MAN APRIL 2012

| PLEASE COMPILETE INFORMATION IN SHADED AREAS AND PAYMENT OPTION AND CAMPUS LOCATION Date Destination Reaconiffurpose Distance (km) AirFerry/Blus Accommodation Meals (Destination Reaconiffurpose Distance (km) AirFerry/Blus Accommodation Meals (Destination Reaconiffurpose Distance (km) AirFerry/Blus Accommodation Meals (Destination Reaconiffurpose Distance (km) AirFerry/Blus Accommodation (Destination Reaconiffurpose Distance (km) AirFerry/Blus Accommodation (Destination Reaconiffurpose Distance (km) AirFerry/Blus Accommodation (Destination Reaconiffurpose Distance (Lm) AirFerry/Blus Accommodation (Destination Reaconiffurpose Distance (Lm) AirFerry/Blus Accommodation (Destination Reaconiffurpose Distance (Lm) AirFerry/Blus Accommodation (Destination Reaconiffurpose Distance (Destina | 20- | 17Ws | tell | FURE: | EMPLOYEE SIGNA | , | CAMPUS: | | N | Employee # | | Ralph Nilson | IAME: ADDRESS: |
|--|--|-----------------------------------|--|--|--|----------------|---------------------------|--|--|-------------------------|--|--|--|
| PLEASE COMPLETE INFORMATION IN SHADED AREAS AND PAYMENT OPTION AND CAMPUS LOCATION Date Destination Reason/Purpose for Distance (km) Arifferry/Blus Accommendation Meals Incidentatis (betail) Sundry Explanation Epidemia (betail) Sundry Epide | OR ALL EXPENSES [*] RSEMENT, | E ATTACHED FOR S FOR REIMBURSE | IPTS MUST BI P TO 2 WEEKS | I <mark>GINAL</mark> RECE s). ALLOW U | EXPENSE. OR (except per diem | ▼ | NANAIMO | | IK ▼ | Bank | | Т: | AREA/DEPARTMENT |
| Date Destination Reason/Purpose for Expense Distance (km) Arifferry/Blus Accommodation Meals (Meals Age) Mario Mario Mario Mario Responsibility (Meals) Responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses. Vouther No. Print, sign, attach original receipts, obtain sutheritation and forward to Accounte Payable for processing, Make is a comply for your Meals (Reg.) Responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are Responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are Responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are Responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are Responsibility of those approving expenses accounts to ensure that, in their best judgement, expenses claimed are Responsible and represent necessary and legitimate university | related to travel. | | | 1 | | i | | | | | | ETE INFORMATIO | N EASE COMPL |
| Mach 2022 | TOTAL EXPENSES | Explanation | Sundry | | | | • 1 | Hotel/Private | | ` . | Reason/Purpose for | | |
| March 2022 Vancouver BCAU Inertiting March 2020 | \$101.50 | | \$101.50 | | | | | 77 - FEBRUAR 1985 | | 95 | Roundtable on Aboriginal Issue | Mexico | Varch 8/12 |
| April 13/12 Uchieste | \$36.36 | | | | | | \$36,36 | | | 7 | In 25co State Street and a proposition of the part of the contract of | Vancouver | Charles and the contract of th |
| April 23/12 Univiets | \$9.00 | | 49.000 | | \$9.00 | | 1978 2013 | | | | | | vicinity of the contract of th |
| April 29/12 Variotione | \$9.00 | | | 10.430 SERVE | | | | | | 73 H 2 1 H 2 1 H 2 1 H | | A N - N COPP OF SOURCE STORES OF THE SOURCE OF | |
| APRI 18/12 Vincouver BCAU meeting \$\$5.00 \$6. | \$15.00 | | | | | arana aran | | | \$15.00 | | Accomplished to the control of the c | The state of the s | |
| April 29/12 Washington DC AGB meeting \$55.00 \$ \$55.00 \$ \$ \$55.00 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ | \$15.00 | | | | | | | | disconnection, communication of a second | | A CONTRACTOR OF THE CONTRACTOR | Court Section Court Cour | ACCURATION OF THE PROPERTY OF |
| April 2012 Washington DC AGB meeting \$93.00 | \$9.00 | | | | \$9.00 | | | | | 75.00 | CANADA SANTA | | Carte Comments and according to |
| April 2/1/2 Washington DC AGS meeting | \$25.00 | | | | | 1.300207574 | | | \$25.00 | | And a second control of the second control of the | Carbone, National Statement in the second | |
| April 21/12 Washington DC AGB meeting \$ \$9,00 \$ \$9,00 \$ \$ \$600 \$ \$ \$600 \$ \$ \$600 \$ \$ \$ \$600 \$ \$ \$ \$ | \$9.00 | | Maraka (SC) | | \$9:00 | | | | | | A Company of the Comp | a designation of the contract | |
| April 22/12 Washington DC AGB meeting | \$9.00 | 411 | | | | | | | | J. Translate | | The state of the s | and price the state of the stat |
| April 29/12 Nashington DC AGB meeting | \$9.00 | | | 36.73.75.75 | | | | | | | Parameter of the control of the cont | THE WAY SHE THE PERSON NAMED IN COLUMN TWO | Particular and a State of the action of |
| April 23/12 Toronto AUCC meeting | \$5.65 | | | | | | \$5.65 | | | | The property of the property o | | 41-1784 41-18-1 |
| April 24/12 Toronto AUCC meeting \$3.00 \$5. | \$9.00 | | | | \$9:00 | | | (400 to 100 to 1 | | | | The control of the state of the | |
| April 25/12 Toronto AUCC meeting \$ 5.00 \$ 5. | \$9.00 | | 371713170 | | CONTROL OF VIEW AND A PROPERTY AND A | | | | | | Autority Association and Company of the Committee of the | Laboration of a relative and a second | The state of the s |
| S \$ 55.00 \$ \$ 42.01 \$ \$ \$ 81.00 \$ \$ 101.50 | \$9.00 | | | 123 jagun 1997) | the contract of the contract of | | | | Y | | Contraction of the State of the Contract of th | and the second s | |
| Solution | 75.00 | CTC (2007) | | | 70 | | | | esse i Stantinovicioni | | Acce meeting | Toponto | April 23/12 |
| S S S S S S S S S S | Tracks Tracks March | | | | | | | | | | | | |
| USE OF PERSONAL VEHICLE 0 USE OF PERSONAL VEHICLE 0 USE OF PERSONAL VEHICLE 0 It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses. Area/Department Authorization Date Executive or Dean Int'l (Approval for Out of Canada Travel) Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if Financial Codes (e.g. 1-1284-040) \$ 1-8810-400 \$ \$ 1-8800-400 \$ \$ \$ 1-8800-400 \$ \$ \$ 1-8800-400 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ | 2004 2004 | | | | City Control C | | | | | | | | |
| It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses. May 23/12 | 1556 L | | | | | | | | | | | | |
| It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses. May 23/12 | | | [2000000000000000000000000000000000000 | | | | raversetter beginning bil | - days at the second of | DOMESTIC STREET, STREE | en de Provincio de Colo | Proprietario de la compania de la c | e et eopgeplace energiete | |
| It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses. May 23/12 | | T- :- | \$ 101.50 | \$ - | \$ 81.00 | ¢ . | \$ 42.01 | Te | \$ 55.00 | Te | | | |
| It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses. Net Claim S | M = \$ - | | | • | 01.00 | , . | 3 42.01 | 13 | 3 33.00 | 7 | LISE OF PERSONAL VEHICLE | | |
| Area/Department Authorization Date Executive or Dean Int'l (Approval for Out of Canada Travel) Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if Employee No. P Executive or Dean Int'l (Approval for Out of Canada Travel) Amount of the print is print in the print i | TAL \$. 279.51 /ED | TOTAL S ADVANCE RECEIVED | | | | | claimed are | | | | approving expense accoun | | It is the respo |
| Voucher No. Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if Employee No. P Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if 1:8810-400 \$ \$ | | · | | | | | | 1997 | May 23/12 | | | | J. |
| and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if 1234-567) Copy for your files. Provide bank account if 1234-567 | | anada Travel) | val for Out of C | an Int'l (Approv | Executive or De | | | | Date | | • | Authorization | Area/Department |
| and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if 1234-567) Employee No. P Financial Codes (e.g. 1-12840-400) \$ | Amount | | | | | | authorization | uriginal resolute at 4-1- | Drint sign attack | 1 . | · · | | Voucher No. |
| Employee No. P copy for your files. Provide bank account if 1234-567) Financial Codes (e.g. 1-1234-567) | \$ 57.65 | | 1-8810-400 | | | | | | | | | | |
| applicable (204001) | \$ 221.86 | | 1-8800-400 | | | | | | copy for your file | 1 | P | | Employee No. |
| | 85 A 34 SAGE 15 | | | 001) | 1234- | | • | | applicable. | 1 . | | | G.S.T. |
| Okay to Process | | | | - | | ı | | | | 1 | | | Okay to Process |

