

APRIL 2012

*Ralph Nilson*  
 EMPLOYEE SIGNATURE: \_\_\_\_\_

NAME: Ralph Nilson Employee # \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PAYMENT OPTION \_\_\_\_\_ CAMPUS: \_\_\_\_\_  
 AREA/DEPARTMENT: Office of the President DEPOSIT TO BANK  NANAIMO   
 Bank \_\_\_\_\_  
 Acct # \_\_\_\_\_

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

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

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
March 8/12	Mexico	Roundtable on Aboriginal Issues								\$101.50		\$101.50
March 28/12	Vancouver	BCAIU meeting				\$36.36						\$36.36
April 3/12	Victoria	Min of AVED						\$9.00				\$9.00
April 13/12	Ucluelet	AVICC Conference						\$9.00				\$9.00
April 18/12	Vancouver	BCAIU meeting		\$15.00								\$15.00
April 19/12	Vancouver	BCAIU meeting		\$15.00								\$15.00
April 19/12	Vancouver	BCAIU meeting						\$9.00				\$9.00
April 20/12	Washington DC	AGB meeting		\$25.00								\$25.00
April 20/12	Washington DC	AGB meeting						\$9.00				\$9.00
April 21/12	Washington DC	AGB meeting						\$9.00				\$9.00
April 22/12	Washington DC	AGB meeting						\$9.00				\$9.00
April 23/12	Washington DC	AGB meeting				\$5.65						\$5.65
April 23/12	Toronto	AUCC meeting						\$9.00				\$9.00
April 24/12	Toronto	AUCC meeting						\$9.00				\$9.00
April 25/12	Toronto	AUCC meeting						\$9.00				\$9.00
USE OF PERSONAL VEHICLE			0	\$ 55.00	\$ -	\$ 42.01	\$ -	\$ 81.00	\$ -	\$ 101.50	Km @ 50 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.

TOTAL	\$ 279.51
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 279.51

*[Signature]*  
 Area/Department Authorization

May 23/12  
 Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	P
G.S.T.	
Okay to Process	

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.

Financial Codes	(e.g 1-1234-567)	Amount
1-8810-400		\$ 57.65
1-8800-400		\$ 221.86

NAME: Ralph Nilson  
 ADDRESS:   
 AREA/DEPARTMENT: Office of the President

Employee #  
 PAYMENT OPTION  
 DEPOSIT TO BANK   
 Bank  
 Acct #

CAMPUS:  
 NANAIMO

EMPLOYEE SIGNATURE:

*Ralph Nilson*  
 JUNE 2012

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

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
May 4-12	Nanaimo	Parking		\$1.00								\$1.00
June 1-12	Vancouver	BCJIB Meeting						\$9.00				\$9.00
June 22-12	Vancouver	Taxi		\$10.00								\$10.00
USE OF PERSONAL VEHICLE			0	\$ -	\$ 11.00	\$ -	\$ -	\$ 9.00	\$ -	\$ -		
Km @ 50 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.

Area/Department Authorization

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

*July 16/12*  
 Date

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.

TOTAL	\$ 20.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 20.00

Executive or Dean Int'l (Approval for Out of Canada Travel)

Financial Codes (e.g 1-1234-567)	1-8800-420	Amount
		20.00

- ANAIMO
  - DWICHAN
  - MARKSVILLE
  - DWELL RIVER
- DEPOSIT TO BANK  
 ISSUE CHEQUE

JULY 2012

*[Handwritten Signature]*

NAME: Ralph Nilson Employee #

ADDRESS: PAYMENT OPTION

EMPLOYEE SIGNATURE:

AREA/DEPARTMENT: Office of the President

Bank Acct #

CAMPUS:

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

Date	Destination	Reason/Purpose for Expense	Distance (km)	Air/Ferry/Bus	Hotel/Private Accommodation	Receipts for Meals	Par Diem Meals	Par 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								\$17.40
			\$ -	\$ 18.40	\$ -	\$ 29.12	\$ -	\$ -	\$ -	\$ -		
USE OF PERSONAL VEHICLE			0									Km @ 50 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.

