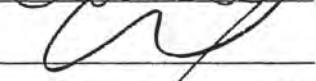
Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

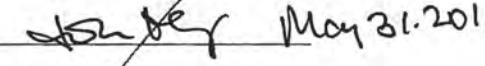
Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature: 

FX Rate:

C.F.O. Signature:  May 31, 2011**Explanation of Meals and Entertainment**

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
1-May	Bourbon Steak Scottsdale, Fairmont Scottsdale	Total of 9 guests: PCMA Partnership Summit - Client Dinner (names attached to receipt)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 16, 2011

MONTH OF TRAVEL: Mar / April

DESTINATION: In Town

PURPOSE:

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense dd-mmm	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
7-Apr	Taxi	8.00	1		8.00									0.86	8.00
14-Mar	Meal	56.84	2		56.84				53.28				-1.78	5.34	56.84
			3												-
			4												-
			5												-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

****Please E-MAIL TO Finance and submit original receipts****

64.84	53.28	7.14	1.78	6.20	64.84
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date Signed: _____

Balance owing Employee

64.84

Approval Signature: _____

Date Signed: _____

FX Rate: _____

C.F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
14-Mar	Miku Restaurant	Ann Jamison, Melbourne Convention Centre

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 16, 2011

MONTH OF TRAVEL: Mar / April

DESTINATION: In Town

PURPOSE:

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

75396

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
7-Apr	Taxi	✓ 8.00	1		8.00										-
14-Mar	Meal	✓ 56.84	2		56.84										-
			3												-
			4												-
			5												-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

64.84

Certified that all expenses were incurred on Company business:

Date Signed: _____

Less Cash Advance in CAD:

Employee Signature:

Balance owing Employee

Approval Signature:

Date Signed: _____

FX Rate: _____

C.F.O. Signature:

May 31, 2011

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
14-Mar	Miku Restaurant	Ann Jamison, Melbourne Convention Centre

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 16, 2011

MONTH OF TRAVEL: March 2011

DESTINATION: CHICAGO

PURPOSE: PCMA Annual Meeting Program Committee

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total	
24-Mar	Accommodation	164.20	1	USD	165.00	165.00										165.00
23-Mar	Taxi /airport to hotel	14.00	2	USD	14.07					14.07						14.07
24-Mar	Dinner	4.43	3	USD	4.45			4.45								4.45
23-Mar	Dinner	8.97	4	USD	9.01			9.01								9.01
23-Mar	Coffee	3.42	5	CAD	3.42			3.16					-0.11	0.37		3.42
24-Mar	Lunch	8.65	6	USD	8.69		8.69									8.69
24-Mar	Parking @ airport	42.50	7	CAD	42.50						37.95			4.55		42.50
24-Mar	Dinner - Rosewood (no receipt)	72.74	8	USD	72.74			72.74								72.74
		9														-
		10														-
		11														-
		12														-
		13														-
		14														-
		15														-
		16														-
		17														-
		18														-
		19														-
		20														-

Please E-MAIL TO Finance and submit original receipts

319.89	165.00	25.31	72.74	14.07	37.95	-0.11	4.92	319.88
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

319.88

Approval Signature: _____

FX Rate: 1.0050

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 16, 2011

MONTH OF TRAVEL: March 2011

DESTINATION: CHICAGO

PURPOSE: PCMA Annual Meeting Program Committee

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
24-Mar	Accommodation	✓ 164.20	1	USD	165										- -
23-Mar	Taxi /airport to hotel	✓ 14.00	2	USD											- -
24-Mar	Dinner	✓ 4.43	3	USD											- -
23-Mar	Dinner	✓ 8.97	4	USD											- -
23-Mar	Coffee	✓ 3.42	5	USD		3.42									- -
24-Mar	Lunch	✓ 8.65	6	USD											- -
24-Mar	Parking @ airport	✓ 42.50	7	USD		42.50									- -
24-Mar	Dinner - Rosewood (no receipt)	✓ 72.74	8	USD/A											- -
			9	USD											- -
			10												- -
			11												- -
			12												- -
			13												- -
			14												- -
			15												- -
			16												- -
			17												- -
			18												- -
			19												- -
			20												- -

Please E-MAIL TO Finance and submit original receipts

45.92

Less Cash Advance in CAD:

Certified that all expenses were incurred on Company business:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Employee Signature:

FX Rate: 1.005 *Accom x rate*

Approval Signature:

C.F.O. Signature:

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
23-24	Rosewood	BRIAN PALMER, Motiv Speakers Bureau

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL	Finance Department to fill Grey shaded areas
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EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: April

DESTINATION: OTTAWA (via Washington)

PURPOSE: Ottawa Convention Centre Opening

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total	
5-Apr	Flight Washington to Ottawa	490.10	1	CAD	490.10		490.10								490.10	
5-Apr	Flight, Ottawa to Vancouver	388.86	2	CAD	388.86		344.12							44.74	388.86	
5-Apr	Service Fee	84.00	3	CAD	84.00		75.00							9.00	84.00	
13-Apr	Meal	7.45	4	CAD	7.45			6.82						-0.23	0.86	7.45
14-Apr	Meal	2.52	5	CAD	2.52			2.48						-0.08	0.12	2.52
14-Apr	Entertainment	85.23	6	CAD	85.23				80.93					-0.27	4.57	85.23
13-Apr	Taxi	38.00	7	CAD	38.00					33.93					4.07	38.00
14-Apr	Accommodation	331.03	8	CAD	331.03	294.76									36.27	331.03
14-Apr	Meal (WestJet) no receipt	10.50	9	CAD	10.50			9.61						0.33	0.56	10.50
		10													-	-
		11													-	-
		12													-	-
		13													-	-
		14													-	-
		15													-	-
		16													-	-
		17													-	-
		18													-	-
		19													-	-
		20													-	-

Please E-MAIL TO Finance and submit original receipts

1437.69	294.76	909.22	18.91	80.93	33.93			-0.25	100.19	1,437.69
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,437.69

Approval Signature: _____

FX Rate: _____

C.F.O. Signature: _____

*** Explanation of Meals and Entertainment**

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
14-Apr	The Shore Club	Bruce MacMillan MPI

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: April

DESTINATION: OTTAWA (via Washington)

PURPOSE: Ottawa Convention Centre Opening

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
5-Apr	Flight Washington to Ottawa	490.10	1	CAD	490.10	✓									-
5-Apr	Flight, Ottawa to Vancouver	388.86	2	CAD	388.86	✓									-
5-Apr	Service Fee	84.00	3	CAD	84.00	✓									-
13-Apr	Meal	7.45	4		7.45	✓									-
14-Apr	Meal	2.52	5		2.52	✓									-
14-Apr	Entertainment	85.23	6	CAD	85.23	✓									-
13-Apr	Taxi	38.00	7	CAD	38.00	✓									-
14-Apr	Accommodation	331.03	8	CAD	331.03	✓									-
14-Apr	Meal (WestJet) no receipt	10.50	9	CAD	10.50										-
			10	USD											-
			11												-
			12												-
			13	USD											-
			14	USD											-
			15	USD											-
			16	USD											-
			17	USD											-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1437.69

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

C.F.O. Signature:

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
14-Apr	The Shore Club	Bruce MacMillan MPI

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: April

DESTINATION: Toronto (trip cancelled)

PURPOSE: MC&IT Committee Meeting

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Description of Expense	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
(if Entertaining please add detail below *)														
16-Mar Accommodation (cancel penalty)	123.17	1	CAD	123.17	109.00								14.17	123.17
		2	CAD											-
		3	CAD											-
		4												-
		5												-
		6	CAD											-
		7	CAD											-
		8	CAD											-
		9	USD											-
		10	USD											-
		11												-
		12												-
		13	USD											-
		14	USD											-
		15	USD											-
		16	USD											-
		17	USD											-
		18												-
		19												-
		20												-

Please E-MAIL TO Finance and submit original receipts

123.17	109.00												14.17	123.17
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I certify that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

