

31906 28662

2011.08.15

**METRO VANCOUVER - Travel Expense Report**

Form last revised: April 2011

Note: Please include all travel related costs (except mileage, parking costs and training/seminar fees) regardless of the method of payment.

Travel Expense Report

Name David Hocking	Employee # 47169	Department Corporate Relations	Date From: 13-Aug-11	Date To: 18-Aug-11
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Air transportation				City, airport	Airport Code	US Dollars	Canadian Dollars
Date	(An Airport Code is required for all air travel, please select City, Airport. The Airport Code will be provided. Please note: the Airport Code should never be YVR. Please select the code for the city farthest from YVR that you landed at.)			Name on Purchase Card if different than Claimant	Enter Y if paid by Purchase Card		
3-Aug	Return airfare to Melbourne	Melbourne, Tullamarrin	(reimbursed David on previous form)		Y		6 960 35
		CITY, Airport	provised on Aug 12 2011				
		CITY, AIRPORT					

Accommodation				Location of Expense	US Dollars	Canadian Dollars	
Date	Accommodation information			Name on Purchase Card if different than Claimant	Enter Y if paid by Purchase Card		
14-Aug	Hotel (check-in Aug. 14, check-out Aug. 18)						661 24

Ground transportation				Location of Expense	US Dollars	Canadian Dollars	
Date	(train, taxi, car rental, etc.; use a mileage form if claiming personal use of your automobile)						
14-Aug	Taxi (converted \$66.71AUD @ \$1.0225CAD)						68 21
18-Aug	Taxi (converted \$65.00AUD @ \$1.0289CAD)						66 88

Meals (receipts required) or Per Diem (for travel outside Metro Vancouver area)					(Do not claim per diem allotment if meals were included in conference/course. When claiming per-diem rates, supporting documentation such as conference information must be attached to the form to indicate whether meals were included or not)		US Dollars	Canadian Dollars
Date	Break	Lunch	Dinner	Incidental	Rates for Travel as of Apr 1, 2011 (daily rate \$86.35) (Before Apr 1, 2011 daily rate is \$85.20)			
15-Aug	15.05	14.15	39.85	17.30				72 20
16-Aug	15.05	14.15	39.85	17.30				72 20
17-Aug	15.05	14.15	39.85	17.30				86 35

Other (attach original receipts)				US Dollars	Canadian Dollars

Exchange from US to CDN \$'s  
 Total US \$'s \_\_\_\_\_ x \_\_\_\_\_ (exchange rate i.e. 1.0991)

Summary		US Dollars	Canadian Dollars
Total expenses in CAN \$'s as detailed above, before HST			7 376 06
Total HST included in CAN \$ expenses			811 37
Total expenses in US \$'s (HST not applicable)			
<b>Total Expenses as detailed above</b>			<b>8,187.43</b>



**PAYMENT REQUEST FORM**

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

Type of Meeting Zero Waste Summit – Melbourne Australia \*TRC: GOTN

Date August 15-17, 2011 Time \_\_\_\_\_

Duration 4 Days (Two days conference, two days travel)

Location Melbourne Australia

Requested By Director Moore

Purpose Board Representation and Chair of MV Waste Management

Names of those in attendance to be paid (Employee # must be completed)

Greg Moore Emp #:46167

\_\_\_\_\_ Emp #:

\_\_\_\_\_ Emp #:

Names of other persons attending \_\_\_\_\_

Supporting Documentation Attached Submitted by Kelly Birks, 6250

Yes  No

\_\_\_\_\_  
Department Manager (Print) Signature

**(For ADMINISTRATION use only)**

Date Received \_\_\_\_\_

APPROVED by Corporate Secretary P.O. [Signature] Date \_\_\_\_\_

APPROVED by Board Chair \_\_\_\_\_ Date \_\_\_\_\_

Payment Amount Single \$330.00 Double \$660.00 X 4 days

Date Entered \_\_\_\_\_

Comments \_\_\_\_\_

90 FIN  
Oct 5, 2011 11



# CORPORATE TRAVELLER

## Corporate Traveller NSW103

Suite 13, 13/33 Berry St, North Sydney NSW 2060 Ph: 02 8121 2020 Fax: 02 8121 2019  
Australian OpCo Pty Ltd t/a Corporate Traveller  
ABN: 20 003 279 534 Travel Lic No 2TA002547

### TAX INVOICE

AC EVENTS - SYDNEY  
LEVEL 8, 99 MOUNT STREET  
NORTH SYDNEY NSW 2060 AU

Invoice Number: 75ST2011FINVC4096  
Date: 18th July 2011  
Consultant: SAM ROWE

Traveller Name: MOORE/MR G  
PNR: SFHPPM  
Destination: MEL  
Date of Travel: 14th August, 2011

Order Number:  
Customer Reference:

Description	Supplier	Amount
VANCOUVER/MELBOURBE/VANCOUVER ADDITIONAL COLLECTION TO UPGRADE TO BUSINESS CLASS	AC	7901.80
PAID BY VISA - G MOORE	MIC	

Invoice Total: \$7901.80