TOTAL	\$ 47.52
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 47.52

Area/Department Authorization

Aug 30, 12 Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes	(e.g)	Amount
1-8800-420		\$ 18.40
1-8800-461		\$ 29.12

- NANAIMO
  - COWICHAN
  - PARKSVILLE
  - POWELL RIVER
- DEPOSIT TO BANK
  - ISSUE CHEQUE

NAME: Ralph Nilson

ADDRESS:

Employee #

PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:

*Nov 2012*  
*Ralph Nilson*

SEPT 2012  
**FILE COPY**

AREA/DEPARTMENT: Office of the President

Bank  
 Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

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
Sept 6-12	Victoria	Order of BC Ceremony						\$9.00				\$9.00
Sept 19-12	Richmond	PSEA Meeting						\$9.00				\$9.00
Sept 24-12	Burnaby	BCAIU Meeting						\$9.00				\$9.00
Sept 25-12	Burnaby	BCIT Presentation						\$9.00				\$9.00
Sept 26-12	Vancouver	Bccampus Strategy Meeting						\$9.00				\$9.00

	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36.00	\$ -	\$ -				
USE OF PERSONAL VEHICLE	0											Km @ 50 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.

TOTAL	\$ 45.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 45.00

Area/Department Authorization

Sept 30-12  
 Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes	(e.g.)	Amount
1-234-567	1-8800-420	\$ 45.00

NANAIMO  
 COWICHAN  
 PARKSVILLE  
 POWELL RIVER

DEPOSIT TO BANK  
 ISSUE CHEQUE

NAME: Ralph Nilson

ADDRESS:

Employee #

PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:

*Ralph Nilson*

OCT 2012

AREA/DEPARTMENT: Office of the President

Bank

Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

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
Sept 19-12	Vancouver	PSEA Press Conference		\$10.00								\$10.00
Sept 25-12	Burnaby	BCAUI Meeting		\$40.00								\$40.00
Oct 5-12	Powell River	Meetings						\$9.00				\$9.00
Oct 6-12	Nanaimo	Parking		\$1.00								\$1.00
Oct 22-12	Ottawa	AUCC Meeting						\$9.00				\$9.00
Oct 23-12	Ottawa	AUCC Meeting						\$9.00				\$9.00
Oct 24-12	Ottawa	AUCC Meeting						\$9.00				\$9.00
Oct 25-12	Ottawa	AUCC Meeting						\$9.00				\$9.00
Oct 26-12	Nanaimo	Parking		\$1.00								\$1.00
Oct 26-12	Nanaimo	Parking		\$1.00								\$1.00

	\$ -	\$53.00	\$ -	\$ -	\$ -	\$45.00	\$ -	\$ -				
USE OF PERSONAL VEHICLE	0										Km @ 50 cents per KM =	\$ -

TOTAL	\$ 98.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 98.00

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

31-Oct-12  
Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes (e.g. 1-1234-567)	Amount
1-8800-420	\$ 98.00

- NANAIMO
  - COWICHAN
  - PARKSVILLE
  - POWELL RIVER
- DEPOSIT TO BANK
  - ISSUE CHEQUE

NAME: Ralph Nilson  
 ADDRESS:

Employee #  
 PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:

*Ralph Nilson*  
 NOV 2012

AREA/DEPARTMENT: Office of the President

Bank  
 Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

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
Nov 6-12	Vancouver	PSE Leadership Council										
Nov 7-12	Cambridge	Harvard Grad School						\$9.00				\$9.00
Nov 8-12	Cambridge	Harvard Grad School						\$9.00				\$9.00
Nov 8-12	Cambridge	Peabody Museum-Atleo Display						\$9.00				\$9.00
Nov 9-12	Cambridge	Harvard Grad School								\$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	BCIB Meeting						\$9.00				\$9.00
Nov 30-12	Vancouver	BC Aboriginal Post Secondary Mtg						\$9.00				\$9.00
USE OF PERSONAL VEHICLE			\$ -	\$0.00	\$ -	\$ -	\$ -	\$72.00	\$ -	\$ 12.00		
Km @ 50 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.