123.17

Approval Signature: _____

FX Rate: _____

A.F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
14-Apr	The Shore Club	Bruce MacMillan MPI

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: April

DESTINATION: Toronto (trip cancelled)

PURPOSE: MC&IT Committee Meeting

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
16-Mar	Accommodation (cancel penalty)	✓ 123.17	1	CAD	123.17										-
			2	CAD											-
			3	CAD											-
			4												-
			5												-
			6	CAD											-
			7	CAD											-
			8	CAD											-
			9	USD											-
			10	USD											-
			11												-
			12												-
			13	USD											-
			14	USD											-
			15	USD											-
			16	USD											-
			17	USD											-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

123.17

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

[Redacted]

Approval Signature:

FX Rate:

[Redacted]

C.F.O. Signature:

*** Explanation of Meals and Entertainment**

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
14-Apr	The Shore Club	Bruce MacMillan MPI

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: April

DESTINATION: WASHINGTON

PURPOSE: BOM (ASAE)

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (If Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
15-Mar	Flight, Vanc to Washington	1,057.92	1	CAD	1057.92		1008.33							49.59	1,057.92
15-Mar	Service Fee	84.00	2	CAD	84.00		75.00							9.00	84.00
			3												-
			4												-
			5												-
			6												-
10-Apr	Taxi Airport	✓ 18.00	7	USD	17.29					17.29					17.29
12-Apr	Taxi	✓ 9.00	8	USD	8.64					8.64					8.64
12-Apr	Taxi	✓ 10.00	9	USD	9.60					9.60					9.60
13-Apr	Taxi	✓ 20.00	10	USD	19.21					19.21					19.21
14-Apr	Taxi	✓ 69.00	11		69.00						61.61			7.39	69.00
10-Apr	Taxi	✓ 66.00	12		66.00						58.98			7.07	66.00
12-Apr	Breakfast	✓ 6.82	13	USD	6.55			6.55							6.55
10-Apr	Meal	✓ 12.63	14	USD	12.13			12.13							12.13
12-Apr	Entertainment	✓ 50.98	15	USD	48.96				48.96						48.96
13-Apr	Breakfast	✓ 4.51	16	USD	4.33			4.33							4.33
11-Apr	Breakfast	✓ 6.11	17	USD	5.87			5.87							5.87
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1409.50	1083.33	28.88	48.96	54.74	120.54	/	/73.05	1,409.50
---------	---------	-------	-------	-------	--------	---	--------	----------

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,409.50

Approval Signature: _____

FX Rate: 0.9604

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
12-Apr	Black Squirrel, Washington	Judy Bowsck, ASAE

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: April

DESTINATION: WASHINGTON

PURPOSE: BOM (ASAE)

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

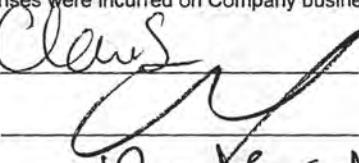
Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
15-Mar	Flight, Vanc to Washington	1,057.92	1	CAD	1057.92	63900	63910	63930	64400	63940	63920	63310		49.59	-
15-Mar	Service Fee	84.00	2	CAD	84.00									9-	-
			3	CAD											-
			4												-
			5												-
			6	USD											-
10-Apr	Taxi Airport	18.00	7	USD											-
12-Apr	Taxi	9.00	8	USD											-
12-Apr	Taxi	10.00	9	USD											-
13-Apr	Taxi	20.00	10	USD											-
14-Apr	Taxi	69.00	11		69.00										-
10-Apr	Taxi	66.00	12		66.00										-
12-Apr	Breakfast	6.82	13	USD											-
10-Apr	Meal	12.63	14	USD											-
12-Apr	Entertainment	50.98	15	USD											-
13-Apr	Breakfast	4.51	16	USD											-
11-Apr	Breakfast	6.11	17	USD											-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1276.92

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: 

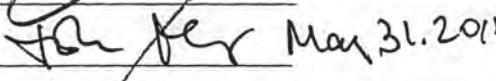
(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

.O. Signature:

 May 31, 2011

Explanation of Meals and Entertainment

ATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
2-Apr	Black Squirrel, Washington	Judy Bowsck, ASAE

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: March / April

DESTINATION: ASIA-HongKong/Singapore/KualaLumpur

PURPOSE: ASIAN ORIENTATION

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (in town)	Long Distance / Internet	Other	GST	Total
29-Mar	Taxi to Airport (HKD)	HK333.50	1	CAD	43.49					43.49					43.49
29-Mar	Taxi to Hotel (HKD)	HK30.00	2	CAD	3.91					3.91					3.91
29-Mar	Accommodation Hong Kong (CAD)	HK2420.00	3		315.57	315.57									315.57
1-Apr	Coffee Singapore (SGD)	SGD10.60	4		8.35			8.35							8.35
1-Apr	Accommodation Singapore (CAD)	SGD953.37	5		751.16	751.16									751.16
1-Apr	Taxi (Kuala Lumpur (RMD)	RM102.10	6		33.54					33.54					33.54
2-Apr	Coffee (RMD)	RM18.50	7		6.05			6.05							6.05
1-Apr	Meal (RMD)	RM476.75	8		155.97				155.97						155.97
2-Apr	Accommodation Kuala Lumpur (CAD)	RM694.85	9		227.33	227.33									227.33
	Accommodation KL - Internet	RM68.00	10	R	22.25						22.25				22.25
	Accommodation KL - Food & Bev	RM630.80	11		206.37			206.37							206.37
	Accommodation KL - Other	RM477.00	12		156.06							156.06			156.06
	KL Hotel - Taxi	RM150.00	13		49.07				49.07						49.07
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1979.12	1294.06	220.77	155.97	130.01	22.25	156.06	1,979.12
---------	---------	--------	--------	--------	-------	--------	----------

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,979.12

Approval Signature: _____

FX Rate: _____

RM .3272 / SGD .7879 / HKD .1304

C.F.O. Signature: _____

*** Explanation of Meals and Entertainment**

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
1-Apr	Mandarian Oriental KL	Dinner with Ken Cretney

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: March / April

DESTINATION: ASIA-HongKong/Singapore/KualaLumpur

PURPOSE: ASIAN ORIENTATION

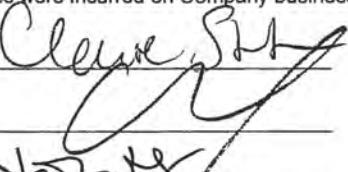
PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

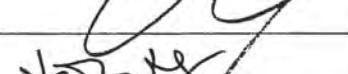
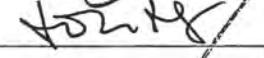
Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
29-Mar	Taxi to Airport (Hong Kong)	✓ HK333.50	1	CAD	HK333.50	~									-
29-Mar	Taxi to Hotel	✓ HK30.00	2	CAD	HK30.00	~									-
29-Mar	Accommodation Hong Kong	✓ HK2420.00	3	CAD	HK2420.00	~									-
1-Apr	Coffee (Singapore)	✓ SGD10.60	4		SGD10.60	✓									-
1-Apr	Accommodation	✓ SGD953.37	5		SGD953.37	✓									-
1-Apr	Taxi (Kuala Lumpur)	✓ RM102.10	6		RM102.10	~									-
2-Apr	Coffee	✓ RM18.50	7		RM18.50	~									-
1-Apr	Meal	✓ RM476.75	8		RM476.75	~									-
2-Apr	Accommodation	RM2020.65	9		RM2020.65	~									-
		10													-
		11													-
		12													-
		13													-
		14													-
		15													-
		16													-
		17													-
		18													-
		19													-
		20													-

Please E-MAIL TO Finance and submit original receipts

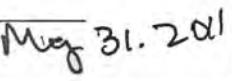
Certified that all expenses were incurred on Company business:

Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Less Cash Advance in CAD: Approval Signature: Balance owing Employee C.F.O. Signature: 

RM F/X .3272
 SGD F/X .7879
 HKD F/X .1304

FX Rate: * Explanation of Meals and Entertainment  May 31. 2011

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
1-Apr	Mandarian Oriental KL	Dinner with Ken Cretney