NANAIMO COWICHAN DEPOSIT TO BANK ISSUE CHEQUE

| IAME: ADDRESS: | Ralph Nilson | | Employee # | | | CAMPUS: | | EMPLOYEE S | IGNATURE: | Hef. | Mulse | |
|--------------------------------|---|---|------------------------------|---------------------|--|--|-------------------|--|---------------------------------------|--------------------------|--|--------------|
| REA/DEPARTME | ENT: | Office of the President | DEPOSIT TO Bank Acct # | BANK 🔻 | | NANAIMO | \ | EXPENSE. (except per | ORIGINAL diems). ALL | RECEIPTS N OW UP TO 2 | N 30 DAYS OF INCURRING MUST BE ATTACHED FOR WEEKS FOR REIMBURSE nust not exceed \$250.00) | ALL EVOENCES |
| PLEASE COMP | PLETE INFORMATION | IN SHADED AREAS AND PAYM | ENT OPTION | AND CAMPUS | LOCATION | | | | Policy 42.08 | | Guidelines related to travel | |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem | Guests (Detail) | Sundry | Explanation | TOTAL |
| 1ay 4-12 | Nanaimo | Parking | | \$1.00 | | <u> </u> | | | (= 0.0) | Junuiy | Explanation | EXPENSES |
| | Vancouver | BCJIB Meeting | | | ··· | | | \$9,00 | | | | \$1.00 |
| ine 22-12 | Vancouver | Taxi | | \$10.00 | - | | | \$5.00 | | | | \$9.00 |
| 3,4 | | | | 314,000 | | | | | | | | \$10.00 |
| | | | | | | <u></u> | · | <u>. </u> | L | <u> </u> | 1 | |
| | | • | \$ - | \$ 11.00 | \$ - | \$ - | \$ - | \$ 9.00 | \$ - | \$ | Ti | |
| | | USE OF PERSONAL VEHICLE | 0 | ; | | | <u> </u> | 1.7 0.00 | · · · · · · · · · · · · · · · · · · · | γ | Km @ 50 cents per KM = | S - |
| | sibility of those appr d represent necessary | oving expense accounts to ensu and legitimate university expen | re that, in th ses. | eir best judgeme | ent, expenses claim | ed are | | | | | TOTAI LESS ADVANCE RECEIVED NET CLAIM | |
| теа/Берадинег | nt Authorization | | i | Date | . 7 | | | Executive or | Dean Int'l (A | pproval for O | ut of Canada Travel) | - |
| Voucher No. | | | | | original receipts, obtain | |] | | | , | | Amount |
| Employee No. | | | | processing. Make | forward to Accounts Pa a copy for your files. | ayable for Provide hank | | Financia | al Codes | 1-8800-420 | | 20,00 |
| G.S.T. | | | | account if applicab | le. | . TOVIGE Dank | | (e.g 1-12 | 234-567) | | <u></u> | |
| Okay to Proces | S | | | | | | l | | | : | · · · · · · · · · · · · · · · · · · · | |
| ANAIMO OWICHAN ARKSVILLE | | DEPOSIT TO BANK | | · | . • | | | | | | | |
| OWELL RIVER | · | | | | | | • | | | | | |

| ADDRESS: | | | PAYMENT OP | TION | | CAMPUS: | | | | 1 | | |
|-------------------|---|---|------------------|-------------------|--------------------------------|-----------------------|-------------------|---------------------------------------|--------------------|--------------------------|--|-------------------|
| AREA/DEPARTM | | Office of the President N IN SHADED AREAS AND PAYM | Bank Acct# | I AND CAMPUS | LOCATION | | | ORIGINAL diems). ALL SUNDRY ite | RECEIPTS M | UST BE ATTA WEEKS FOR | 30 DAYS OF INCURRING TACHED FOR ALL EXPENSE R REIMBURSEMENT. (Reim. 100) Guidelines related to travel | S (except per |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | Explanation | TOTAL EXPENSES |
| June 22-12 | Nanaimo | Parking | | \$1:00 | | | | | | | | \$1.00 |
| July 13-12 | Air Canada | Meal | | | | \$29.12 | | | | | | \$29.12 |
| July 16-12 | Burlington, ON | | | \$17,40 | | | | P-12-07-01 | | | | \$17.40 |
| | | | | | | | | | | | | |
| Γ | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | \$ - | \$ 18.40 | \$ - | \$ 29.12 | s - | \$ - | \$ - | \$ - | | |
| | | USE OF PERSONAL VEHICLE | 0 | | | | ! | | | | Km @ 50 cents per KM = | \$ |
| | | | | | | | • | | | | | |
| | | 1 | | | | | | | | | TOTAL | \$ 47.52 |
| It is the respons | onsibility of those appr | roving expense accounts to ensu | re that, in th | eir best judgem | ent, expenses claim | ed are | | | | | LESS ADVANCE RECEIVED | A7.53 |
| reasonable a | nd represent recessar | y and legitimate university expen | ses. | Aug 30-12 | | | | | • | | NET CLAIM | \$ 47.52 |
| Area/Departm | ent Authorization | | • | Date | i | | | Executive or | Dean Int'l (Ap | proval for Ou | t of Canada Travel) | · · |
| Voucher No. | | | 1 | Print sign attach | original receipts obtain | | 1 | | 4 | | | Amount |

authorization and forward to Accounts Payable for

account if applicable.

processing. Make a copy for your files. Provide bank

EMPLOYEE SIGNATURE:

Financial Codes

1-1234-567)

1-8800-420

Employee #

NAME:

Employee No.

DEPOSIT TO BANK

ISSUE CHEQUE

G.S.T.
Okay to Process

NANAIMO

COWICHAN

PARKSVILLE POWELL RIVER JULY 2012

| NAME: ADDRESS: | Ralph Nilson | | Employee # PAYMENT OF | | | CAMPUS: | · . | EMPLOYEE SI | GNATURE: | 1 | gerju | Do |
|-------------------|-------------------------|--|--|---------------------|--------------------------------|-----------------------|-------------------|-------------------------|---------------------|--------------------------|--|-------------------|
| AREA/DEPARTN | 1ENT: | Office of the President | Bank Acct # | ₩ | | | × | diems). ALL | RECEIPTS MU | JST BE ATTA WEEKS FOR | 30 DAYS OF INCURRING TACHED FOR ALL EXPENSER REIMBURSEMENT. (Reim. 00) | S (except per |
| PLEASE COM | PLETE INFORMATION | N IN SHADED AREAS AND PAYM | ENT OPTION | I AND CAMPUS | LOCATION | | | Refer to | Policy 42.08 | for | Guidelines related to travel | |
| Date | Destination | Reason/Purpose for Expense | Distance | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | Explanation | TOTAL EXPENSES |
| Sept 6-12 | Victoria | Order of BC Ceremony | | | | <u> </u> | | \$9.00 | | | | \$9.0 |
| Sept 19-12 | Richmond | PSEA Meeting | | | | | | \$9.00 | | | | \$9.0 |
| Sept 24-12 | Burnaby | BCAIU Meeting | | <u> </u> | | | | \$9.00 | | | | \$9.0 |
| Sept 25-12 | Burnaby | BCIT Presentation | ļ | | | | | \$9.00 | | | | \$9.0 |
| Sept 26-12 | Vancouver | Bccampus Strategy Meeting | <u> </u> | <u> </u> | | <u> </u> | | \$9.00 | | | | \$9.0 |
| | | ······································ | \$ - | 1. | T | т | | | | | | |
| | | USE OF PERSONAL VEHICLE | | \$ - | \$ - | \$ - | \$ - | \$ 36.00 | \$ - | \$ - | <u> </u> | |
| <u></u> | | OUT OF FERSONAL VEHICLE | 1 | 1 | | | | | | | Km @ 50 cents per KM = | \$ - |
| It is the resp | onsibility of those app | roving expense apcounts to ens | ure that, in ti | neir best judgen | nent, expenses clain | ned are | - | | | | TOTAL LESS ADVANCE RECEIVED | \$ 45.0 |
| reasonable a | ind represent recessa | ry and legitimate university expe | pses. | | , | | | | | | NET CLAIM | \$ 45.0 |
| Area/Departm | ent Authorization | | - . | Date | - | | | Executive o | r Dean Int'l (Ap | oproval for OL | ut of Canada Travel) | • |
| Voucher No | | | 7 | Print, sign, attach | original receipts, obta | | 7 | | | | | Amount |
| | | | j | authorization and | d forward to Accounts I | Payable for | | | | 1-8800-420 | | \$ 45.0 |
| , Employee N | 0. | | | | e a copy for your files. | Provide bank | ļ | Financial Cod | des (e.g 34-567) | | | 1 |
| G,S,T. | | | | account if applica | ible. | |] | 1-12 | 34-301) | | | 1 |
| Okay to Pro | cess | <u> </u> | _} | | | | - | | | | | |
| NANAIMO | | DEPOSIT TO DANK | | | | • | | | | | | |