Area/Department Authorization *Mike Brown*

Date 30-Nov-12

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

TOTAL	\$ 84.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 84.00

Executive or Dean Int'l (Approval for Out of Canada Travel)

Financial Codes	(e.g)	Amount
1-1234-567	1-8800-420	\$ 84.00

NANAIMO  
 COWICHAN  
 PARKSVILLE  
 POWELL RIVER

DEPOSIT TO BANK  
 ISSUE CHEQUE

NAME: Ralph Nilson  
 ADDRESS: [Redacted]  
 AREA/DEPARTMENT: Office of the President  
 Employee # [Redacted]  
 PAYMENT OPTION [Redacted]  
 Bank [Redacted]  
 Acct # [Redacted]

CAMPUS: [Redacted]

EMPLOYEE SIGNATURE: Ralph Nilson

Dec 2012

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

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				\$9.00
Dec 3-12	Winnipeg	AUCC Workshop						\$9.00				\$9.00
Dec 4-12	Winnipeg	AUCC Workshop						\$9.00				\$9.00

USE OF PERSONAL VEHICLE	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$27.00	\$ -	\$ -	\$ -	Km @ 50 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.

TOTAL	\$ 27.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 27.00

Area/Department Authorization MIKE BROWN

Date 31-Dec-12

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes (e.g. 1-1234-567)	Amount
1-8800-420	\$ 27.00

NANAIMO DEPOSIT TO BANK  
 COWICHAN ISSUE CHEQUE  
 PARKSVILLE  
 POWELL RIVER

JAN 2013

NAME: Ralph Nilson  
ADDRESS:

Employee #  
PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:

AREA/DEPARTMENT: Office of the President

Bank  
Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

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

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												
January 10-13	Vancouver	ACU Conference						\$9.00				\$9.00												
January 11-13	Vancouver	ACU Conference						\$9.00				\$9.00												
USE OF PERSONAL VEHICLE												0					\$18.00						Km @ 50 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.

TOTAL	\$18.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 18.00

Area/Department Authorization

Feb 8-13  
Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	P
G.S.T.	
Okay to Process	

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.

Financial Codes	(e.g 1-1234-567)	Amount
1-8800-420		\$ 18.00

NANAIMO  
COWICHAN  
PARKSVILLE  
POWELL RIVER

DEPOSIT TO BANK  
ISSUE CHEQUE



MARCH 2013

EMPLOYEE SIGNATURE: *Ralph Nilson*

NAM# Ralph Nilson  
ADDRESS:

Employee #  
PAYMENT OPTION

PS1682

CAMPUS:

AREA/DEPARTMENT: Office of the President

Bank  
Acct #

(4)

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

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

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
Feb 4/13	Ottawa	AUCC on Parliament Hill						\$9.00				\$9.00
Feb 5/13	Ottawa	AUCC on Parliament Hill						\$9.00				\$9.00
Feb 6/13	Hamburg	Visit with						\$9.00				\$9.00
Feb 7/13	Hamburg	Visit with						\$9.00				\$9.00
Feb 8/13	Hamburg	Visit with						\$9.00				\$9.00
Feb 9/13	Frankfurt	Meet with						\$9.00				\$9.00
Feb 10 - 13/13	Kiev	CBIE Mission to Ukraine					4 days @9.00	\$36.00				\$36.00
Feb 14 - 16/13	Saskatoon	Indspire Awards					3 days @9.00	\$27.00				\$27.00
Feb 27/13	Vancouver	Meet with Manager						\$9.00				\$9.00
Mar 1-2/13	Prince George	UNBC Meetings					2 days @9.00	\$18.00				\$18.00
Mar 8/13	Victoria	Meet with						\$9.00				\$9.00
Mar 15/13	Seoul	Dinner				\$31.25						\$31.25
Mar 16/13	Seoul	Taxi		\$13.69								\$13.69
Mar 17/13	Seoul	Taxi		\$83.91								\$83.91
Mar 13-24/13	Asia Trip	Int'l alumni tour					12 days @9.00	\$108.00				\$108.00

\$108.00

TOTAL EXPENSES	\$	97.60	\$	-	\$	31.25	\$	-	\$	261.00	\$	-	\$	389.85
USE OF PERSONAL VEHICLE	0	Km @ 50 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.

Paid by Electric Transfer  
TOTAL \$389.85  
LESS ADVANCE RECEIVED \$252.26  
NET CLAIM \$137.59

APR - 3 2013  
Executive or Dean Int'l (Approval for Out of Canada Travel)

Area/Department Authorization \_\_\_\_\_  
Date March 28/13

Voucher No. PS1682  
Employee No. P  
G.S.T.  
Okay to Process

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.