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: MAY

DESTINATION: FRANKFURT

PURPOSE: IMEX CONFERENCE

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense dd-mmm	Description of Expense (If Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other			
25-Mar	Flight	4,851.71	1	CAD	4851.71		4849.91								1.80	4,851.71
25-Mar	Service Fee	84.00	2	CAD	84.00		75.00								9.00	84.00
			3	CAD											-	
			4												-	
			5												-	
			6												-	
			7												-	
			8												-	
			9												-	
			10												-	
			11												-	
			12												-	
			13												-	
			14												-	
			15												-	
			16												-	
			17												-	
			18												-	
			19												-	
			20												-	

Please E-MAIL TO Finance and submit original receipts

4935.71

4924.91

10.80 4,935.71

certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

4,935.71

Approval Signature: _____

FX Rate: _____

F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: May 17, 2011

MONTH OF TRAVEL: MAY

DESTINATION: FRANKFURT

PURPOSE: IMEX CONFERENCE

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	GST	Total
25-Mar	Flight	4,851.71	1	CAD	4851.71									180	-
25-Mar	Service Fee	84.00	2	CAD	84.00									9.00	-
			3	CAD											-
			4												-
			5												-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

4935.71

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

C.F.O. Signature:

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: AUG. 3, 2011

MONTH OF TRAVEL: JULY 2011

DESTINATION: ORLANDO, FLORIDA

PURPOSE: WEC/MPI / GMIC

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense	Description of Expense	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
dd-mmm	(If Entertaining please add detail below *)														
21-Jun	Flight (credit of \$1024.87 used)	150.99	1	CAD	150.99	150.99									150.99
21-Jun	Service Fee	89.60	2	CAD	89.60		80.00							9.60	89.60
21-Jun	Seat Selection	186.00	3	USD	176.16		176.16								176.16
20-Jul	Taxi Orlando Airport to Hotel	38.00	4	USD	35.99					35.99					35.99
22-Jul	Taxi	10.00	5	USD	9.47					9.47					9.47
26-Jul	Taxi Hotel to Airport	40.00	6	USD	37.88					37.88					37.88
24-Jul	Taxi	12.95	7	USD	12.26					12.26					12.26
20-Jul	Taxi home to Airport	65.40	8	CAD	65.40						58.39			7.01	65.40
26-Jul	Meal	10.81	9	USD	10.24			10.24							10.24
20-Jul	Breakfast	5.54	10	CAD	5.54			5.13					-0.18	0.59	5.54
26-Jul	Lunch	5.42	11	USD	5.13			5.13							5.13
26-Jul	Breakfast	5.86	12	USD	5.55			5.55							5.55
20-Jul	Lunch	8.92	13	USD	8.45			8.45							8.45
21-Jul	Accommodation Doubletree Hotel	180.26	14	USD	170.72	168.49		2.28							170.72
25-Jul	Accommodation Peabody Hotel	1,015.51	15	USD	961.79	925.47		28.25	8.07						961.79
		16													-
		17													-
		18													-
		19													-
		20													-

Please E-MAIL TO Finance and submit original receipts*

1745.18 1093.96 407.15 64.98 8.07 95.60 58.39 -0.18 17.20 1,745.17

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date signed: _____

Balance owing Employee

1,745.17

Approval Signature: _____

Date signed: _____

FX Rate: 0.9471

C.F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
25-Jul	The Peabody	Coffee with Eric Johnson - Smith Bucklin Assoc.	

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: AUG. 3, 2011

MONTH OF TRAVEL: JULY 2011

DESTINATION: ORLANDO, FLORIDA

PURPOSE: WEC/MPI / GMIC

PROJECT CODE:

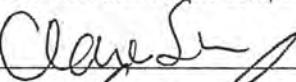
(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
21-Jun	Flight (credit of \$1024.87 used)	✓ 150.00	1		150.00										-
21-Jun	Service Fee	✓ 89.60	2		89.60									9.60	-
21-Jun	Seat Selection	✓ 186.00	3	USD											-
20-Jul	Taxi Orlando Airport to Hotel	✓ 38.00	4	USD											-
22-Jul	Taxi	✓ 10.00	5	USD											-
26-Jul	Taxi Hotel to Airport	✓ 40.00	6	USD											-
24-Jul	Taxi	✓ 12.95	7	USD											-
20-Jul	Taxi home to Airport	✓ 65.40	8		65.40										-
26-Jul	Meal	✓ 10.81	9	USD											-
20-Jul	Breakfast	✓ 5.54	10		5.54										-
26-Jul	Lunch	✓ 5.42	11	USD											-
26-Jul	Breakfast	✓ 5.86	12	USD											-
20-Jul	Lunch	✓ 8.92	13	USD											-
21-Jul	Accommodation Doubletree Hotel	✓ 180.26	14	USD											-
25-Jul	Accommodation Peabody Hotel	✓ 1,015.51	15	USD											-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

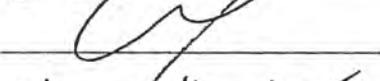
310.54

Certified that all expenses were incurred on Company business:

Employee Signature: 

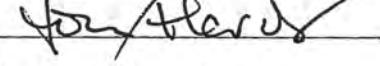
Date signed: Aug 5/11

Less Cash Advance in CAD:

Approval Signature: 

Date signed: Aug 5/11

Balance owing Employee

C.F.O. Signature: 

May 25. 2011

FX Rate: 

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: AUG. 3, 2011

MONTH OF TRAVEL: JULY 2011

DESTINATION: FRANKFURT

PURPOSE: IMEX

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
25-Jun	Transit fare 1.50 x 8	12.00	1	EUR	16.59					16.59					16.59
22-May	Beverage	12.15	2	EUR	16.80			16.80							16.80
20-May	Lunch	11.25	3	EUR	15.55			15.55							15.55
23-May	Breakfast Food	12.14	4	EUR	16.78			16.78							16.78
24-May	Dinner	53.60	5	EUR	74.11				74.11						74.11
25-May	Taxi	35.00	6	EUR	48.39					48.39					48.39
23-May	Taxi	16.75	7	EUR	23.18					23.16					23.16
25-May	Lunch	15.90	8	EUR	21.98			21.98							21.98
22-May	Coffee & Snack	3.10	9	EUR	4.29			4.29							4.29
23-May	Breakfast Food	4.75	10	EUR	6.57			6.57							6.57
25-May	Taxi	34.75	11	EUR	48.05					48.05					48.05
25-May	Taxi	35.55	12	EUR	49.15					49.15					49.15
20-May	Taxi	35.55	13	EUR	49.15					49.15					49.15
27-May	Taxi from Airport to home	69.50	14	CAD	69.50						62.05				69.50
27-May	Accommodation	1,256.48	15	EUR	1737.21	1722.69		14.52							1,737.21
		16													-
		17													-
		18													-
		19													-
		20													-

Please E-MAIL TO Finance and submit original receipts

2197.28	1722.69	96.49	74.11	234.49	62.05			7.45	2,197.28
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date signed: _____

Balance owing Employee

2,197.28

Approval Signature: _____

Date signed: _____

FX Rate: 1.3826

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
24-May	Restaurant Rama	w/Stephanie Johnson, VCC	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: AUG. 3, 2011

MONTH OF TRAVEL: JULY 2011

DESTINATION: FRANKFURT

PURPOSE: IMEX

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
25-Jun	Transit fare 1.50 x 8	✓ 12.00	1	EUR											-
22-May	Beverage	✓ 12.15	2	EUR											-
20-May	Lunch	✓ 11.25	3	EUR											-
23-May	Breakfast Food	✓ 12.14	4	EUR											-
24-May	Dinner	✓ 53.60	5	EUR											-
25-May	Taxi	✓ 35.00	6	EUR											-
23-May	Taxi	✓ 16.75	7	EUR											-
25-May	Lunch	✓ 15.90	8	EUR											-
22-May	Coffee & Snack	✓ 3.10	9	EUR											-
23-May	Breakfast Food	✓ 4.75	10	EUR											-
25-May	Taxi	✓ 34.75	11	EUR											-
25-May	Taxi	✓ 35.55	12	EUR											-
20-May	Taxi	✓ 35.55	13	EUR											-
27-May	Taxi from Airport to home	✓ 69.50	14	CAD	69.50										-
27-May	Accommodation	1,213.98	15	EUR											-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