COWICHAN

PARKSVILLE POWELL RIVER ISSUE CHEQUE

SEPT 2017

| NAME: | Ralph Nilson | | Employee # | | | | | EMPLOYEE SI | SNATURE: | VO | 00,000 | |
|---------------|-------------------------|------------------------------------|----------------|---------------------------------------|-----------------------------------|-------------------------|---|---------------------------------------|-----------------|---------------------|---------------------------------------|---------------|
| ADDRESS: | | | PAYMENT OP | TION | | CAMPUS: | | | | · // | | |
| | | | | ₹ | | i | | THIS CLAIM | MUST BE FIL | LED WITHIN : | 30 DAYS OF INCURRING T | HE EXPENSE. |
| AREA/DEPART | MENT; | Office of the Président | Bank | 750-0 | | L | <u>\$.6</u> 6 | | | | CHED FOR ALL EXPENSE | |
| | | | Acct # | | | | | | ms must not e | | REIMBURSEMENT. (Reim | bursement for |
| | | | ACCI # | | | | | Refer to | Policy 42.08 | госоо фасос. Гог | Guidelines related to travel | |
| DI EASE CO | MDI ETE INFORMATIO | N IN SHADED AREAS AND PAYMI | ENT OPTION | I AND CAMPUS | LOCATION | | | | 1 01107 12:00 | 101 | odidomico related to travel | |
| TELAGE CO | LLIE MI OIGHATIO | N III GNADED ARENG MID I MINI | | | | | | | | | · · · · · · · · · · · · · · · · · · · | [|
| | | | Distance | 1 | 11-4-1/D-i | Receipts | Per Diem | Per Diem | Guests | t | | TOTAL |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | Air/Ferry/Bus | Hotel/Private Accommodation | for Meals | Meals | incidentals | | Sundry | Explanation | EXPENSES |
| Sept 19-12 | Vancouver | PSEA Press Conference | <u> </u> | \$10.00 | | 新生生地 | 海 震 | 14.075 | S | | | \$10.00 |
| Sept 25-12 | Burnaby | BCAIU Meeting | | \$40.00 | | KAVW | | A A A A A A A A A A A A A A A A A A A | | | | \$40.00 |
| Oct 5-12 | Powell River | Meetings | | 1,864 | | ション 機器 | | \$9.00 | 選 [4 | | | \$9.00 |
| Oct 6-12 | Nanaimo | Parking | | \$1.00 | 翻 加入3.15.25.2 | GYLLL DE | | | \$. J | | | \$1.00 |
| Oct 22-12 | Ottawa | AUCC Meeting | 1. | | 雅多个 计正文 | 想要是影響 | | \$9.00 | | | St. Fr. St. Market and All Contracts | \$9.00 |
| Oct 23-12 | Ottawa | AUCC Meeting | | or a second considerable | Mary parts in the contract of the | telling the electricate | 2 | \$9.00 | | | | \$9.00 |
| Oct 24-12 | Ottawa | AUCC Meeting | | · · · · · · · · · · · · · · · · · · · | graphy and the second services | mar (France of Species | salah di ki ili ili ili ili ili ili ili ili ili | \$9.00 | | | | \$9.00 |
| Oct 25-12 | Ottawa | AUCC Meeting | | | | 医二苯酚 | | \$9.00 |) | | | \$9.00 |
| Oct 26-12 | Nanaimo | Parking | | \$1.00 | | | 图 44 | | .: | | | \$1.00 |
| Oct 26-12 | Nanaimo | Parking | | \$1.00 |). , | | | | | İ | | \$1.00 |
| | | | | | | | | | | | ····· | |
| | | | \$ - | \$53.00 | \$ - | \$ - | \$ - | \$45.00 | \$ - | \$ - | <u> </u> | 1 |
| | | USE OF PERSONAL VEHICLE | 0 | | | | | | | | Km @ 50 cents per KM : | = \$ - |
| <u> </u> | | | | | | | | | , | | | |
| | | 7 | | | | | | | | | TOTA | |
| It is the res | nonsibility of those ap | proving expense accounts to ens | ure that, in t | heir best judgen | nent, expenses clair | ned are | | | , | | LESS ADVANCE RECEIVED | |
| reasonable | and represent necess | ary and legitimate university expe | nses. | | | | | | | | NET CLAIN | A \$ 98.00 |
| | | | | 31-Oct-12 | <u>2</u> | | | | | | | |
| Area/Depar | ment Authorization | | | Date | | | | Executive of | r Dean Int'i (A | pproval for O | ut of Canada Travel) | |
| | | · | _ | | | | ٦ | | | | | |
| Voucher N | lo. | | 1 . | | h original receipts, obta | | • | | | Ť : 2-15 114 | | Amount |
| | | | _ | | d forward to Accounts | | | Financial Co | des (e.g | 1-8800-420 | | \$ 98.00 |
| Employee | No. | | | account if applic | ce a copy for your files. | Provide pank | | 1-12 | 34-567) | | | |
| G.S.T. | | | | account if applic | abie. | | _} | L | | <u> </u> | | <u> </u> |
| Okay to P | rocess | | | | | | | | | | • | |
| | | • | | | | | | | | | | |
| | | | | | | | | | | | | |
| NANAIMO | | DEPOSIT TO BANK | | | • | | | | | | | |
| COWICHAN | | ISSUE CHEQUE | | | | | | | | | | |
| PARKSVILLE | | | | | | | | | | | | |

POWELL RIVER

| NAME: ADDRESS: | Ralph Nilson | • | Employee : | | • | CAMPUS: | | EMPLOYEE S | IGNATURE: | Ke | DAU | 7 |
|------------------------------------|--------------------|---|------------------|---|---|---------------|----------|---------------------------|----------------|-----------------|------------------------------|-------------|
| AREA/DEPARTN | MENT: | Office of the President | Bank | | | <u></u> | F | THIS CLAIM | MUST BE F | FILED WITHIN | 30 DAYS OF INCURRING | THE EXPENSE |
| O. 5.465 | | | Acct# | | | | | diems). ALI | LOW UP TO | | PEIMPLIBORNELL (S. | |
| PLEASE CON | MPLETE INFORMATION | IN SHADED AREAS AND PAYMI | ENT OPTION | N AND CAMPUS | LOCATION | | | | Policy 42.08 | | Guidelines related to travel | |
| Date | Destination | Reason/Purpose for Expense | Distance | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts | Per Diem | Per Diem | Guests | <u> </u> | - | TOTAL |
| Nov 6-12 | Vancouver | PSE Leadership Council | | | Accommodation | for Meals | Meals | Incidentals | (Detail) | Sundry | Explanation | EXPENSES |
| Nov 7-12 | Cambridge | Harvard Grad School | | | | | ļ | \$9.00 | | | | \$9.00 |
| Nov 8-12 | Cambridge | Harvard Grad School | | | | <u> </u> | | \$9.00 | | | | \$9.00 |
| Nov.8-12 | Cambridge | Peabody Museum-Atleo Display | | | | | | \$9.00 | | | | \$9.00 |
| Nov 9-12 | Cambridge | Harvard Grad School | | 1.5 | | | <u> </u> | | | \$12.00 | Admission Cost | \$12.00 |
| Nov 10-12 | Cambridge | Harvard Grad School | | | | | | \$9.00 | | | | \$9.00 |
| Nov 12-12 | Cambridge-Nanaimo | Travel Day | | | | | | \$9.00 | | | | \$9.00 |
| Nov 20-12 | Vancouver | BCIIB Meeting | | | | · | | \$9.00 | | | | \$9.00 |
| Nov 30-12 | Vancouver | BC Aboriginal Post Secondary Mtg | | | | | | \$9.00 | | | | \$9.00 |
| L | <u></u> | | | | · - · · · · · · · · · · · · · · · · · · | | | \$9.00 | | | | \$9.00 |
| | | | | | | | | | | <u>_</u> | | |
| | | | \$ - | \$0.00 | \$ - | \$ - | \$ - | 4-1 -1 | | | | |
| | | USE OF PERSONAL VEHICLE | 0 | | · | - | 3 - | \$72.00 | \$ - | \$ 12.00 | | |
| | | | | | | · | | | | | Km @ 50 cents per KM ≈ | \$ - |
| It is the respon reasonable and | | ing expense accounts to ensure and legitimate university expens | es. | | nt, expenses claims | ed are | | | | | TOTAL LESS ADVANCE RECEIVED | |
| Area/Departmen | nt Authorization | Ke Brown | \ . I | 30-Nov-12 Date | | | | Executive or C | lean Intil (Am | | NET CLAIM[| \$ 84.00 |
| Voucher No. | | | · - | Print, sign, attach o | riginal receipts, obtain | | | | -can min (Mp | provarior Out (| of Canada Travel) | • |
| Employee No. | | | Įa | iuthorization and fo | orward to Accounts Pay | able for | ſ | | | 4 4444 | | Amount |
| G.S.T. Okay to Proces | | | [P | rocessing. Make a ecount if applicable | copy for your files. P | rovide bank | | Financial Codes 1-1234 | | 1-8800-420 | | \$ 84.00 |
| NANAIMO | | | | | | | L | | <u> </u> | | | |