Financial Codes (e.g 1-1234-567)	1-8800-420	Amount 137.59
----------------------------------	------------	---------------

NANAIMO  
COWICHAN  
PARKSVILLE  
POWELL RIVER

DEPOSIT TO BANK  
ISSUE CHEQUE



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

APRIL 2013

*Ralph Nilson*

NAME: Ralph Nilson

ADDRESS:

Employee #

PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:

AREA/DEPARTMENT: Office of the President

Bank

Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

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

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
Mar 28-13	Nanaimo	Meeting @ Starbuck's				\$4.59						\$4.59
Apr 9-13	Powell River	Meeting with SD 47						\$9.00				\$9.00
Apr 14-13	Sooke	AVICC						\$9.00				\$9.00
Apr 15-13	Nanaimo	Parking re Trip to Toronto		\$24.00								\$24.00
Apr 15-13	Toronto	AUCC Meeting						\$9.00				\$9.00
Apr 21-25/13	Calgary	AUCC Meeting						\$45.00				\$45.00
Apr 26-13	Calgary	AUCC Meeting		\$40.00								\$40.00
Apr 28-29/13	Abbotsford	BCAUI Meeting						\$18.00				\$18.00
			\$ -	\$ 64.00	\$ -	\$ 4.59	\$ -	\$ 90.00	\$ -	\$ -		
USE OF PERSONAL VEHICLE			0									Km @ 50 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.

TOTAL	\$ 158.59
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 158.59

Area/Department Authorization

Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes	(e.g 1-1234-567)	Amount
	1-8800-420	\$ 158.59

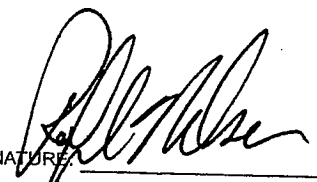
- NANAIMO
  - COWICHAN
  - PARKSVILLE
  - POWELL RIVER
- DEPOSIT TO BANK
  - ISSUE CHEQUE

Aug 20 13

# VANCOUVER ISLAND UNIVERSITY-Employee Expense Claim form

NAME: Vendor #  
 ADDRESS: Ralph Nilson PAYMENT OPTION  
 AREA/DEPT: Office of the President DEPOSIT TO BANK   
 Bank   
 Acct #

CAMPUS: NANAIMO

EMPLOYEE SIGNATURE: 

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines  
 related to travel.

Please ensure email approval for out of Country travel is attached

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

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
09-May-13	Vancouver	Mtg with										
09-May-13	Vancouver	As above		\$25.00				\$9.00				\$ 34.00
09-May-13	Vancouver	As above		\$15.00							Cab fare	\$ 15.00
10-May-13	Nanaimo	Meeting downtown		\$10.00								\$ 10.00
17-May-13	Bella Bella	Potlach		\$0.50							Parking	\$ 0.50
20-May-13	Bella Bella	Potlach				\$8.63		\$9.00				\$ 17.63
07-Jun-13	Vancouver	Premier's Announcement						\$9.00				\$ 9.00
10-Jun-13		Starbucks Card				\$50.00		\$9.00				\$ 9.00
22-Jun-13	Lethbridge	Canada-Mexico Ind. Ed. Consortium						\$9.00				\$ 9.00
23-Jun-13	Lethbridge	Canada-Mexico Ind. Ed. Consortium						\$9.00				\$ 9.00
06-Aug-13	Vancouver	Meeting						\$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
TOTAL EXPENSES				\$ 50.50	\$ -	\$ 72.98	\$ -	\$ 72.00		\$ -		\$ -
USE OF PERSONAL VEHICLE			0									
Km @ 50 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.

TOTAL	\$ 195.48
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 195.48

Area/Department Authorization \_\_\_\_\_

Date \_\_\_\_\_

Executive or Dean Int'l (Approval for Out of Canada Travel) \_\_\_\_\_

Vendor No.	0
G.S.T.	
(BC) H.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.