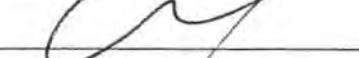
69.50

Certified that all expenses were incurred on Company business:

Employee Signature: 

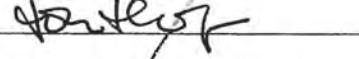
Date signed: Aug 5/11

Less Cash Advance in CAD:

Approval Signature: 

Date signed: Aug 5/11

Balance owing Employee

C.F.O. Signature: 

Aug 25/2011

FX Rate:

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
24-May	Restaurant Rama	w/Stephanie Johnson, VCC	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: August 4, 2011

MONTH OF TRAVEL: N/A

DESTINATION: In Town

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
6-Jul	Entertainment	52.06	2	CAD	52.06				48.97				-1.63	4.72	52.06
11-May	Flight - Baltimore (cancelled)	1,207.56	3	CAD	1207.56		1153.51							54.05	1,207.56
	Credit on file with Agency		4												-
	Credit used to book flight to Orlando		5												-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-
Please E-MAIL TO Finance and submit original receipts					1259.62		1153.51		48.97				-1.63	58.77	1,259.62

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,259.62

Approval Signature: 

FX Rate: 0.9502

C.F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
6-Jul	Mahoney & Sons	Andrew Clark, B.I. Canada

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: August 4, 2011

MONTH OF TRAVEL: N/A

DESTINATION: In Town

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

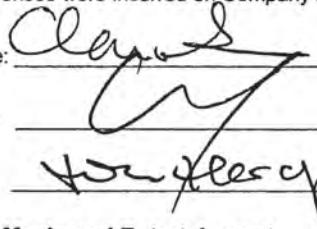
Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
-22-Jul	Membership Renewal ASAE	✓ 395.00	1	USD	Paid by cheque										
6-Jul	Entertainment	✓ 52.06	2	CAD	52.06										
11-May	Flight-Baltimore(cancelled & credited)	✓ 1,207.56	3		1207.56										
			4												
			5												
			6												
			7												
			8												
			9												
			10												
			11												
			12												
			13												
			14												
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			16												
			17												
			18												
			19												
			20												

Please E-MAIL TO Finance and submit original receipts

1259.62

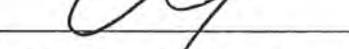
Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

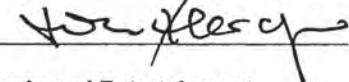
Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature: 

FX Rate:

F.O. Signature: 

August 26, 2011

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
6-Jul	Mahoney & Sons	Andrew Clark, B.I. Canada

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL	Finance Department to fill Grey shaded areas
--	--

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Sept. 23, 2011

MONTH OF TRAVEL: OCTOBER 2011

DESTINATION: Leipzig, Germany

PURPOSE: ICCA CONGRESS

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
12-Aug	Registration	1,011.50	1	EUR	1464.08									1464.08	1,464.08
21-Sep	Flight	5,012.31	2	CAD	5012.31		5010.51							1.80	5,012.31
21-Sep	Service Fee	84.00	3	CAD	84.00		75.00							9.00	84.00
			4												-
			5												-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

6560.39 5085.51 1464.08 10.80 6,560.39

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

6,560.39

FX Rate: _____

C.F.O. Signature: _____

*** Explanation of Meals and Entertainment**

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Sept. 29, 2011

MONTH OF TRAVEL: OCTOBER 2011

DESTINATION: Leipzig, Germany

PURPOSE: ICCA CONGRESS

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

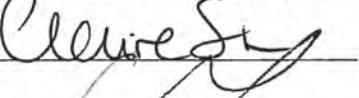
Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
12-Aug	Registration	1,011.50	1	EUR											
21-Sep	Flight	5,012.31	2	CAD	5012.31										
21-Sep	Service Fee	84.00	3		84.00										
			4												
			5												
			6												
			7												
			8												
			9												
			10												
			11												
			12												
			13												
			14												
			15												
			16												
			17												
			18												
			19												
			20												

Please E-MAIL TO Finance and submit original receipts

5096.31

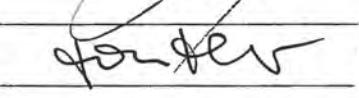
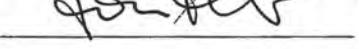
Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature: FX Rate: C.F.O. Signature:  Oct 20. 2011

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Oct. 7, 2011

MONTH OF TRAVEL: Sept. 2011

DESTINATION: Montreal

PURPOSE: CTC Advisory Committee

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (mmmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
20-Jul	Service Fee	56.00	2	CAD	56.00		50.00							6.00	56.00
20-Jul	Flight	157.03	3	CAD	157.03		149.48							7.55	157.03
15-Sep	Accommodation ✓	652.08	4	CAD	652.08		572.37							79.71	652.08
12-Sep	Taxi Montreal ✓	43.00	5	CAD	43.00									5.11	43.00
15-Sep	Parking @ VCR ✓	85.00	6	CAD	85.00									9.11	85.00
15-Sep	Breakfast ✓	9.52	7	CAD	9.52			8.35						1.17	9.52
15-Sep	Taxi ✓	63.70	8	CAD	63.70									6.83	63.70
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1066.33	771.85	8.35		170.65		115.48	1,066.33
---------	--------	------	--	--------	--	--------	----------

I certify that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,066.33

Approval Signature: _____

FX Rate: _____

F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Oct. 7, 2011

MONTH OF TRAVEL: Sept. 2011

DESTINATION: Montreal

PURPOSE: CTC Advisory Committee

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
20-Jul	Service Fee	56.00	1	CAD	56.00										-
20-Jul	Flight	157.03	2	CAD	157.03										-
15-Sep	Accommodation	652.08	3	CAD	652.08										-
12-Sep	Taxi Montreal	43.00	4		43.00										-
15-Sep	Parking @ VCR	85.00	5		85.00										-
15-Sep	Breakfast	9.52	6		9.52										-
15-Sep	Taxi	63.70	7		63.70										-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

1066.33

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

F.O. Signature:

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Oct. 8, 2011

MONTH OF TRAVEL: N/A

DESTINATION: IN-TOWN

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other HST RECAP	HST	Total
18-Sep	Parking & Meeting	28.00	1	CAD	28.00					25.00				3.00	28.00
19-Sep	Entertainment	70.48	2	CAD	70.48				65.89				-1.89	6.48	70.48
20-Sep	Entertainment	95.70	3	CAD	95.70				89.27				-2.65	9.08	95.70
26-Sep	Snack for meeting	13.27	4	CAD	13.27			13.27						-	13.27
27-Sep	Entertainment	47.48	5	CAD	47.48				43.89				-1.49	5.08	47.48
21-Sep	Education Program - Claire Smith	40.00	6	CAD	40.00								40.00		40.00
21-Sep	Education Program -Guest	50.00	7	CAD	50.00								50.00		50.00
30-Sep	Parking Grouse Mountain (Team Mtg)	5.00	8	CAD	5.00						4.46			0.54	5.00
1-Sep	Entertainment (receipt missing)	53.62	9	CAD	53.62				52.43				-1.68	2.87	53.62
24-Jul	MPI - Book for Client Book signing	720.00	10	USD	702.39								702.39		702.39
		11												-	
		12												-	
		13												-	
		14												-	
		15												-	
		16												-	
		17												-	
		18												-	
		19												-	
		20												-	