COWICHAN

PARKSVILLE POWELL RIVER ISSUE CHEQUE

| NAME: ADDRESS: | Ralph Nilson | | Employee # PAYMENT OP | TION | | CAMPUS: | | EMPLOYEE SI | GNATURE: | Ko | Ll Tulse | |
|--|-----------------------------|--|---|--------------------------------|--------------------------------|--|-------------------|---------------------------|---------------------------|-----------------------|--|-------------------|
| AREA/DEPARTM | | Office of the President N SHADED AREAS AND PAYM | Bank Acct# | · CAMPUS | LOCATION | Transfer of the state of the st | | diems). ALL SUNDRY ite | RECEIPTS M -OW UP TO 2 | UST BE ATTA | 30 DAYS OF INCURRING TI CHED FOR ALL EXPENSE: REIMBURSEMENT. (Reimb 00) Guidelines related to travel | S (excent nor |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | Explanation | TOTAL EXPENSES |
| Dec 2-12 | Winnipeg | AUCC Workshop | | | | | | \$9,00 | 2007600 | Barkara Sa | | \$9,00 |
| Dec 3-12 Dec 4-12 | Winnipeg | AUCC Workshop | | | | | | \$9.00 | 1986 178 | 0.0000000 | | \$9.00 |
| ner 4-17 | Winnipeg | AUCC Workshop | 0.00 | | | 200 | | \$9.00 | 50000000 | | | \$9.00 |
| | | | | | | | | | | | | |
| 22 | | | and the | | | | | | | | | |
| Citation and Security | | | | | | | | | | | | |
| | | | 400000000000000000000000000000000000000 | 92.5 | | | | 2001000 | | | | *** |
| | | | *********** | | | | | | | | | |
| 35 5 6 6 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 | | | | 100 | | | | NAS JAK | | Sec. 10.1452.2 | | |
| | 1 Section 2 Control Control | | | | | | | | | | | |
| | | | · · · · | ···· | | | | | | | | |
| - | | 1100 00 0000000000000000000000000000000 | \$ - | \$0.00 | \$ - | \$ - | \$ - | \$27.00 | \$ - | \$ - | | |
| L | | USE OF PERSONAL VEHICLE | 0 | <u> </u> | | | | | | | Km @ 50 cents per KM = | \$ - |
| - Cusonable a | dy epiresqui necessary | ving expense accounts to ensurance and egitimate university expense of the contract of the con | 15es. | eir best judgem 31:Dec-12 Date | | ed are | | Executive or | Dean Int'l (A | pproval for Ou | TOTAL LESS ADVANCE RECEIVED NET CLAIM t of Canada Travel) | |
| Voucher No. | | | | Print, sign, attach | original receipts, obtain | n |] | | | Terror and the second | | Amount |
| Employee No G.S.T. | | | | | a copy for your files. | | | Financial Cod 1-123 | ies (e.g 34-567) | 1-8800-420 | | \$ 27.00 |
| Okay to Proc | ess | |] | | | *************************************** | • | | | F29439428406K9X00 | | EXECUTE OF STREET |
| | | | | | | | | | | - | · | • |

NANAIMO

COWICHAN

PARKSVILLE POWELL RIVER DEPOSIT TO BANK

ISSUE CHEQUE

Dec 2019

JAN 2013

| | | | | | | | | | | | MA | 1 | JA |
|------------------------|--------------------------------|---|--------------------------|---|------------------------------|-----------------------|-------------------|---|-------------------------------|---------------------------|--|--|---------|
| ŅAME: ADDRESS: | Ralph Nilson | | Employee # PAYMENT OPTIC | ON: | | CAMPUS: | | EMPLOYEE SIGNA | ATURE: | Kef | V/W | le | |
| AREA/DEPARTME | | Office of the President | Bank Acct # | | | CAIVIFUS: | | EXPENSES (e) REIMBURSEM \$250.00) | RIGINAL REC «cept per diem | EIPTS MUST s). ALLOW U | DAYS OF INCURRI BE ATTACHED FO P TO 2 WEEKS FO UNDRY items must | OR ALL | i |
| PLEASE COMP | LETE INFORMATI | ON IN SHADED AREAS AI | ND PAYMENT O | PTION AND CAM | IPLIS I OCATION | | | Refer to | Policy 42.08 | for | Guidelines | related to t | ravel. |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests | | | тоти | |
| January 10-13 | Vancouver | ACU Conference | | | | meats | Weats | \$9.00 | (Detail) | Sundry | Explanation | EXPEN | |
| January 11-13 | Vancouver | ACU Conference | | | | | ·- | \$9.00 | | | | ļ | \$9.00 |
| | · | | | | | | | \$5.00 | | | | | \$9.00 |
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| | | | | | | | | | | | | <u> </u> | |
| | | | | <u> </u> | | | | | | | | | |
| | | USE OF PERSONAL VEHICLE | | | | | | \$18.00 | | | | | |
| | | USE OF PERSONAL VEHICL | 0 | | | - | | | | Km | @ 50 cents per KM = | \$ | - |
| It is the respo | nsibility of those a reason | approving expense accour able and represent necess | nts to ensure the | at, in their best ju ate university ex | idgement, expense penses. | es claimed are | | | | LESS | TOTAL | | \$18.00 |
| | JN/ | 5 | | -1 | | | | | | | NET CLAIM | \$ | 18.00 |
| Area/Departmen | nt Authorization | | - | Peb 8-13 Date | | | | Executive or De | ean Int'l (Appro | val for Out of | Canada Travel) | - | |
| Voucher No. | | | 7 | Print sign attach | original receipts, obtai | | 1 | | | • | | | |
| | | | | and forward to Acc | ounts Payable for pro | cessing. Make a | | | | 1-8900 430 | | Amount | |
| Employee No. G.S.T. | | P |] . | copy for your fil applicable. | es. Provide bank a | count if | | Financial Codes 1234 | (5 | 1-8800-420 | | \$ | 18.00 |
| Okay to Proce | ss | | ┥ | | | | j | L | | | | | |
| | | | _1 | | | | | | | | | | |
| NANAIMO | | DEPOSIT TO BANK | | | | | | | | | | | |
| COWICHAN | | ISSUE CHEQUE | | | | | | | | | | | |
| PARKSVILLE | | | | | | | | | | | | | |

POWELL RIVER

| AREA/DEPARTME | NT: | Office of the President | Bank Acct # | | Y | | 5557 | EXPENSES (e: | RIGINAL REC xcept per diem | EIPTS MUST s). ALLOW U | DAYS OF INCURRI BE ATTACHED FO IP TO 2 WEEKS FO UNDRY items must | OR ALL | |
|--|--------------------------------|---|-------------------|--|---|-----------------------------|-------------------|-------------------------|-------------------------------|---------------------------|---|----------------------|----------|
| PLEASE COMP | LETE INFORMATI | ON IN SHADED AREAS AI | ND PAYMENT O | PTION AND CAN | IPUS LOCATION | | | Refer to | Policy 42.08 | for | Guidelines | related to travel. | |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | | TOTAL | |
| Feb 4/13 | Ottawa | AUCC on Parliament Hill | | | | | inouis | \$9.00 | (Detail) | Sundry | Explanation | EXPENSES | l |
| Feb 5/13 | Ottawa | AUCC on Parliament Hill | | | | | 1.4 | \$9.00 | | | | \$9.00 | l |
| Feb 6/13 | Hamburg | Visit with: | 1 | | V | ði - s | 4.54 | \$9.00 | · | | | \$9.00 | ł |
| Feb 7/13 | Hamburg | Visit with ' | | | <u> </u> | 140.00 | 27.77 | \$9.00 | - | | | \$9.00 | |
| Feb 8/13 | Hamburg | Visit with ! | 1 | | | \(\frac{2}{2}\). | 20.00 | \$9.00 | | | | \$9.00 | ŀ |
| Feb 9/13 | Frankfurt | Meet with | 1 | | | *** | STANTAS . | \$9.00 | | | | \$9.00 | ŀ |
| Feb 10 - 13/13 | Kiev · | CBIE Mission to Ukraine | | | | | 4 days @9.00 | \$36.00 | | | | \$9.00 | |
| Feb 14 - 16/13 | Saskatoon | Indspire Awards | | | | | 3 days @9.00 | \$27.00 | | | | \$36.00 | i |
| Feb 27/13 | Vancouver | Meet with Manager | January Comment | | | | % - 30s | \$9.00 | | | | \$27.00 \$9.00 | İ |
| Mar 1-2/13 | Prince George | UNBC Meetings | | | | Tuffyzge- | 2 days @9.00 | \$18.00 | | | | \$18.00 | İ |
| Mar 8/13 | Victoria | Meet with | | | | | 1.4 | \$9.00 | | | | \$9.00 | i |
| Mar 15/13 | Seoul | Dinner | | | | \$31.25 | (14) | ,,, | | | | \$31.25 | İ |
| Mar 16/13 | Seoul | Taxi | | \$13,69 | V | * ****A | 7.7 | | | | | \$13.69 | İ |
| Mar 17/13 | Seoul | Taxi | | \$83.91 | V | | 9 84 | | 1,5 | | | \$83.91 | į |
| Mar 13-24/13 | Asia Trip | Int'i alumni tour | | | | | 12 days @9.00 | \$108,00 | | | | 303.91 | \$10800. |
| | | TOTAL EXPENSES | | \$ 97.60 | \$ - | \$ 31.25 | \$ - | \$ 261.00 | | \$ - Km | @ 50 cents per KM = | \$389.85 | |
| It is the respon | nsibility of those a reason | approving expense accour able and represent necess | nts to ensure the | at, in their best ju ate university ex March 28/13 | dgement, expense penses. | s claimed are | | Paid by Electric | Transfer | | TOTAL ADVANCE RECEIVED NET CLAIM | \$389.85 \$252.26 | V |
| Area/Departmen | t Authorization | | - | Date | • | | / | Executive or De | ean Int'i (Appro | val for Out of | Canada Trave!) | - | |
| Voucher No. Employee No. G.S.T. | | P59682 | 1 | and forward to Acc | original receipts, obtain ounts Payable for pro es. Provide bank ac | cessing. Make a | | Financial Codes | (e.g 1- 567) | 1-880 | 5.420. | Amount | |
| Okay to Process NANAIMO COWICHAN PARKSVILLE | 5 | DEPOSIT TO BANK ISSUE CHEQUE | <u> </u> | | | | 1 | L | | | | l | |