Cost Centre (e.g 1-1234-567)	Amount
8800-420	\$ 122.50
8800-461	\$ 72.98
	\$ 195.48

Sept 2013

# VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form

NAME: Ralph Nilson  
 ADDRESS:  
 AREA/DEPT: Office of the President  
 Vendor #  
 PAYMENT OPTION  
 DEPOSIT TO BANK  
 Bank  
 Acct #

CAMPUS: NANAIMO

EMPLOYEE SIGNATURE: 

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

Please ensure email approval for out of Country travel is attached

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

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
06-Sep-13	Vancouver, BC	Bill Good Radio Show						\$20.00		\$9.00	Lunch	\$ 29.00
14-Sep-13	Vancouver, BC	Meeting				\$69.00						\$ 69.00
14-Sep-13	Vancouver, BC	Meeting		\$55.00							Cab fare	\$ 55.00
17-Sep-13	Vancouver, BC	TTBC				\$12.00					Breakfast	\$ 12.00
18-Sep-13	Vancouver, BC	PSEA						\$9.00				\$ 9.00
19-Sep-13	Nanaimo, BC	Community Meeting				\$80.90					Dinner	\$ 80.90
27-Sep-13	Vancouver, BC	Board of Trade					\$20.00	\$9.00			Lunch	\$ 29.00
												\$ -
												\$ -
												\$ -
												\$ -
TOTAL EXPENSES				\$ 55.00	\$ -	\$ 161.90	\$ 40.00	\$ 27.00		\$ -		\$ -
USE OF PERSONAL VEHICLE			0									\$ -
											Km @ 52 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.

TOTAL	\$ 283.90
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 283.90

Area/Department Authorization

Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Vendor No.	0
G.S.T.	
Checked	

Updated Oct 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.

Cost Centre (e.g 1-1234-567)	Amount
8800-420	\$ 82.00
8800-461	\$ 201.90
	\$ 283.90

Oct 2013

*Ralph Nilson*

NAME: Ralph Nilson

ADDRESS:

Employee #

PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE

AREA/DEPARTMENT:

Office of the President

Bank

Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel

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

Date	Destination	Reason/Purpose for Expense	Distance (km)	Air/Ferry/Buses	Hotel/Private Accommodation	Receipts for Meals	Per Diem Meals	Per Diem Incidentals	Guests (Detail)	Sundry	Explanation	TOTAL EXPENSES
Oct 2/13	Victoria	Meetings with Gov't people						\$9.00				\$9.00
Oct 4-6/13	Campbell River	Island Presidents mtg @ Painters Lodge					\$27.00					\$27.00
Oct 7/13	Vancouver	BCAIU meeting						\$9.00				\$9.00
Oct 8/13	Nanaimo	Mtg @ Coast Bastion Inn		\$2.00								\$2.00
Oct 16/13	Victoria	Mtg with investor						\$9.00				\$9.00
Oct 17/13	Vancouver	Mtg with					\$9.00	\$9.00				\$18.00
Oct 20-25.13	Ottawa	ACCC & AUCC meetings					\$54.00					\$54.00
Oct 30/2013	Nanaimo	VIEA Conference		\$2.25								\$2.25

	\$ -	\$4.25	\$ -	\$ -	\$ 90.00	\$36.00	\$ -	\$ -				
USE OF PERSONAL VEHICLE	0											
												Km @ 50 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.

TOTAL	\$ 130.25
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 130.25

Area/Department Authorization

Oct 31/13

Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes	(e.g 1234-567)	Amount
	8800-420	\$ 40.25
	8800-461	\$ 90.00
		\$ 130.25

Nov 2013

EMPLOYEE SIGNATURE: *Ralph Nilson*

NAME: Ralph Nilson  
ADDRESS:

Employee #  
PAYMENT OPTION

CAMPUS:

AREA/DEPARTMENT: Office of the President

Bank  
Acct #

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 for Guidelines related to travel