Please E-MAIL TO Finance and submit original receipts

1105.94

13.27

251.48

29.46

784.68

27.05

1,105.94

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,105.94

Approval Signature: _____

FX Rate: _____

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
19-Sep	Miku Restaurant	Mariela McIlwrengh - Meet Green
20-Sep	Heron's West Coast Kitchen	Terri Breining & Dave Gazley TVan
27-Sep	Mahoney & Sons	Sarah Lewis - Sea to Sky
1-Sep	Mahoney & Sons	Mitchell Beer - CMM The Conference Publishers

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Oct. 8, 2011

MONTH OF TRAVEL: N/A

DESTINATION: IN-TOWN

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

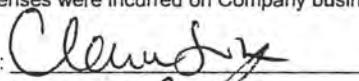
Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other HST RECAP	HST	Total
18-Sep	Parking & Meeting	✓ 28.00	1	CAD	28.00										-
19-Sep	Entertainment	✓ 70.48	2	CAD	70.48										-
20-Sep	Entertainment	✓ 95.70	3	CAD	95.70										-
26-Sep	Snack for meeting	✓ 13.27	4	CAD	13.27								X		-
27-Sep	Entertainment	✓ 47.48	5	CAD	47.48										-
21-Sep	Education Program - Claire Smith	✓ 40.00	6	CAD	40.00										-
21-Sep	Education Program -Guest	✓ 50.00	7	CAD	50.00										-
30-Sep	Parking Grouse Mountain (Team Mtg)	✓ 5.00	8		5.00										-
1-Sep	Entertainment (receipt missing)	✓ 53.62	9		53.62										-
24-Jul	MPI - Book for Client Book signing	✓ 720.00	10	USD	702.39										-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

403.55

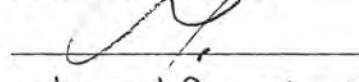
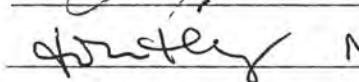
Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature: FX Rate: C.F.O. Signature:  November 9, 2011

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
19-Sep	Miku Restaurant	Mariela McIlwrengh - Meet Green
20-Sep	Heron's West Coast Kitchen	Terri Breining & Dave Gazley TVan
27-Sep	Mahoney & Sons	Sarah Lewis - Sea to Sky
1-Sep	Mahoney & Sons	Mitchell Beer - CMM The Conference Publishers

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Oct. 24, 2011

MONTH OF TRAVEL: October

DESTINATION: LAS VEGAS, NV

PURPOSE: IMEX AMERICA

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense dd-mmm	Description of Expense (If Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex: Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total	
			1	CAD												
7-Sep	Flight	346.96	2	CAD	346.96		328.90								18.06	346.96
7-Sep	Service Fee/HST	50.06	3	CAD	50.06		44.06								6.00	50.06
7-Sep	Seat selection-per credit card charge	14.70	4	CAD	14.70		14.00								0.70	14.70
14-Oct	Accommodation	1,045.81	5	USD	1067.67	1018.78		48.89								1,067.67
			6													-
			7													-
			8													-
			9													-
			10													-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

1479.39	1018.78	386.96	48.89					24.76	1,479.39
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

1,479.39

Approval Signature: 

FX Rate: 1.0209

I.F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Oct. 24, 2011

MONTH OF TRAVEL: October

DESTINATION: LAS VEGAS, NV

PURPOSE: IMEX AMERICA

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

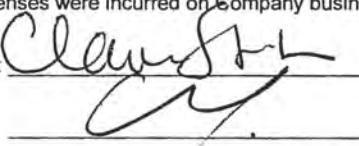
Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total
7-Sep	Flight	346.96	1	CAD	346.96										-
7-Sep	Service Fee/HST	50.06	2	CAD	50.06										-
7-Sep	Seat selection-per credit card charge	14.70	3	CAD	14.70										-
14-Oct	Accommodation	1,045.81	4	USD											-
			5	USD											-
			6												-
			7												-
			8												-
			9												-
			10												-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

411.72

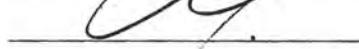
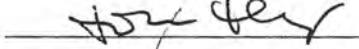
Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature: FX Rate: F.O. Signature: 

November 9, 2011

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Dec. 1, 2011

MONTH OF TRAVEL: N/A

DESTINATION: IN-TOWN

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other	HST RECAP	HST	Total
9-Nov	Entertainment	48.15	1	CAD	48.15				45.36				-1.51	4:30	48.15	
17-Nov	Entertainment	77.38	2	CAD	77.38				72.47				-2.42	7.33	77.38	
25-Oct	Entertainment	89.68	3	CAD	89.68				87.67				-2.80	4.81	89.68	
			4	CAD												-
			5	CAD												-
			6	CAD												-
			7	CAD												-
			8													-
			9													-
			10	USD												-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

215.21	205.50	-6.73	16.44	215.21
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

215.21

Approval Signature: _____

FX Rate: _____

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
9-Nov	Imperial Chinese Rest.	Richard Yore, TVan
17-Nov	Herons Waterfront	Jillian Smith
25-Oct	Pan Pacific	Patty Beneer, Sydney CVB, Ross Robinson, Love that Destiation

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Dec. 1, 2011

MONTH OF TRAVEL: N/A

DESTINATION: IN-TOWN

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other	HST RECAP	HST	Total	
9-Nov	Entertainment	✓ 48.15	1	CAD	48.15												-
17-Nov	Entertainment	✓ 77.38	2	CAD	77.38												-
25-Oct	Entertainment	89.68	3	CAD	89.68												-
			4	CAD													-
			5	CAD													-
			6	CAD													-
			7	CAD													-
			8														-
			9														-
			10	USD													-
			11														-
			12														-
			13														-
			14														-
			15														-
			16														-
			17														-
			18														-
			19														-
			20														-

Please E-MAIL TO Finance and submit original receipts

215.21

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

C.F.O. Signature:

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
9-Nov	Imperial Chinese Rest.	Richard Yore, TVan
17-Nov	Herons Waterfront	Jillian Smith
25-Oct	Pan Pacific	Patty Beneer, Sydney CVB, Ross Robinson, Love that Destination

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Dec. 2, 2011

MONTH OF TRAVEL: October

DESTINATION: LEIPZIG, GERMANY

PURPOSE: ICCA

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense	Description of Expense	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
(dd-mmm)	(If Entertaining please add detail below *)														
21-Oct	Taxi to YVR	70.40	1	CAD	70.40						62.86			7.54	70.40
22-Oct	Taxi to Hotel	31.00	2	EUR	43.53					43.53					43.53
27-Oct	Taxi Hotel to Airport Leipzig	35.00	3	EUR	49.14					49.14					49.14
27-Oct	Taxi from YVR to home	73.70	4	CAD	73.70					65.80			7.90		73.70
26-Oct	Entertainment	95.00	5	EUR	133.39				133.39						133.39
24-Oct	Entertainment	132.00	6	EUR	185.34				185.34						185.34
22-Oct	Entertainment	42.90	7	EUR	60.24				60.24						60.24
27-Oct	Accommodation in Leipzig	679.50	8	EUR	954.09	954.09									954.09
			9	EUR											-
			10	EUR											-
			11	EUR											-
			12	EUR											-
			13	EUR											-
			14	CAD											-
			15	EUR											-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts*

1569.82	954.09	378.97	92.67	128.66	15.44	1,569.83
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date signed: _____

Balance owing Employee

1,569.83

Approval Signature: _____

Date signed: _____

FX Rate: 1.4041

C.F.O. Signature: _____

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
26-Oct	Wagner's Restaurant	Paul Salinger, Oracle , Elizabeth Henderson, Meeting Change	
24-Oct	Hotel Furstenhof	Sherrif Kamarat, PCMA, Alice Au, Tourism Toronto, Nina Kressler, Toronto CC	
22-Oct	Weinstock, Market 7	Ben Goedegebuure, Glasgow CC, Richard Yore, TVan, & Ken Cretney VCC	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Dec. 2, 2011