721512 Invoice(1 OF 1) NILSON, RALPH REF:297435 BATCH:20130329PVH EMPLOYEE SIGNATURE:

NAM2:

ÁĎDRESS:

POWELL RIVER

Ralph Nilson

Employee #

PAYMENT OPTION

| | | | | | | | | | / | | POALL | |
|-----------------|--------------------|---------------------------------------|------------------|---------------------|---|--|---|----------------|---------------------|--|---------------------------------------|--------------------|
| AME: | Ralph Nilson | | Employee# | | | | | EMPLOYEE SIGNA | ATURE: | YOL | $\chi / \nu \alpha$ | |
| DDRESS; | • | | PAYMENT OPTIO | N | | CAMPUS: | | | | 7/ | | |
| | | • | | 23.42% | | | | | | | DAYS OF INCURRII | |
| REA/DEPARTMEN | ₹T: | Office of the President | | <u> </u> | | | * | | | | BE ATTACHED FO P TO 2 WEEKS FO | |
| | | | Bank | | | <u> </u> | | | | | UNDRY items must | |
| | | | Acct# | | 4.1 | | | \$250.00) | | | | |
| | | | | | | | | Refer to | Policy 42.08 | for | Guidelines | related to travel. |
| LEASE COMP | LETE INFORMAT | ION IN SHADED AREAS AF | ND PAYMENT O | PTION AND CAN | | | | | | | | |
| | - · · | Reason/Purpose for | Di-4 (1 | AlalFarmilPira | Hotel/Private | Receipts for | Per Diem | Per Diem | Guests (Detail) | Sundry | Explanation | TOTAL EXPENSES |
| Date | Destination | Expense | Distance (Km) | Air/Ferry/Bus | Accommodation | Meals | Meals | Incidentals | (Daraii) | Guildiy | Explanation | \$4.59 |
| 1ar 28-13 | Nanaimo | Meeting @ Starbuck's | 1 | | | \$4.59 |) <u> </u> | \$9.00 | | | | \$9.00 |
| pr 9-13 | Powell River | Meeting with SD 47 | 1 2 2 | | | Paradia and the | | \$9.00 | | - | | \$9.00 |
| pr 14-13 | Sooke | AVICC | - A-1 | \$24.00 | 1 1, 1, 1 | \$245 A | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | \$9.00 | - | - | | \$24.00 |
| pr 15-13 | Nanaimo | Parking re Trip to Toronto | | \$24.00 | 1,744 | | 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 | \$9.00 | , | | | \$9.00 |
| pr 15-13 | Toronto | AUCC Meeting | 6.7 | | | 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | \$45.00 | | | | \$45.00 |
| pr 21-25/13 | Calgary | AUCC Meeting | 1 | \$40.00 | | 77 | | 343,00 | | | | \$40.00 |
| pr 26-13 | Calgary | AUCC Meeting | | \$40,00 | | A SECTION AND A SECTION AND ASSESSMENT OF THE SECTION AND ASSESSMENT OF THE SECTION ASSESSMENT O | ļ | \$18.00 | | | · · · · · · · · · · · · · · · · · · · | \$18.00 |
| pr 28-29/13 | Abbotsford | BCAIU Meeting | <u> </u> | | a sala sa sa sa sa sa sa sa sa sa sa sa sa sa | A. Especial con | <u> </u> | 1 02000 | 1: | <u> </u> | ! | |
| | | | s - | \$ 64.00 | le . | \$ 4.59 | Te . | \$ 90.00 | Ś - | \$ - | | |
| | | USE OF PERSONAL VEHICL | + | 3 04.50 | | | 14 | 14 | 1 | | @ 50 cents per KM = | = \$ - |
| | | DOL OF I ERSONAL VEHICL | | l | <u>-</u> | | | | | | | |
| It is the mone | ncibility of those | approving expense accou | nts to ensure th | at in their hest i | udaement expens | es claimed are | 7 | | | | TOTAL | \$ 158.59 |
| it is the respo | reaso | nable and represent nece s | sary and legitim | ate university ex | penses. | 00 014111102 2 0 | | | | LESS | S ADVANCE RECEIVED |) |
| | | | | | | | | | | | NET CLAIM | 158.59 |
| Area/Departmen | nt Authorization | | - | Date | _ | | | Executive or D | Dean Int'l (Appr | oval for Out of | Canada Travel) | |
| пошьоранно | in rection and | | | | | | | | , | | | |
| Voucher No. | | | 7 | Print, sign, attach | original receipts, obta | in authorization | 7 | | | | | Amount |
| | | | | | counts Payable for pr | | a | Financial Code | r (0.51 | 1-8800-420 | | \$ 158.59 |
| Employee No. | | | | | les. Provide bank a | account if | | | s (e.g 1- 4-567) | | | |
| G.S.T. | | | | applicable. | | - | | | | 1 | | <u> </u> |
| Okay to Proce | ss | | 7 | | | | | | | | | |
| | | | | | | | | | | | | |
| NANAIMO | | DEPOSIT TO BANK | | | | | | | | | | |
| COWICHAN | | ISSUE CHEQUE | | | | | | | | | | |
| PARKSVILLE | | | | | | | | | | | | |
| POWELL RIVER | | | • | | | | | | | | | |

And 3013

VANCOUVER ISLAND UNIVERSITY-Employee Expense Claim form

| NAME: ADDRESS: | Ralph Nilson | • | Vendor# PAYMENT OPT | ΓΙΟΝ | | CAMPUS: | | EMPLOYEE S | SIGNATURE! | WIL | Se | · | |
|---------------------|--------------------------------|--|---------------------------------------|---------------------|--|---|---|----------------------------------|---------------------|------------------|--|----------------|-----------|
| AREA/DEPT: | Office | e of the President | DEPOSIT TO BANK Bank | ्रक्र ी | | NANAIMO | J.62 | THIS CLAIM MUS | ST BE FILED WI | THIN 30 DAYS | OF INCURRING THE | | |
| | Please ensure en | nail approval for out of Count | Acct# ry travel is attach | ed | | | | must not exceed \$ | \$250.00) | EIMBURSEMEN | R ALL EXPENSES (e IT. (Reimbursement fo | r SUNDF | RY items |
| PLEASE COMPLI | | ON IN SHADED AREAS AND | | | OUS LOCATION | | | Refer to related to trave | Policy 42.08 el. | and | Guidelines | for G | uidelines |
| Date | Destination | Reason/Purpose for Expense |] | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts for | Per Diem | Per Diem | Guests | | T | TT | OTAL |
| 09-May-13 | Vancouver | Mtg with | | | | Meals | Meals | Incidentals | (Detail) | Sundry | Explanation | EXF | PENSES |
| | Vancouver | As above | | \$25.00 | | | | \$9.00 | | | <u></u> | \$ | 34.00 |
| | Vancouver | As above | | \$15.00 | | | | | | | Cab fare | s | 15.00 |
| 10-May-13 | | Meeting downtown | | \$10.00 | | | | | | | | s | 10.00 |
| 17-May-13 | | | | \$0.50 | | | | | | | Parking | \ s | 0.50 |
| 20-May-13 | | Potlach | | | <u> </u> | \$8.63 | | \$9.00 | | | | s | 17.63 |
| | Vancouver | Premier's Announcement | · · · · · · · · · · · · · · · · · · · | | | | | \$9.00 | | | | s | 9.00 |
| 10-Jun-13 | | Starbucks Card | | | · | | | \$9.00 | | | | \$ | 9.00 |
| 22-Jun-13 | Lethbridge | Canada-Mexico Ind. Ed. Consortium | | | | \$50.00 | | | | | | \$ | 50.00 |
| | Lethbridge | Canada-Mexico Ind. | | | | | ······································ | \$9.00 | | | | \$ | 9.00 |
| 06-Aug-13 | Vancouver | Meeting | | | <u> </u> | | | \$9.00 | | | | \$ | 9.00 |
| 09-Aug-13 | Campbell River | Meeting | | | | | | \$9.00 | | | | \$ | 9.00 |
| 09-Aug-13 | Campbell River | Meeting | | | | \$6.20 | | \$9.00 | | | | \$ | 9.00 |
| 09-Aug-13 | Campbell River | Meeting | | | | \$8.15 | | | | | | \$ | 6.20 |
| | L | | | | ···· | Ψ0.13 | | | | | | \$ | 8.15 |
| | | TOTAL EXPENSES | | \$ 50.50 | \$ - | \$ 72.98 | \$ - | \$ 72.00 | | \$ - | | \$ | |
| | US | E OF PERSONAL VEHICLE | 0 | | | | <u>, </u> | 1 | | | 0.000 | <u> </u> | |
| It is the respons | sibility of those a reasona | pproving expense accounts ble and represent necessa | s to ensure that, | in their best jud | lgement, expenses | claimed are | | ·· · · · · · · · · · · · · · · · | | Km @ 5 | 0 cents per KM = | | 195.48 |
| | | | y and rogramate | e university expe | enses, | | · | | | LESS ADVA | NCE RECEIVED NET CLAIM | \$ | 195.48 |
| | | | | | | | | | | | | - Y | 100.40 |
| Area/Department Aut | thorization | | | Date | | | | Executive or Dea | an Int'l (Approv | al for Out of Ca | anada Travel) | • | |
| Vendor No. | | 0 | | | | | | | | | | Amour | nt |
| G.S.T. | | | | Print, sign, attack | n original receipts, of | btain | | 1 | | 8800-420 | | \$ | 122:50 |
| (BC) H.S.T. | | | | processing. Mak | i ioiward to Account (e a copy for your f | forward to Accounts Payable for a copy for your files. Provide (e.g 1-1234-557) | | | | | \$ | 72.98 | |
| Checked | | | | bank account if a | applicable. | i Tovide | | (e.g 1-123 | 34-567) | | | \$ | 195.48 |
| | | | | | <u> </u> | - | | | | | | | |