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

Date	Destination	Reason/Purpose for Expense	Distance (km)	Air/Ferry/Bus	Accommodation	Receipts for Meals	Per Diem Meals	Per Diem Incidentals	Guests (Detail)	Sundry	Explanation	TOTAL EXPENSES
09-Nov-13	Victoria, BC	Meeting with .										
12-Nov-13	Victoria, BC	UVic Installation						\$9.00				\$9.00
13-Nov-13	Vancouver, BC	Meeting with .					\$12.00	\$9.00				\$21.00
14-Nov-13	Banff, BC	RSC Meeting		\$4.00							Transit	\$4.00
15-Nov-13	Calgary, AB	Alumni Reception						\$9.00				\$9.00
18-Nov-13	Victoria, BC	Meeting with:					\$12.00	\$9.00				\$21.00
19-Nov-13	Vancouver, BC	CBIE					\$12.00	\$9.00				\$21.00
20-Nov-13	Vancouver, BC	ILN Conference					\$20.00				Lunch	\$20.00
27-Nov-13	Vancouver, BC	Call-to-Action Meeting					\$12.00	\$9.00				\$21.00
							\$12.00	\$9.00				\$21.00

USE OF PERSONAL VEHICLE	\$ -	\$4.00	\$ -	\$ -	\$ 80.00	\$63.00	\$ -	\$ -				
-------------------------	------	--------	------	------	----------	---------	------	------	--	--	--	--

Km @ 50 cents per KM =	\$ -
TOTAL	\$ 147.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 147.00

*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)

Voucher No.	
Employee No.	
G.S.T.	
Okay to Process	

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.

Financial Codes (e.g 1-1234-567)	Amount
1-8800-461	\$ 80.00
1-8800-420	\$ 67.00
	\$ 147.00

Dec 2013

*Ralph Nilson*

# VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form

NAME: Ralph Nilson  
ADDRESS:

Vendor #  
PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:

AREA/DEPT: Office of the President

Bank  
Acct #

Please ensure email approval for out of Country travel is attached

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

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

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
30-Nov-13	Regina, SK	Meeting with										
01-Dec-13	Montreal, QC	AUCC		\$10.00							Cab fare	\$ 10.00
02-Dec-13	Montreal, QC	AUCC		\$75.00							Cab fare	\$ 75.00
03-Dec-13	Vancouver, BC	PSEA Meeting		\$50.00							Cab fare	\$ 50.00
07-Dec-13	Tokyo	Kokusai Gakuin Anniversary		\$4.00							Translink	\$ 4.00
18-Dec-13	Victoria	Meeting with L		\$10.00							Cab fare	\$ 10.00
19-Dec-13	Vancouver, BC	Meeting with		\$8.00		\$17.70					Lunch	\$ 17.70
		Meeting with ..									Cab fare	\$ 8.00
20-Dec-13	Vancouver, BC			\$15.00								
21-Dec-13	Vancouver, BC	Meeting with		\$10.00							Cab fare	\$ 15.00
23-Dec-13	Vancouver, BC	Return to Nanaimo		\$10.00		\$14.90					Lunch and cab	\$ 24.90
TOTAL EXPENSES				\$ 192.00	\$ -	\$ 32.60	\$ -	\$ -		\$ -		\$ -
USE OF PERSONAL VEHICLE			0									
											Km @ 52 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.*

TOTAL	\$ 224.60
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 224.60

Area/Department Authorization \_\_\_\_\_

Date \_\_\_\_\_

Executive or Dean Int'l (Approval for Out of Canada Travel) \_\_\_\_\_

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.

Cost Centre (e.g 1-1234-567)	Amount
1-8800-420	\$ 192.00
1-8800-461	\$ 32.60

DEC 2013

# VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form

NAME: Ralph Nilson  
ADDRESS:

Vendor #  
PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE 

AREA/DEPT: President's Office

DEPOSIT TO BANK  
Bank  
Acct #

NANAIMO

Please ensure email approval for out of Country travel is attached


THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

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

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
01-Dec-13	Montreal	AUCC Workshop										
02-Dec-13	Montreal	AUCC Workshop					\$20.00	\$9.00			Lunch	\$ 29.00
03-Dec-13	Vancouver	PSEA Meeting						\$9.00				\$ 9.00
07-13-Dec-13	Japan	Kokusai Gakuin Anniversary Meeting with [redacted] in Victoria / [redacted] event					\$12.00	\$9.00			Breakfast	\$ 21.00
18-Dec-13	Victoria/Parksville	Meeting with [redacted]						\$54.00				\$ 54.00
							\$12.00	\$9.00			Breakfast	\$ 21.00
20-Dec-13	Vancouver	[redacted]										
21-Dec-13	Vancouver	Meeting with [redacted]					\$12.00	\$9.00			Breakfast	\$ 21.00
22-Dec-13	Vancouver	Meetings in Vancouver					\$20.00	\$9.00			Lunch	\$ 29.00
							\$12.00	\$9.00			Breakfast	\$ 21.00
												\$ -
												\$ -
												\$ -
TOTAL EXPENSES							\$ 88.00	\$ 117.00				\$ -
USE OF PERSONAL VEHICLE			0									\$ -
											Km @ 52 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.