MONTH OF TRAVEL: October

DESTINATION: LEIPZIG, GERMANY

PURPOSE: ICCA

PROJECT CODE: 25396

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other			
21-Oct	Taxi to YVR	✓ 70.40	1	CAD	70.40											-
22-Oct	Taxi to Hotel	✓ 31.00	2	EUR												-
27-Oct	Taxi Hotel to Airport Leipzig	✓ 35.00	3	EUR												-
27-Oct	Taxi from YVR to home	✓ 73.70	4	CAD	73.70											-
26-Oct	Entertainment	✓ 95.00	5	EUR												-
24-Oct	Entertainment	✓ 132.00	6	EUR												-
22-Oct	Entertainment	✓ 42.90	7	EUR												-
27-Oct	Accommodation in Leipzig	✓ 679.50	8	EUR												-
			9	EUR												-
			10	EUR												-
			11	EUR												-
			12	EUR												-
			13	EUR												-
			14	CAD												-
			15	EUR												-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

144.10

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

Date signed: Jan 31, 2012

Balance owing Employee

[Redacted]

Approval Signature:

Date signed: Feb 1, 2012

FX Rate:

C.F.O. Signature:

average 1.4041

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
26-Oct	Wagner's Restaurant	Paul Salinger, Oracle, Elizabeth Henderson, Meeting Change	
24-Oct	Hotel Furstenhof	Sherrif Kamarat, PCMA, Alice Au, Tourism Toronto, Nina Kressler, Toronto CC	
22-Oct	Weinstock, Market 7	Ben Goedegebuure, Glasgow CC, Richard Yore, TVan, & Ken Cretney VCC	

BC Pavilion Corporation Employee Expense Report

Complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EE NAME: CLAIRE SMITH

DATE OF CLAIM: Feb. 1, 2012

MONTH OF TRAVEL: N/A

DESTINATION: IN-TOWN

PURPOSE: Miscellaneous

PROJECT CODE: 25396

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other	HST RECAP	HST	Total
31-Jan	Entertainment	53.48	1	CAD	53.48				50.07					-1.67	5.08	53.48
10-Dec	Entertainment	630.00	2	CAD	630.00				589.70					-19.70	60.00	630.00
17-Jan	Entertainment	112.96	3	CAD	112.96				110.44					-3.53	6.05	112.96
9-Dec	Taxi	65.00	4	CAD	65.00						58.04				6.96	65.00
			5	CAD												-
			6	CAD												-
			7	CAD												-
			8													-
			9													-
			10	USD												-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

861.44

750.21

58.04

-24.90

78.09

861.44

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

861.44

Approval Signature: _____

FX Rate: _____

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

31-Jan	Mahony & Sons	Ann McCaw, Int'l Autism
10-Dec	Bishop's	Customer Advisory Board - Lise & Phil Puckorius-Global Events, Katie Callaghan-Giobb,Minding Your Business, and
17-Jan	Miku	Dev Sharma, MCI Zurich

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Feb. 1, 2012

MONTH OF TRAVEL: N/A

DESTINATION: IN-TOWN

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other HST RECAP	HST	Total	
31-Jan	Entertainment	✓ 53.48	1	CAD	53.48											-
10-Dec	Entertainment	✓ 630.00	2	CAD	630.00											-
17-Jan	Entertainment	✓ 112.96	3	CAD	112.96											-
9-Dec	Taxi	✓ 65.00	4	CAD	65.00											-
			5	CAD												-
			6	CAD												-
			7	CAD												-
			8													-
			9													-
			10	USD												-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

861.44

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

C.F.O. Signature:

* Explanation of Meals and Entertainment

31-Jan	Mahony & Sons	Ann McCaw, Int'l Autism
10-Dec	Bishop's	Customer Advisory Board - Lise & Phil Puckorius-Global Events,Katie Callaghan-Giobb,Minding Your Business, and
17-Jan	Miku	Andrew Pollard, Centerplate Dev Sharma, MCI Zurich

BC Pavilion Corporation Employee Expense Report

complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Feb. 1, 2012

MONTH OF TRAVEL: January 2012

DESTINATION: San Diego

PURPOSE: PCMA

PROJECT CODE: 25396

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
23-Nov	Flight	512.35	1	CAD	512.35		489.79							22.56	512.35
23-Nov	Service Fee	56.00	2	CAD	56.00		50.00							6.00	56.00
8-Jan	Taxi	10.00	3	USD	10.51					10.51					10.51
11-Jan	Taxi	14.00	4	USD	14.72					14.72					14.72
12-Jan	Taxi	20.00	5	USD	21.03					21.03					21.03
7-Jan	Taxi	18.00	6	USD	18.92					18.92					18.92
7-Jan	Lunch	4.47	7	USD	4.70			4.70							4.70
12-Jan	Lunch	7.00	8	CAD	7.00			6.47				-0.22	0.75	7.00	
11-Jan	Beverages	7.50	9	USD	7.88			7.88							7.88
8-Jan	Entertainment	101.31	10	CAD	101.31				101.31						101.31
12-Jan	Beverages	3.75	11	USD	3.94			3.94							3.94
12-Jan	Beverages	3.75	12	USD	3.94			3.94							3.94
9-Jan	Beverages	3.75	13	USD	3.94			3.94							3.94
10-Jan	Entertainment	176.35	14	CAD	176.35				176.35						176.35
7-Jan	Entertainment	74.67	15	CAD	74.67			74.67							74.67
12-Jan	Taxi - Airport to home	74.20	16	CAD	74.20					66.25				7.95	74.20
12-Jan	Accommodation	1,284.90	17	CAD	1284.90	1253.28		31.62							1,284.90
11-Jan	Entertainment (no receipt)	41.99	18	CAD	41.99				41.99						41.99
	Beverages	3.77	19	USD	3.96			3.96							3.96
			20												-
Please E-MAIL TO Finance and submit original receipts				2422.33	1253.28	539.79	66.45	394.32	65.18	66.25		-0.22	37.26	2,422.31	

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date signed: _____

Balance owing Employee

2,422.31

Approval Signature: _____

Date signed: _____

FX Rate: 1.0513

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
8-Jan	Bencotto	Dave Pechinpaug, Maritz	
10-Jan	Blue Point	w/Roberta Kravitz-ISMRM, Mollie Wallace-Planning Professionals, and	
		Ben Goedegebuure-SECC	
7-Jan	Andaz	w/Patty Bueler-Sydney CVB & Dawn Baldwin-Halifax	
11-Jan	Stacked Restaurants	w/Izania Downie - Active Network	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Feb. 1, 2012

MONTH OF TRAVEL: January 2012

DESTINATION: San Diego

PURPOSE: PCMA

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other			
23-Nov	Flight	/ 512.35		CAD	512.35											-
23-Nov	Service Fee	/ 56.00		CAD	56.00											-
8-Jan	Taxi	/ 10.00		USD												-
11-Jan	Taxi	/ 14.00		USD												-
12-Jan	Taxi	/ 20.00		USD												-
7-Jan	Taxi	/ 18.00		USD												-
7-Jan	Lunch	/ 4.47		USD												-
12-Jan	Lunch	/ 7.00		CAD	7.00											-
11-Jan	Beverages	/ 7.50		USD												-
8-Jan	Entertainment	/ 95.89		USD												-
12-Jan	Beverages	/ 3.75		USD												-
12-Jan	Beverages	3.71 > / 3.75		USD												-
9-Jan	Beverages	/ 3.75		USD												-
10-Jan	Entertainment	/ 168.70		USD												-
7-Jan	Entertainment	/ 70.68		USD												-
12-Jan	Taxi - Airport to home	/ 74.20	16		74.20											-
12-Jan	Accommodation	/ 1,220.23	17	USD												-
11-Jan	Entertainment (no receipt)	40.17	18	USD												-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

649.55

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: Claire

Date signed: Feb 2/12

Balance owing Employee

Approval Signature: CJ

Date signed: Feb. 3/12

FX Rate:

C.F.O. Signature: John Aler

February 13.2012

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
8-Jan	Bencotto	Dave Pechinpaug, Maritz	
10-Jan	Blue Point	w/Roberta Kravitz-ISMRM, Mollie Wallace-Planning Professionals, and Ben Goedegeburre-SECC	
7-Jan	Andaz	w/Patty Bueler-Sydney CVB & Dawn Baldwin-Halifax	
11-Jan	Stacked Restaurants	w/Izania Downie - Active Network	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Feb. 1, 2012

