Expense Reports

Expense Report	EXP-13094	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL Apr 26-30/26	**Total Amount**	1021.4

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Vancouver to Victoria	May 1, 2026	371.75	14.30	8251 - MLA Travel
Airfare - MLA Travel		May 1, 2026	371.75	14.30	8251 - MLA Travel
Breakfast & Dinner Only - MLA In-Victoria		May 1, 2026	48.50	1.87	8245 - Per Diem - Victoria
Dinner Only - MLA In-Victoria	Traveled to attend session	May 1, 2026	36.00	1.38	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Mileage - MLA Travel		May 1, 2026	5.20	0.20	8251 - MLA Travel
Mileage - MLA Travel		May 1, 2026	5.20	0.20	8251 - MLA Travel

Expense Report	EXP-13089	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL May 3-7/26	**Total Amount**	631.95

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Vancouver to Victoria	May 3, 2026	371.75	14.30	8251 - MLA Travel
Dinner Only - MLA In-Victoria		May 3, 2026	36.00	1.38	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 3, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 3, 2026	61.00	2.35	8245 - Per Diem - Victoria
Lunch & Dinner Only - MLA In-Victoria		May 3, 2026	48.50	1.87	8245 - Per Diem - Victoria
Lunch & Dinner Only - MLA In-Victoria		May 3, 2026	48.50	1.87	8245 - Per Diem - Victoria
Mileage - MLA Travel	to Airport	May 3, 2026	5.20	0.20	8251 - MLA Travel

Expense Reports

Expense Report	EXP-13103	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL Apr 19-23/26	**Total Amount**	1021.4

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Vancouver to Victoria	May 1, 2026	371.75	14.30	8251 - MLA Travel
Airfare - MLA Travel	Victoria to Vancouver	May 1, 2026	371.75	14.30	8251 - MLA Travel
Dinner Only - MLA In-Victoria		May 1, 2026	36.00	1.38	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Lunch & Dinner Only - MLA In-Victoria		May 1, 2026	48.50	1.87	8245 - Per Diem - Victoria
Mileage - MLA Travel	to Airport	May 1, 2026	5.20	0.20	8251 - MLA Travel
Mileage - MLA Travel	from Airport	May 1, 2026	5.20	0.20	8251 - MLA Travel

Expense Report	EXP-13116	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL Apr 1-2/26	**Total Amount**	486.45

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Victoria to Vancouver	May 1, 2026	371.75	14.30	8251 - MLA Travel
Breakfast & Dinner Only - MLA In-Victoria		May 1, 2026	48.50	1.87	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Mileage - MLA Travel		May 1, 2026	5.20	0.20	8251 - MLA Travel

Expense Report	EXP-13112	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL Apr 12-16/26	**Total Amount**	999.9

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Vancouver to Victoria	May 1, 2026	371.75	14.30	8251 - MLA Travel
Airfare - MLA Travel	Victoria to Vancouver	May 1, 2026	371.75	14.30	8251 - MLA Travel
Breakfast & Dinner Only - MLA In-Victoria		May 1, 2026	48.50	1.87	8245 - Per Diem - Victoria
Breakfast & Lunch Only - MLA In-Victoria		May 1, 2026	39.50	1.52	8245 - Per Diem - Victoria
Dinner Only - MLA In-Victoria		May 1, 2026	36.00	1.38	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		May 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Mileage - MLA Travel		May 1, 2026	5.20	0.20	8251 - MLA Travel
Mileage - MLA Travel		May 1, 2026	5.20	0.20	8251 - MLA Travel

Expense Reports

Expense Report	EXP-14532	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL May 25-28/26	**Total Amount**	998.9

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Victoria to Vancouver	Jun 1, 2026	371.75	14.30	8251 - MLA Travel
Airfare - MLA Travel	Vancouver to Victoria	Jun 1, 2026	397.75	15.30	8251 - MLA Travel
Breakfast & Dinner Only - MLA In-Victoria		Jun 1, 2026	48.50	1.87	8245 - Per Diem - Victoria
Breakfast & Dinner Only - MLA In-Victoria		Jun 1, 2026	48.50	1.87	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		Jun 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		Jun 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Mileage - MLA Travel	from Airport	Jun 1, 2026	5.20	0.20	8251 - MLA Travel
Mileage - MLA Travel	to Airport	Jun 1, 2026	5.20	0.20	8251 - MLA Travel

Expense Report	EXP-14531	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL May 18-21/26	**Total Amount**	947.9

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	Vancouver to Victoria	Jun 1, 2026	371.75	14.30	8251 - MLA Travel
Airfare - MLA Travel	Victoria to Vancouver	Jun 1, 2026	371.75	14.30	8251 - MLA Travel
Dinner Only - MLA In-Victoria		Jun 1, 2026	36.00	1.38	8245 - Per Diem - Victoria
Dinner Only - MLA In-Victoria		Jun 1, 2026	36.00	1.38	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		Jun 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria		Jun 1, 2026	61.00	2.35	8245 - Per Diem - Victoria
Mileage - MLA Travel	to Airport	Jun 1, 2026	5.20	0.20	8251 - MLA Travel
Mileage - MLA Travel	from Airport	Jun 1, 2026	5.20	0.20	8251 - MLA Travel

Expense Report	EXP-14605	**Status**	Approved
Business Purpose	MLA Travel	**Payment Status**	Paid
Memo	MLA TRL Jun 10-14/26	**Total Amount**	1284.6