Stat gars

VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form NAME: Ralph Nilson Vendor# ADDRESS: EMPLOYEE SIGNAT PAYMENT OPTION CAMPUS: AREA/DEPT: Office of the President DEPOSIT TO BANK THIS CLAIM MUST BE FILED WITHIN 30 DAYS OF INCURRING THE EXPENSE. NANAIMO ORIGINAL RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES (except per diems). ALLOW UP TO 2 WEEKS FOR REIMBURSEMENT. (Reimbursement for SUNDRY items Acct # Please ensure email:approval for out of Country travel is attached must not exceed \$250.00) Refer to Policy 42.08 Guidelines for Guidelines PLEASE COMPLETE INFORMATION IN SHADED AREAS AND PAYMENT OPTION AND CAMPUS LOCATION related to travel. . Reason/Purpose for Hotel/Private Receipts for Per Diem Per Diem Guests Date Destination TOTAL Expense Distance (km) | Air/Ferry/Bus Accommodation Meals Meals Incidentals (Detail) Sundry 06-Sep-13 Vancouver, BC Explanation **EXPENSES** Bill Good Radio Show \$20.00 \$9.00 Lunch 29.00 14-Sep-13 Vancouver, BC Meetina \$69.00 14-Sep-13 Vancouver, BC 69.00 Meeting \$55.00 \$ 17-Sep-13 Vancouver, BC Cab fare 55.00 TTBC \$12.00 Breakfast \$ 12.00 18-Sep-13 Vancouver, BC PSEA \$9.00 19-Sep-13 Nanaimo, BC \$ 9.00 Community Meeting \$80.90 27-Sep-13 Vancouver, BC Dinner 80.90 Board of Trade \$20.00 \$9.00 29.00 \$ TOTAL EXPENSES 55.00 \$ 161.90 \$ 40.00 \$ 27.00 USE OF PERSONAL VEHICLE Km @ 52 cents per KM = It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are TOTAL \$ reasonable and represent necessary and legitimate university expenses. 283.90 LESS ADVANCE RECEIVED NET CLAIM \$ 283,90 Area/Department Authorization Date Executive or Dean Int'l (Approval for Out of Canada Travel) Updated Oct 1/13

| Vendor No. | 0 |
|------------|---|
| G.S.T. | |
| Checked | |

Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if applicable.

| | · · · · · · · · · · · · · · · · · · · | Amo | unt |
|------------------|---------------------------------------|-----|--------|
| | 8800-420 | \$ | 82.00 |
| Cost Centre | 8800-461 | \$ | 201.90 |
| (e.g 1-1234-567) | | \$ | 283.90 |
| | | | |

| | JAME: Ralph Nilson ADDRESS: | | | # OPTION | | EMPLOYEE SIGNATURE CAMPUS: | | | | | | - |
|------------------------------------|---|---|-----------------------------|---------------------------------------|------------------------------------|----------------------------|-------------------|-------------------------|---|--|---|-------------------|
| AREA/DEPARTMI | ENT: | Office of the President . | Bank Acct# | · | | | ▼. | FOR ALL EX | SE. ORIGIN , PENSES (ex REIMBURS | AL RECEIP cept per dien EMENT. (Re | 30 DAYS OF I TS MUST BE A ns). ALLOW UI imbursement fo | TTACHED |
| PLEASE COM | PLETE INFORMATION | ON IN SHADED AREAS AND PA | YMENT OF | PTION AND CA | AMPUS LOCAT | ION | | Refer to | Policy 42.08 | <u>3</u> for | Guidelines rela | ted to travel |
| Date | Destination | Reason/Purpose for Expense | Distance | | Hotel/Private Accommodati on | | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | Explanation | TOTAL EXPENSES |
| Oct 2/13 | Victoria | Meetings with Gov't people Island Presidents mtg | | | | | | \$9.00 | | | | \$9.00 |
| Oct 4-6/13 | Campbell River | @ Painters Lodge | | | | | \$27.00 | | | | | |
| Oct 7/13 | Vancouver | BCAIU meeting | | | | | \$27.00 | \$9.00 | | | | \$27.00 |
| Oct 8/13 | Nanaimo | Mtg @ Coast Bastion Inn | | \$2.00 | | - | | 73.00 | | | | \$9.00 |
| Oct 16/13 | Victoria | Mtg with investor | | | | | | \$9.00 | | | | \$2.00 |
| Oct 17/13 | Vancouver | Mtg witi. | | | | | \$9.00 | \$9.00 | | | | \$9.00 |
| Oct 20-25.13 | Ottawa | ACCC & AUCC meetings | | | | | \$54.00 | 25.00 | | | | \$18.00 |
| Oct 30/2013 | Nanaimo | VIEA Conference | | \$2.25 | | | 734.00 | | | | | \$54.00 |
| | | | | | <u> </u> | | <u> </u> | | · | <u> </u> | | \$2.25 |
| | | | \$ - | \$4.25 | \$ - | \$ - | \$ 90.00 | \$36.00 | \$ - | T. | | |
| (- <u>-</u> | | USE OF PERSONAL VEHICLE | 0 | | | <u> </u> | 7 30.00 | \$30.00 | ş - | \$ - | <u> </u> | |
| | | | | · · · · · · · · · · · · · · · · · · · | | - | | | | Km @ 50 | cents per KM = | \$ - |
| It is the respor claimed are re | nsibility of those ap asonable and repre | proving expense accounts to er sent necessary and legitimate u | nsure that, university e | in their best j xpenses. | udgement, exp | enses | • | | | LESS ADV. | TOTAL ANCE RECEIVED NET CLAIM | |
| Area/Departme | nt Authorization | | | Oct 31/13 | | | | | | | ' | |
| | | | | Date | | • | | Executive or D | Pean Int'l (Ap | proval for Ou | t of Canada Tra | vel) |
| Voucher No. | | | | Print, sign, atta | ach original receip | ts, obtain | | | | | | Amount |
| Employee No. | | | | Pavable for nro | and forward to Acocessing. Make a | counts | | Financial Codes | (e.g 1 | 8800-420 | | \$ 40.25 |
| G.S.T. | | | | files. Provide l | oank account if ap | plicable. | | 1234- | | 8800-461 | | \$ 90.00 |
| Okay to Prod | cess | | | L | ··· | | . * | | | <u> </u> | | \$ 130.25 |

NAME:

