

### Expense Reports

<b>Expense Report</b>	EXP-3031	<b>Status</b>	Approved
<b>Business Purpose</b>	MLA Travel	<b>Payment Status</b>	Paid
<b>Memo</b>	MLA TRL Oct 1-3/25	<b>Total Amount</b>	667.68

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Breakfast & Lunch Only - MLA In-Victoria	Trip to Victoria for Caucus Retreat	Oct 1, 2025	39.50	1.52	8245 - Per Diem - Victoria
Full Day Per Diem - MLA In-Victoria	Trip to Victoria for Caucus Retreat	Oct 1, 2025	61.00	2.35	8245 - Per Diem - Victoria
Lunch & Dinner Only - MLA In-Victoria	Trip to Victoria for Caucus Retreat	Oct 1, 2025	48.50	1.87	8245 - Per Diem - Victoria
Mileage - MLA Travel	Trip to Victoria for Caucus Retreat	Oct 1, 2025	30.87	1.19	8251 - MLA Travel
Mileage - MLA Travel	Trip to Victoria for Caucus Retreat	Oct 1, 2025	30.87	1.19	8251 - MLA Travel

ROOM	BEARE/LISA	195.00	10/03/25		
	NAME	RATE	DEPART	TIME	ACCT#
TYPE			10/01/25		
			ARRIVE	TIME	
ROOM		XXXXXXXXXXXXXXXXXX			
CLERK	ADDRESS	PAYMENT			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
10/01	ROOM	195.00		
10/01	DEST FEE	1.95	A	
10/01	RM PST	15.76	B	
10/01	MRDT	5.91	C	
10/01	RM GST	9.85	D	
10/02	ROOM	195.00		
10/02	DEST FEE	1.95	A	
10/02	RM PST	15.76	B	
10/02	MRDT	5.91	C	
10/02	RM GST	9.85	D	
10/03	CCARD-AX			456.94
PAYMENT RECEIVED BY: AMERICAN EXPRESS XXXXXXXXXXXXX				

===== SUMMARY OF TAXES =====				.00
	DESCRIPTION		TAXED AMOUNT	TAX
A	DEST MKT FEE		.00	3.90
B	ROOM PST		.00	31.52
C	MRDT		.00	11.82
D	ROOM GST		.00	19.70
E	OTHER GST		.00	.00
F	PROV SALES TAX		.00	.00
H	GNS ROOM PST 8%		.00	.00
I	GNS MRDT 3%		.00	.00
K	LIQUOR TAX		.00	.00
L	GST INCLUSIVE		.00	.00
	NET CHARGES	TAX	CREDITS	FOLIO
	390.00	66.94	456.94	.00

===== EXP. REPORT SUMMARY =====		
10/01	ROOM	195.00
	DEST FEE	1.95
	RM PST	15.76
	MRDT	5.91
	RM GST	9.85
10/02	ROOM	195.00
	DEST FEE	1.95
	RM PST	15.76
	MRDT	5.91
	RM GST	9.85