MONTH OF TRAVEL: Nov - Dec. 2011

DESTINATION: BARCELONA

PURPOSE: EIBTM

PROJECT CODE: 25396

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
20-Oct	Flight	5,337.11	1	CAD	5337.11		5309.40							27.71	5,337.11
20-Oct	Service fee / flight	84.00	2	CAD	84.00		75.00							9.00	84.00
3-Dec	Accommodatin	1,212.25	3	EUR	1702.99	1605.42		22.13	75.44						1,702.99
28-Nov	Beverage	3.40	4	EUR	4.78			4.78							4.78
2-Dec	Dinner / Stephanie Johnston	75.83	5	EUR	106.53				106.53						106.53
28-Nov	Entertainment (split bill)	30.00	6	EUR	42.74				42.74						42.74
1-Dec	Entertainment	173.02	7	EUR	243.06				243.06						243.06
29-Nov	Dinner	50.00	8	EUR	70.83			70.83							70.83
28-Nov	Coffee	2.70	9	EUR	3.79			3.79							3.79
2-Dec	Entertainment Breakfast - MPI	105.80	10	EUR	148.63				148.63						148.63
27-Nov*	Dinner*	67.00	11	EUR	95.97				95.97						95.97
29-Nov	Entertainment	24.70	12	EUR	34.70				34.70						34.70
3-Dec	Taxi to Airport	31.05	13	EUR	43.62					43.62					43.62
1-Dec	Taxi	15.00	14	EUR	21.07					21.07					21.07
27-Nov	Taxi from Airport to Hotel	31.00	15	EUR	43.55					43.55					43.55
28-Nov	Internet	47.20	16	EUR	66.86						66.86				66.86
		17													-
		18													-
		19													-
		20													-

Please E-MAIL TO Finance and submit original receipts

8050.23	1605.42	5384.40	101.53	747.07	108.24	66.86	36.71	8,050.23
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date signed: _____

Balance owing Employee

8,050.23

Approval Signature: _____

Date signed: _____

FX Rate: 1.4048

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
27-Nov	Santander	*Portion of bill	
28-Nov	Brown Café	Annette Palm, Conventions World Wide & Rochelle Utrize, Ogden Int'l	
1-Dec	ServiRed	Bruce & Judy MacMillan, , Junior Tauvaa, MPI	
2-Dec	Pinotxo Bar	Geoff Donaghy, Ogden & Bruce McMillan, MPI	
29-Nov	HUSA	Lunch w/Ross Robinson - Love that Destination	FOI BCPC-331; Doc 5 of 5 - CSmith Page 39 of 48

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: Feb. 1, 2012

MONTH OF TRAVEL: Nov - Dec. 2011

DESTINATION: BARCELONA

PURPOSE: EIBTM

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other			
20-Oct	Flight	/ 5,337.11	1	CAD	5337.11											-
20-Oct	Service fee / flight	/ 84.00	2	CAD	84.00											-
3-Dec	Accommodation	/ 1,212.25	3	EUR												-
28-Nov	Beverage	/ 3.40	4	EUR												-
2-Dec	Dinner / Stephanie Johnston	/ 75.83	5	EUR												-
28-Nov	Entertainment (split bill)	/ 30.00	6	EUR												-
1-Dec	Entertainment	/ 173.02	7	EUR												-
29-Nov	Dinner	/ 50.00	8	EUR												-
28-Nov	Coffee	/ 2.70	9	EUR												-
2-Dec	Breakfast	/ 105.80	10	EUR												-
27-Nov	Dinner*	/ 67.00	11	EUR												-
29-Nov	Entertainment	/ 24.70	12	EUR												-
3-Dec	Taxi to Airport	/ 31.05	13	EUR												-
1-Dec	Taxi	/ 15.00	14	EUR												-
27-Nov	Taxi from Airport to Hotel	/ 31.00	15	EUR												-
28-Nov	Internet	/ 47.20	16	EUR												-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

5421.11

Certified that all expenses were incurred on Company business:

Employee Signature:

Date signed: Feb 2/12

Less Cash Advance in CAD:

[Redacted]

Approval Signature:

Date signed: Feb 3/12

Balance owing Employee

[Redacted]

C.F.O. Signature:

FX Rate:

[Redacted]

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
27-Nov	Santander		*Portion of bill
28-Nov	Brown Café	Annette Palm, Conventions World Wide & Rochelle Utrize, Ogden Int'l	
1-Dec	ServiRed	Bruce & Judy MacMillan, , Junior Tauvaa, MPI	
2-Dec	Pinotxo Bar	Geoff Donaghy, Ogden & Bruce McMillan, MPI	
29-Nov	HUSA	Lunch w/Ross Robinson - Love that Destination	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: March 5, 2012

MONTH OF TRAVEL: March

DESTINATION: Chicago

PURPOSE: PCMA, AMPC Committee Meeting

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Please E-MAIL TO Finance and submit original receipts

824.33

783.5

40.7

824.33

Certified that all expenses were incurred on Company business.

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

C.F.O. Signature: _____

FX Rate:

*** *Explanation of Meals and Entertainment***

* *Explanation of Meals and Entertainment*

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: March 5, 2012

MONTH OF TRAVEL: March

DESTINATION: Chicago

PURPOSE: PCMA, AMPC Committee Meeting

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other HST RECAP	HST	Total
14-Feb	Flight	/ 768.33	1	CAD	768.33										-
14-Feb	Service Fee + HST	/ 56.00	2	CAD	56.00										-
			3	CAD											-
			4	CAD											-
			5	CAD											-
			6	CAD											-
			7	CAD											-
			8												-
			9												-
			10	USD											-
			11												-
			12												-
			13												-
			14												-
			15												-
			16												-
			17												-
			18												-
			19												-
			20												-

Please E-MAIL TO Finance and submit original receipts

824.33

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature:

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

Approval Signature:

FX Rate:

C.F.O. Signature:

* Explanation of Meals and Entertainment

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: March 5, 2012

MONTH OF TRAVEL: April

DESTINATION: Washington, DC

PURPOSE: ASAE Business of Meetings

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

In	Date of Expense	Description of Expense	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other		
In	(dd-mmm)	(If Entertaining please add detail below *)													HST	Total
In	22-Feb	Flight	915.78	1	CAD	915.78		881.02							34.76	915.78
In	22-Feb	Service Fee + HST	56.00	2	CAD	56.00		50.00							6.00	56.00
D				3	CAD											-
D				4	CAD											-
D				5	CAD											-
D				6	CAD											-
D				7	CAD											-
D				8												-
D				9												-
D				10	USD											-
D				11												-
D				12												-
D				13												-
D				14												-
D				15												-
D				16												-
D				17												-
D				18												-
D				19												-
D				20												-
Please E-MAIL TO Finance and submit original receipts						971.78		931.02							40.76	971.78

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

(Do not sign until Grey areas completed by Finance)

Balance owing Employee

971.78

Approval Signature: _____

FX Rate: _____

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: CLAIRE SMITH

DATE OF CLAIM: March 5, 2012

MONTH OF TRAVEL: April

DESTINATION: Washington, DC

PURPOSE: ASAE Business of Meetings

PROJECT CODE:

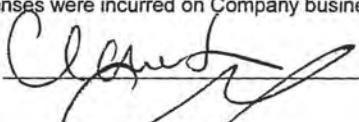
(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Auto Cost	Other	HST RECAP	HST	Total	
22-Feb	Flight	✓ 915.78	1	CAD	915.78												-
22-Feb	Service Fee + HST	✓ 56.00	2	CAD	56.00												-
			3	CAD													-
			4	CAD													-
			5	CAD													-
			6	CAD													-
			7	CAD													-
			8														-
			9														-
			10	USD													-
			11														-
			12														-
			13														-
			14														-
			15														-
			16														-
			17														-
			18														-
			19														-
			20														-