| | | .* | | | | | | | | 1 | rol | 2013 |
|-------------------|--------------------------|--|--------------------|-------------------|--------------------------|--|-------------------|---|---------------------|-----------------------------|-----------------------|---|
| NAME: ADDRESS: | Ralph Nilson | | Employe PAYMENT | | | CAMPUS: | | EMPLOYEE S | IGNATURE | Ken J | | Man |
| AREA/DEPAR | | Office of the President | Bank Acct# | | | | | INCURRING MUST BE A per diems). REIMBURS items must i | ALLOW (EMENT. (| UP TO 2 Reimburs | LL EXPEN WEEKS For | L RECEIPTS SES (except OR SUNDRY |
| FLEASE CC | MPLETE INFORM | ATION IN SHADED AREAS AND | PAYMEN | NT OPTION | AND CAMPU | S LOCATIO |)N | Refer to | Policy 42 | | - | related to trave |
| Date 09-Nov-13 | Destination Victoria, BC | Reason/Purpose for Expense | Distance (km) | Air/Ferry/ Bus | e Accommod ation | Receipts for Meals | Per Diem Meals | Per Diem | Guests | | Explanat | TOTAL |
| | Victoria, BC | Meeting with | | | | | Weats | Incidentals | (Detail) | Sundry | ion | EXPENSES |
| | Vancouver, BC | UVic Installation | | | | | \$12.00 | \$9.00 | | ļ | | \$9.00 |
| 14-Nov-13 | | Meeting with | | \$4.00 | | ······································ | 312.00 | \$9.00 | | | | \$21.00 |
| | Calgary, AB | RSC Meeting | | | | ······································ | - | ¢o oo | | | Transit | \$4.00 |
| | Victoria, BC | Alumni Reception | | | | | \$12.00 | \$9.00 | | | | \$9.00 |
| | Vancouver, BC | Meeting with CBIE | · | | | | \$12.00 | \$9.00 | | | | \$21.00 |
| | Vancouver, BC | | | | | | \$20.00 | \$9.00 | | | | \$21.00 |
| | Vancouver, BC | ILN Conference | | | | | \$12.00 | ÷0.00 | | | Lunch | \$20.00 |
| | arton, BC | Call-to-Action Meeting | | | | | \$12.00 | \$9.00 | | | | \$21.00 |
| | | | | | | | 712.00 | \$9.00 | | | | \$21.00 |
| | | 1105 07 07 | \$ - | \$4.00 | \$ - | \$ - | \$ 80.00 | \$63.00 | | | | |
| | | USE OF PERSONAL VEHICLE | 0 | | · | | 00.00 | \$63.00 | \$ - | \$ - | | |
| is the resnu | neihilit= 4 | | | | | | | | Km (| ⊕ 50 cents | per KM = | \$ - |
| xpenses cla | imed are reasonal | approving expense accounts to ble and represent necessary and second represent necessary and second represent necessary and second represent necessary and second represent necessary and second represents the second representation represents the second representation represents the second representation represents the second representation represents the second representation represents the second representation represents the second representation represents the second representation represents the second representation represents the second representation representation represents the second representation represents the second representation represents the second representation representat | o ensure t | that, in thei | ir best judgen | nent, | | | i Ecc A | DVANCE | TOTAL | \$ 147.00 |
| | · | and represent necessary an | id legitima | ate univers | ity expenses. | · | | | LL33 F | ADVANCE F | - | |
| rea/Departm | ent Authorization | | - | | | | | | | IN | IET CLAIM | \$ 147.00 |
| | | | Ī | Date | | | E | xecutive or I | Dean Int'l / | Approval | f 0 + - | Canada Tra |
| Voucher No. | | | [F | Print, sign, at | tach original rec | | | | our mer (| Approvar | for Out of | Canada Tra |
| | | | ļc | obtain authoi | rization and for | vard to | | ···· | | | | Mount |
| Employee No | | | · A | \ccounts Pay | able for process | ing. Make | | Eine | | 1-8800-46 | | \$ 80.00 |
| G.S.T. | | | a | copy for yo | ur files. Provide | bank | } | Financial C (e.g 1-1234 | odes 🟲 | -8800-420 | | |
| Okay to Proce | | | <u>[a</u> | ccount if app | olicable. | | L | (5.5 1 1204 | | | | |
| | • | | | | | | - | | | | | 277.00 |

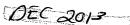
VANCOUVER LAND UNIVERSITY-Employee Travel and Expense Claim form

| | • | • | • | | Apolise ciali | III IOI III | | | I_{A} | IZ 11 | | | | |
|-------------------|-------------------|---|--|---------------------|---|--------------------------|----------|--------------------------|-------------------|------------------------|---------------------------------------|-------------|-----------|--|
| NAME: ADDRESS: | Ralph Nilson | | Vendor# PAYMEN | T OPTION | | CAMPUS: | | EMPLOYEE SIGNATURE: | | | | | | |
| AREA/DEPT | : (| Office of the President | Bank | • | | ſ <u>.</u> | ▼ | URIGINAL RECI | =IPTS MUST RE | ATTACHED | YS OF INCURRING TO FOR ALL EXPENSE | 0 / | | |
| | Please ensure en | nail approval for out of Country travel | Acct# | | | | | SUNDRY items n | ust not exceed \$ | : FOR REIM: 250.00) | BURSEMENT. (Reimb | ourseme | nt for | |
| PLEASE CO | | MATION IN SHADED AREAS AND P. | | | 44D440 4 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | | • | Refer to related to trav | Policy 42.08 | and | <u>Guidelines</u> | for G | uidelines | |
| | | CONTROL AND AND PA | Distance | 1 | | T | | | | | Γ | | | |
| Date | Destination | Reason/Purpose for Expense | (km) | Air/Ferry/Bus | Hotel/Private | Receipts for | Per Diem | Per Diem | Guests | | | 1 | OTAL | |
| 30-Nov-13 | Regina, SK | Meeting with | (MIII) | \$10.00 | Accommodation | Meals | Meals | Incidentals | (Detail) | Sundry | Explanation | EXI | PENSES | |
| 01-Dec-13 | Montreal, QC | AUCC | | \$75.00 | | | | · | | | Cab fare | \$ | 10.00 | |
| 02-Dec-13 | Montreal, QC | AUCC | | \$50.00 | | ļ | | | | | Cab fare | \$ | 75.00 | |
| 03-Dec-13 | Vancouver, BC | PSEA Meeting | | \$4.00 | | | | | | | Cab fare | \$ | 50.00 | |
| 07-Dec-13 | Tokyo | Kokusai Gakuin Anniversary | | \$10.00 | | | | | | | Translink | \$ | 4.00 | |
| 18-Dec-13 | | Meeting with L | | \$10.00 | | 047.70 | | | | | Cab fare | \$ | 10.00 | |
| 19-Dec-13 | Vancouver, BC | Meeting with | | \$8.00 | · | \$17.70 | | | | | Lunch | \$ | 17.70 | |
| | | Meeting with | | \$0.00 | | <u> </u> | | | | | Cab fare | \$ | 8.00 | |
| 20-Dec-13 | Vancouver, BC | | | \$15.00 | | | | | | | | T | | |
| 21-Dec-13 | Vancouver, BC | Meeting with | | \$10.00 | | | | | | | Cab fare | \$ | 15.00 | |
| 23-Dec-13 | Vancouver, BC | Return to Nanaimo | | \$10.00 | | | | | | | | \$ | 10.00 | |
| | | | | \$10,00 | | \$14.90 | | | | | Lunch and cab | \$ | 24.90 | |
| | | | | | | | | | | | | \$ | | |
| | | TOTAL EXPENSES | | \$ 192.00 | <u> </u> | | | | | | | \$ | | |
| | | USE OF PERSONAL VEHICLE | | Φ 192.00 I | <u></u> | \$ 32.60 | \$ - | \$ - | | \$ - | · · | T | | |
| | | VETROLE | 1 | L | | | | | | Km @ 5 | 52 cents per KM = | \$ | | |
| It is the resn | oncibility of the | | | | ···· | | | | | | | | | |
| io the resp | onsidinty of thos | se approving expense accounts to | ensure tha | t, in their best ju | idgement, expense | s claimed are | | | | | TOTAL | (e | 224.60 | |
| | reas | sonable and represent necessary ar | id legitima | te university exp | oenses. | | - | | 1 = | 66 VD//V | NCE RECEIVED | | 224.00 | |
| | | | | | | · | l | | L.E. | SS ADVA | | | | |
| | | • | | | | | | | | | NET CLAIM | \$ | 224.60 | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Aroa/Doportme | ent Authorization | | _ | | | | | | | | | | | |
| Area/Departing | ent Authorization | | _ | Date | | | | Executive or Do | on lot!! /Annea | al for Out | of Canada Travel) | _ | | |
| • | | | | | * | | | EXCOUNT OF DE | an inti (Appro) | al for Out | of Canada Travel) | | | |
| | | • | | | | | | | | | | | | |
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| Vander N- | | | 1 | Updated Nov 1/2 | 13 | | | | | | | ۸ | unt. | |
| Vendor No. | | <u> </u> |] | Print sion attac | h original receipts, o | htoin | | | | 4.0000 1 | | Amou | | |
| G.S.T. | | | 1 | authorization and | n onginal receipts, of d forward to Accoun | iutain te Davable for | | | | 1-8800-4 | | \$ | 192.00 | |
| Checked | | | 1 | processing Mai | ke a copy for your | files Drovide | | Cost C | Centre | 1-8800-4 | 81 | \$ | 32.60 | |

processing. Make a copy for your files. Provide

bank account if applicable.

(e.g 1-1234-567)



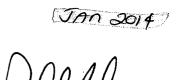
VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form NAME: Ralph Nilson Vendor# ADDRESS: EMPLOYEE SIGNATURE PAYMENT OPTION CAMPUS: AREA/DEPT: President's Office DEPOSIT TO BANK THIS CLAIM MUST BE FILED WITHIN 30 DAYS OF INCURRING THE EXPENSE. NANAIMO ORIGINAL RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES (except per Bank diems). ALLOW UP TO 2 WEEKS FOR REIMBURSEMENT. (Reimbursement for Acct# Please ensure email approval for out of Country travel is attached SUNDRY items must not exceed \$250.00) Refer to Policy 42.08 Guidelines for Guidelines PLEASE COMPLETE INFORMATION IN SHADED AREAS AND PAYMENT OPTION AND CAMPUS LOCATION related to travel. Distance Hotel/Private Receipts for Per Diem Per Diem Date Guests Destination Reason/Purpose for Expense TOTAL (km) Air/Ferry/Bus Accommodation Meals Meals Incidentals 01-Dec-13 Montreal (Detail) AUCC Workshop Sundry Explanation **EXPENSES** \$20.00 02-Dec-13 Montreal \$9.00 AUCC Workshop Lunch 29.00 03-Dec-13 Vancouver \$9.00 PSEA Meeting \$ 9.00 \$12,00 07-13-Dec-13 Japan \$9.00 Kokusai Gakuin Anniversary Breakfast 21.00 \$54.00 Meeting with § \$ 54.00 18-Dec-13 Victoria/Parksville Victoria / event \$12.00 \$9.00 Meeting with Breakfast 21.00 20-Dec-13 Vancouver 1 40., \$12.00 21-Dec-13 Vancouver \$9.00 Breakfast Meeting with 21.00 \$20.00 \$9.00 22-Dec-13 Vancouver Meetings in Vancouver Lunch 29.00 \$12.00 \$9.00 Breakfast 21.00 **TOTAL EXPENSES** 88.00 \$ 117.00 USE OF PERSONAL VEHICLE Km @ 52 cents per KM = It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are TOTAL \$ reasonable and represent necessary and legitimate university expenses. 205.00 LESS ADVANCE RECEIVED NET CLAIM \$ 205.00 Area/Department Authorization Executive or Dean Int'l (Approval for Out of Canada Travel) ANN SCOTT To Finance - March 5/19

| Vendor No. | 0 |
|------------|---|
| G.S.T. | |
| Checked | |

Updated Nov 1/13

Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. **Make a copy for your files.** Provide bank account if applicable.