TOTAL	\$ 205.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 205.00

  
Area/Department Authorization  
ANN SCOTT.

  
Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

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.

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



Jan 2014

**COPY**

TO FINANCE  
on 3/28/14

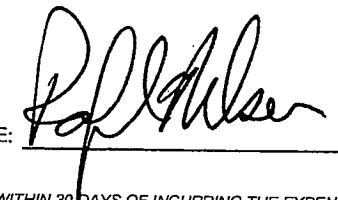
**VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form**

NAME: Ralph Nilson  
ADDRESS:

Vendor #  
PAYMENT OPTION

CAMPUS:

EMPLOYEE SIGNATURE:



AREA/DEPT: President's Office

Bank  
Acct #

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.


Please ensure email approval for out of Country travel is attached

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

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
24-Dec-13	Nanaimo	Meeting with				\$25.51						\$ 25.51
14-Jan-14	Vancouver	Meeting with				\$2.30		\$9.00				\$ 11.30
21-Jan-14	Vancouver	TTBC Meeting		\$20.00			\$12.00	\$9.00			Cab fare	\$ 41.00
22-Jan-14	Vancouver	Event						\$9.00				\$ 9.00
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
TOTAL EXPENSES				\$ 20.00	\$ -	\$ 27.81	\$ 12.00	\$ 27.00		\$ -		\$ -
USE OF PERSONAL VEHICLE			0									\$ -
											Km @ 52 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.

TOTAL	\$ 86.81
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 86.81

  
Area/Department Authorization

  
Date

Executive or Dean Int'l (Approval for Out of Canada Travel)

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.

Cost Centre (e.g 1-1234-567)	Amount
1-8800-420	\$ 47.00
1-8800-461	\$ 39.81

FILE COPY

MARCH 2014

f 57682

RECEIVED  
MAR 31 2014  
Vancouver Island University  
Accounts Payable

EMPLOYEE SIGNATURE  
*Ralph Nilson*  
RALPH NILSON

VANCOUVER ISLAND UNIVERSITY-Employee Travel and Expense Claim form

NAME: Ralph Nilson  
ADDRESS: [Redacted]  
AREA/DEPT: President's Office  
Vendor #: [Redacted]  
PAYMENT OPTION: [Redacted]  
CAMPUS: [Redacted]  
Bank Acct #: [Redacted]

THIS CLAIM MUST BE FILED WITHIN 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 for Guidelines related to travel.

Please ensure email approval for out of Country travel is attached

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

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
March 1/14	Port Hardy	Coast Guardian Program Grad		\$75.00							Cab fare	\$ 75.00
March 4/14	Vancouver	BCCIE		\$30.00				\$9.00			Cab fare	\$ 39.00
March 5/14	Victoria	Island President's Meeting						\$9.00				\$ 9.00
March 25/14	Vancouver	PSEA						\$9.00				\$ 9.00
March 28/14	Vancouver	IEC - BC Summit					\$12.00	\$9.00			Breakfast	\$ 21.00
TOTAL EXPENSES				\$ 105.00	\$ -	\$ -	\$ 12.00	\$ 36.00		\$ -		
USE OF PERSONAL VEHICLE			0	Km @ 52 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.

TOTAL	\$ 153.00
LESS ADVANCE RECEIVED	
NET CLAIM	\$ 153.00

Area/Department Authorization  
*Ann Scott*  
ANN SCOTT

Date



783002 Invoice(1 OF 1)  
NILSON, RALPH  
REF: 328467  
BATCH: 20140328PVN

Signature of Dean Int'l (Approval for Out of Canada Travel)

PS7682

Vendor No.	
G.S.T.	729
Checked	

MDM

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.

Cost Centre (e.g 1-1234-567)		Amount
	1-8800-420	\$ 141.00
	1-800-480420	\$ 12.00

100.