Please E-MAIL TO Finance and submit original receipts

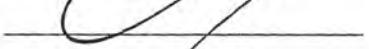
971.78

Certified that all expenses were incurred on Company business:

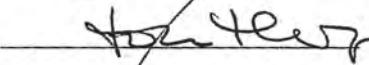
Employee Signature: 

(Do not sign until Grey areas completed by Finance)

Less Cash Advance in CAD:

Approval Signature: 

Balance owing Employee

FX Rate: C.F.O. Signature:  March 20, 2012

* Explanation of Meals and Entertainment

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME Claire Smith

DATE OF CLAIM: March 30, 2012

MONTH OF TRAVEL: March 2012

DESTINATION Chicago, Illinois, USA

PURPOSE: PCMA AMPC Committee Meeting

PROJECT CODE: 25396

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mm-yy)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (in town)	Long Distance / Internet	Other			
26-Mar	Accommodation (Mar 26-28; 2 Nights)	302.64	1	USD	301.22	301.22										301.22
26-Mar	Taxi O'Hare Airport to Hotel (no receipt)	44.65	2	USD	44.44				44.44							44.44
26-Mar	Coffee at YVR	3.64	3	CAD	3.64			3.36				-0.11	0.39			3.64
26-Mar	Breakfast at YVR	2.63	4	CAD	2.63			2.43				-0.08	0.28			2.63
26-Mar	Lunch	15.39	5	USD	15.32			15.32								15.32
26-Mar	Dinner	40.19	6	USD	40.00			40.00								40.00
27-Mar	Entertainment/Breakfast Meeting	25.14	7	USD	25.02				25.02							25.02
28-Mar	Dinner	6.66	8	USD	6.63			6.63								6.63
28-Mar	Parking at YVR	63.75	9	CAD	63.75					56.92			6.83			63.75
		10														-
		11														-
		12														-
		13														-
		14														-
		15														-
		16														-
		17														-
		18														-
		19														-
		20														-
Please E-MAIL TO Finance and submit original receipts					502.65	301.22		67.74	25.02	44.44	56.92		-0.19	7.50		502.65

Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date signed: _____

Balance owing Employee

502.65

Approval Signature: _____

Date signed: _____

FX Rate: 0.9953

C.F.O. Signature: _____

*** Explanation of Meals and Entertainment**

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
27-Mar	Tempo Cafe in Chicago Illinois, USA	Breakfast Meeting with Lise Puckorius, Global Events	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: Claire Smith

DATE OF CLAIM: March 30, 2012

MONTH OF TRAVEL: March 2012

DESTINATION: Chicago, Illinois, USA

PURPOSE: PCMA AMPC Committee Meeting

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (d-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex Rate)	Hotel (incl tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other			
26-Mar	Accommodation (Mar 26-28; 2 Nights)	✓ 302.64	1	USD												-
26-Mar	Taxi O'Hare Airport to Hotel (no receipt)	✓ 44.65	2	USD												-
26-Mar	Coffee at YVR	✓ 3.64	3	CAD	3.64											-
26-Mar	Breakfast at YVR	✓ 2.63	4	CAD	2.63											-
26-Mar	Lunch	✓ 15.39	5	USD												-
26-Mar	Dinner ~ Hotel	✓ 40.19	6	USD												-
27-Mar	Entertainment/Breakfast Meeting	✓ 25.14	7	USD												-
28-Mar	Dinner	✓ 6.66	8	USD												-
28-Mar	Parking at YVR	✓ 63.75	9	CAD	63.75											-
			10													-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts***

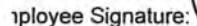
70.02

certified that all expenses were incurred on Company business:

Employee Signature: 

Less Cash Advance in CAD:

-

Approval Signature: 

Balance owing Employee

F.O. Signature: 

FX Rate:

Date signed: March 30, 2012

Date signed: March 30, 2012

April 10, 2012

Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)	Business Purpose
27-Mar	Tempo Cafe in Chicago Illinois, USA	Breakfast Meeting with Lise Puckorius, Global Events	

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: Claire Smith

DATE OF CLAIM: March 30, 2012

MONTH OF TRAVEL:

DESTINATION: Vancouver, BC

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/ USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other		
9-Feb	Entertainment/Lunch Meeting	29.20	1	CAD	29.20				28.54			-0.91	1.57	29.20	
24-Feb	Parking - Mtg with Michele Saran CTC	16.75	2	CAD	16.75						14.96		1.79	16.75	
6-Mar	Entertainment/Lunch Meeting	56.17	3	CAD	56.17				52.83			-1.76	5.10	56.17	
14-Mar	Entertainment/Lunch Meeting	58.15	4	CAD	58.15				56.85			-1.82	3.12	58.15	
		5													-
		6													-
		7													-
		8													-
		9													-
		10													-
		11													-
		12													-
		13													-
		14													-
		15													-
		16													-
		17													-
		18													-
		19													-
		20													-

Please E-MAIL TO Finance and submit original receipts

160.27	138.22	14.96	-4.49	11.58	160.27
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Certified that all expenses were incurred on Company business:

Less Cash Advance in CAD:

Employee Signature: _____

Date Signed: _____

Balance owing Employee

160.27

Approval Signature: _____

Date Signed: _____

FX Rate: _____

C.F.O. Signature: _____

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
9-Feb	Miku Restaurant	Lunch meeting with Lucille Wang, Women in Leadership Foundation
6-Mar	Joey Bentall One	Lunch meeting with Melanie Cook
14-Mar	Pink Elephant Thai	Lunch meeting with Michele Sara CTC

BC Pavilion Corporation Employee Expense Report

Employee to complete Yellow Shaded Sections and E-MAIL to Finance for completion PRIOR TO SIGNING/APPROVAL

Finance Department to fill Grey shaded areas

EMPLOYEE NAME: Claire Smith

DATE OF CLAIM: March 30, 2012

MONTH OF TRAVEL:

DESTINATION: Vancouver, BC

PURPOSE: Miscellaneous

PROJECT CODE:

(Only one Project Code per claim eg In Town Expenses and Promo Trips on separate claim forms)

Date of Expense (dd-mmm)	Description of Expense (if Entertaining please add detail below *)	Expense Amount (incl. tax/tip)	Ref #	Curr. Code eg CAD/USD	CAD Amount (Finance will set Ex. Rate)	Hotel (incl bell tips)	Flight Costs	Meals (NON-Entertain)	Meals / Entertaining (detail below)	Taxi / Park / Transit (out of town)	Taxi / Park / Transit (In town)	Long Distance / Internet	Other	HST	Total	
9-Feb	Entertainment/Lunch Meeting	✓ 29.20	1	CAD	29.20											-
24-Feb	Parking - Mtg with Michele Saran CTC	✓ 16.75	2	CAD	16.75											-
6-Mar	Entertainment/Lunch Meeting	✓ 56.17	3	CAD	56.17											-
14-Mar	Entertainment/Lunch Meeting	✓ 58.15	4	CAD	58.15											-
			5													-
			6													-
			7													-
			8													-
			9													-
			10													-
			11													-
			12													-
			13													-
			14													-
			15													-
			16													-
			17													-
			18													-
			19													-
			20													-

Please E-MAIL TO Finance and submit original receipts

160.27

Certified that all expenses were incurred on Company business:

Employee Signature:

Less Cash Advance in CAD:

Date Signed: March 30, 2012

Balance owing Employee

Approval Signature:

Date Signed: March 30, 2012

FX Rate:

C.F.O. Signature:

April 11, 2012

* Explanation of Meals and Entertainment

DATE	PLACE OF ENTERTAINMENT	BUSINESS PURPOSE OF ENTERTAINMENT (eg Name of Company and/or people)
9-Feb	Miku Restaurant	Lunch meeting with Lucille Wang, Women in Leadership Foundation
6-Mar	Joey Bentall One	Lunch meeting with Melanie Cook
14-Mar	Pink Elephant Thai	Lunch meeting with Michele Sara CTC