| | | Amount | | | | |
|------------------|----------|--------|--------|--|--|--|
| | 8800-420 | \$ | 205.00 | | | |
| Cost Centre | | | | | | |
| (e.g 1-1234-567) | | | | | | |
| | | | | | | |
| | | i | | | | |





TO FINANCE ON 3/28/19

VANCOLIVED ICLAND LINUVEDCITY

| VANCO | UVER ISLAI | ND UNIVERSITY-Emplo | yee Tra | avel and E | xpense Claii | m form | | | | 11/1 | | _ | |
|-------------------|------------------------|--|--------------------------|--------------------|-------------------|--------------------|-------------------|--------------------------|-------------------------------|------------------------|--|--|------------------|
| NAME: ADDRESS: | Ralph Nilson | | Vendor # | T OPTION | | CAMPUS: | | EMPLOYEE | SIGNATURE: | top | MANNA | | |
| AREA/DEPT | _ | President's Office nail approval for out of Country travel | Bank Acct # | Pers | e ega | | * \ | ORIGINAL REC | EIPTS MUST BE UP TO 2 WEEK | ATTACHED S FOR REIM | /S OF INCURRING T. FOR ALL EXPENSE BURSEMENT. (Reimi | S lexce | ent ner |
| PLEASE CO | | MATION IN SHADED AREAS AND P | | • | AMPUS LOCATION | | | Refer to related to trav | Policy 42.08 | and | Guidelines | for G | Guidelines |
| Date | Destination | Reason/Purpose for Expense | Distance (km) | Air/Ferry/Bus | Hotel/Private | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | Explanation | | TOTAL (PENSES |
| | Nanaimo | Meeting with | | | | \$25.51 | | | | Junary | -Apiditation | \$ | 25.51 |
| | Vancouver | Meeting with . | | | | \$2.30 | | \$9.00 | | | | \$ | 11.30 |
| | Vancouver Vancouver | TTBC Meeting | <u> </u> | \$20.00 | | | \$12.00 | \$9.00 | | | Cab fare | \$ | 41.00 |
| 22-3411-12 | varicouver | Event | | | | | | \$9.00 | | | | \$ | 9.00 |
| | | | | | | | | | | | T | \$ | |
| <u> </u> | | <u> </u> | | | | | | | | | | \$ | - |
| | | | · | | | | | | | | | \$ | |
| | | <u> </u> | <u>.</u> | | | | | | | | | \$ | · |
| | | | · | | | | | | | | | \$ | |
| | | | | | | | | | | 1 | | \$ | |
| | | | | | | | | | | | | \$ | - |
| | <u> </u> | | <u> </u> | | | | | | | | · · | \$ | - |
| | | TOTAL EXPENSES | | \$ 20.00 | - | \$ 27.81 | \$ 12.00 | \$ 27.00 | | \$ | | | |
| L | | USE OF PERSONAL VEHICLE | 0 | | | | | | | Km @ ' | 52 cents per KM = | - 6 | _ |
| r | | · | | | | · | | | | - Kill (d) (| oz cents per Kivi - | - φ | |
| It is the res | ponsibility of tho | se approving expense accounts to | oneuro tha | f in their best i | | | 1 | | | | | | |
| | rea | sonable and represent necessary a | ensure ma nd locitima | t, m their best ji | uagement, expense | es ciaimed are | 1 | | | | TOTAL | | 86.81 |
| | | | nu regiuma | te university ex | penses. | | | | LI | ESS ADVA | NCE RECEIVED | | |
| | Λ | | | | | | | 4 | | | NET CLAIM | 1 \$ | 86.81 |
| Area/Departr | nent Authorization | n deeu | _ | <u>March</u> | 4if | | | Executive or D | Dean Int'l (Appro | oval for Out | of Canada Travel) | _ | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | Updated Nov 1 | /13 | | | | | | | | |

| Vendor No. | 0 |
|------------|---|
| G.S.T. | |
| Checked | |

Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. Make a copy for your files. Provide bank account if applicable.

| ·· | — | Amou | ınt |
|--------------------------------|------------|------|-------|
| | 1-8800-420 | \$ | 47.00 |
| Cost Centre (e.g 1-1234-56) | | \$ | 39.81 |
| | | | |

FILE COPY

P57602

VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form

| NAME: ADDRESS: AREA/DEPT | Ralph Nilson President's Office | Vendor i PAYMEN | NT OPTION | CAMPUS: |
|--------------------------------|--|--------------------|-----------|---|
| | The state of the s | Bank | | |
| | 1 | Acct # | | |
| | Please ensure email approval for out of Country trav | el is attache | ed | NAMES OF STREET |

RECEIVED

MAR 3 1 2014

Vancouver Island University Accounts Payable

EMPLOYEE SIGNATURE

related to travel.

THIS CLAIM MUST BE FILED WITH 30 DAYS OF INCURRING THE EXPENSE.

ORIGINAL RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES (except per diems). ALLOW UP TO 2 WEEKS FOR REIMBURSEMENT. (Reimbursement for SUNDRY items must not exceed \$250.00)

Refer to Policy 42.08 and

Guidelines

TOTAL

NET CLAIM \$

153.00

153.00

for Guidelines

PLEASE COMPLETE INFORMATION IN SHADED AREAS AND PAYMENT OPTION AND CAMPUS LOCATION

| Date March 1/14 | Destination | Reason/Purpose for Expense | Distance (km) | Air/Ferry/Bus | Hotel/Private Accommodation | Receipts for Meals | Per Diem Meals | Per Diem Incidentals | Guests (Detail) | Sundry | Explanation | | OTAL PENSES |
|--|---------------------------------------|--|---|---|--------------------------------|-----------------------|-----------------------|-------------------------|--------------------|---|--------------------------|--------------|----------------|
| March II II | E DICENTARUY | Coast Guardian Program Grad | | \$75.00 | | | | (2006) | | | Cab fare | \$ | 75.00 |
| March 4/14 | | BCCIE | | \$30,00 | | 100 Pt 102 22 23 | | \$9.00 | | | Cab fare | \$ | 39.00 |
| March 5/14 | | Island President's Meeting | | | | | \$102/AUG (1515/PG)\$ | \$9.00 | | TELESTIC PLAN | 5 (4.4.5 PM) (4.7.14.15) | Š | 9.00 |
| March 25/14 | | PSEA. | 建筑设计 | 145000000000000000000000000000000000000 | | 10001240004000 | entre de la company | \$9.00 | | y 1986 - 2015 - 20 | | e | 9.00 |
| March 28/14 | Vancouver | IEC - BC Summit | | | | | \$12.00 | | | 2 3 to 20 10 15 | Breakfast | s | 21.00 |
| | | | | | | | | | | | | \$ | - |
| | | | | | | | | | ženikova, v | | | \$ | |
| en er ar State (n. 12). State (n. 12) en en en en | | 7.77.2 | 400000000000000000000000000000000000000 | | | | | | | 計學主義解析的 | | \$ | - |
| | | Para and the second sec | 1500000 | 3600 6277463 | | | | | | | | \$ | |
| | | | | | | | | | | | | \$ | - |
| | | | (Constant | | | | | 建筑使 等于。 | | | | \$ | - |
| ews output 100/007 1980 | No. of the second second second | | | | | | | | | SPECIFICATION OF THE PROPERTY | | \$ | |
| | | TOTAL EXPENSES | | \$ 105.00 | - \$ | \$ - | \$ 12.00 | \$ 36.00 | | S - | | | |
| | · · · · · · · · · · · · · · · · · · · | USE OF PERSONAL VEHICLE | 0 | | | | | • | | Km @ 5 | 2 cents per KM = | \$ | |

It is the responsibility of those approving expense accounts to ensure that, in their best judgement, expenses claimed are reasonable and represent necessary and legitimate university expenses.

Data

783002 Invoice(1 OF 1) NILSON, RALPH REF:328467 BATCH:20140328PVN cutive or Dean Int'l (Approval for Out of Canada Travel)

Vendor No. 0

G.S.T. 729

Checked

Area/Department Authorization

ANN SCOTT

Updated Nov 1/13

Print, sign, attach original receipts, obtain authorization and forward to Accounts Payable for processing. **Make a copy for your files.** Provide bank account if applicable.

PESS of County Transfer

Cost Centre (e.g 1-1234-567)

Amount

1-8800-420 \$ 141.00

1-800-4804W \$ 12.00

LESS ADVANCE RECEIVED

00.