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Airfare - MLA Travel	[redacted]	Jun 10, 2026	676.12	26.00	8251 - MLA Travel
Hotel - MLA Outside of Victoria		Jun 10, 2026	554.48	21.33	8251 - MLA Travel
Lunch Only - MLA Travel		Jun 10, 2026	27.00	1.04	8248 - Per Diem - MLA Travel
Lunch Only - MLA Travel		Jun 10, 2026	27.00	1.04	8248 - Per Diem - MLA Travel

Thursday, April 23, 2026

[redacted]

Departure:

[redacted]Victoria Harbour

Directions

Arrival:

[redacted]Vancouver Harbour

Directions

Invoice [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Sunday, April 19, 2026

[redacted]

Departure:

[redacted]Vancouver Harbour

Directions

Arrival:

[redacted]Victoria Harbour

Directions

Invoice [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Thursday, April 2, 2026

[redacted]

Departure:

[redacted]Victoria Harbour

Directions

Arrival:

[redacted]Vancouver Harbour

Directions

Invoice #[redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Sunday, April 12, 2026

[redacted]

Departure:

[redacted] Vancouver Harbour

Directions

Arrival:

[redacted] Victoria Harbour

Directions

Invoice # [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Thursday, April 16, 2026

[redacted]

Departure:

[redacted] Victoria Harbour

Directions

Arrival:

[redacted] Vancouver Harbour

Directions

Invoice # [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Monday, May 25, 2026

[redacted]

Departure:

[redacted] Vancouver Harbour

Directions

Arrival:

[redacted] Victoria Harbour

Directions

35 minutes

Invoice # [redacted]	
FARE-YWH-SENIOR-25%	$346.43
Fuel Surcharge - Victoria	$19.05
PHS-Heliport Improvement Fee	$13.33
+ GST	$18.94
Billing	$378.81
Taxes	$18.94
Grand Total	**$397.75**
American Express	$397.75

Thursday, May 28, 2026

[redacted]

Departure:

[redacted] Victoria Harbour

Directions

Arrival:

[redacted] Vancouver Harbour

Directions

Invoice [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Monday, May 18, 2026

[redacted]

Departure:

[redacted]Vancouver Harbour

Directions

Arrival:

[redacted]Victoria Harbour

Directions

Invoice [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Thursday, May 21, 2026

[redacted]

Departure:

[redacted] Victoria Harbour

Directions

Arrival:

[redacted] Vancouver Harbour

Directions

Invoice # [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Thursday, April 30, 2026

[redacted]

Departure:

[redacted] Victoria Harbour

Directions

Arrival:

[redacted] Vancouver Harbour

Directions

Invoice # [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Sunday, April 26, 2026

[redacted]

Departure:

[redacted] Vancouver Harbour

Directions

Arrival:

[redacted] Victoria Harbour

Directions

Invoice # [redacted]	
FARE-YWH-SENIOR-25%	$346.43
PHS-Heliport Improvement Fee	$7.62
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

Sunday, May 3, 2026

[redacted]

Departure:

[redacted] Vancouver Harbour

Directions

Arrival:

[redacted] Victoria Harbour

Directions

Invoice [redacted]	
PHS-Heliport Improvement Fee	$7.62
FARE-YWH-SENIOR-25%	$346.43
+ GST	$17.70
Billing	$354.05
Taxes	$17.70
Grand Total	**$371.75**
American Express	$371.75

eTicket Receipt

Prepared For
ROUTLEDGE/JANET MRS

RESERVATION CODE	[redacted]
ISSUE DATE	
TICKET NUMBER	
ISSUING AIRLINE	
ISSUING AGENT	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
10 Jun 26	WESTJET [redacted] Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time [redacted] Terminal MAIN TERMINAL	KELOWNA BC, CANADA Time [redacted]	Cabin ECONOMY Seat Number [redacted] Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAQD0LFK Not Valid After 24 JUN 26
14 Jun 26	WESTJET [redacted] Operated by: WESTJET ENCORE	KELOWNA BC, CANADA Time [redacted]	VANCOUVER BC, CANADA Time [redacted] Terminal MAIN TERMINAL	Cabin ECONOMY Seat Number [redacted] Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KAUD0LFS Not Valid After 10 JUN 27

Allowances

Baggage Allowance

YVR to YLW - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 85.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YLW to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 85.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YVR to YLW , YLW to YVR - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YVR to YLW , YLW to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	**CREDIT CARD - AMERICAN EXPRESS : XXXXXXXXXXX** [redacted]
Fare Calculation Line	YVR WS YLW197.00WS YVR330.00CAD527.00END
Fare	**CAD 527.00**
Taxes/Fees/Carrier-Imposed Charges	**CAD 62.00 YQI (OTHER AIR TRANSPORTATION CHARGES)**
	CAD 30.40 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 37.80 W1 (AIRPORT IMPROVEMENT FEE DEPOSIT)
Total	**CAD 676.12**

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures ourtside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that origiante in Canada. Please see https://www.westjet.com/en-ca/flights/fees for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are

[redacted]

Primary Guest

Guest Name	Routledge, Janet
Address	[redacted]
City, State, Zip Code	
Country	

ADDN GUESTS

[redacted]

Stay Details

Check In Date	Jun 10, 2026
Check Out Date	Jun 14, 2026
Room	[redacted]
Source	
Guests	

Company Details

Name	
Tax#/ID#	
PO Number	
Account Name	

Other Details

Tax Invoice	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA	
Name	

[redacted]

Summary

Type	Amount
CREDIT CARD	($1,108.96)
GUEST ROOM	$956.00
ROOM GST	$47.80
ROOM MRDT	$28.68
ROOM PST	$76.48
Folio Balance	**$0.00**

[redacted]