

### Expense Reports

<b>Expense Report</b>	EXP-5466	<b>Status</b>	Approved
<b>Business Purpose</b>	Accompanying Person Travel	<b>Payment Status</b>	Paid
<b>Memo</b>	ACC CA NOV 12-16/25	<b>Total Amount</b>	778.4

Item	Line Memo	Acctg	Line Amt	Tax Amt	Spend Category
Accommodation Expenses - Accompanying Person	CA Conference	Dec 1, 2025	363.44	13.98	8254 - Accompanying Person Travel
Dinner Only - Accompanying Person	CA conference	Dec 1, 2025	36.00	1.38	8254 - Accompanying Person Travel
Dinner Only - Accompanying Person	CA conference	Dec 1, 2025	36.00	1.38	8254 - Accompanying Person Travel
Ferry - Accompanying Person	CA Conference	Dec 1, 2025	95.00	3.65	8254 - Accompanying Person Travel
Ferry - Accompanying Person	CA Conference	Dec 1, 2025	110.00	4.23	8254 - Accompanying Person Travel
Lunch & Dinner Only - Accompanying Person	CA Conference	Dec 1, 2025	48.50	1.87	8254 - Accompanying Person Travel
Mileage - Accompanying Person	CA Conference	Dec 1, 2025	23.94	0.92	8254 - Accompanying Person Travel
Mileage - Accompanying Person	CA Conference	Dec 1, 2025	20.79	0.80	8254 - Accompanying Person Travel
Mileage - Accompanying Person	CA Conference	Dec 1, 2025	20.79	0.80	8254 - Accompanying Person Travel
Mileage - Accompanying Person	CA Conference	Dec 1, 2025	23.94	0.92	8254 - Accompanying Person Travel

# MLA Travel Claim

## General Info

### Receipts

Attach a copy of all related receipts as separate documents

954afb02-44d1-4151-97a7-bfcb0b2abfe9

### Payee \*

Enter the name of the payee to be reimbursed

Heather Andrews

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## Trip Details

### Travel Type \*

Accompanying Person Travel

### MLA \*

Select the MLA that this expense relates to

Chandra Herbert, Spencer (0013)

### Accompanying Person Type \*

Constituency Office Staff

### Purpose \*

Enter a brief description of the purpose of the travel

To attend a constituency advisor conference.

### Trip Start Date \*

11/12/25

### Trip End Date \*

11/16/25

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## Traveler Information

### Travelers \*

Single Traveler

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## Expenses Details

# MLA Travel Claim

## Expense Types \*

Select all that apply

- Add Per Diems
  - Add Mileage
  - Add Accommodation
  - Add Transportation
- 

### Per Diems - Line 1

Date \*

11/12/25

Per Diem Type \*

Dinner Only

- Add Per Diem Line

### Per Diems - Line 2

Date \*

11/13/25

Per Diem Type \*

Dinner Only

- Add Per Diem Line

### Per Diems - Line 3

Date \*

11/13/25

Per Diem Type \*

Lunch & Dinner

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### Mileage - Line 1

Date \*

11/12/25

Start Location \*

[REDACTED]

End Location \*

Tsawwassen Ferry Terminal  
departure, Ferry Causeway I,  
Delta, BC

Distance (KM) \*

38

- Add Mileage Line

### Mileage - Line 2

# MLA Travel Claim

Date \*

11/12/25

Start Location \*

Swartz Bay Ferry Terminal,  
British Columbia

End Location \*

[REDACTED]

Distance (KM) \*

33

Add Mileage Line

## Mileage - Line 3

Date \*

11/16/25

Start Location \*

[REDACTED]

End Location \*

Swartz Bay Ferry Terminal,  
British Columbia

Distance (KM) \*

33

Add Mileage Line

## Mileage - Line 4

Date \*

11/16/25

Start Location \*

Tsawwassen Ferry Terminal  
departure, Ferry Causeway I,  
Delta, BC

End Location \*

[REDACTED]

Distance (KM) \*

38

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## Accommodation - Line 1

Start Date \*

11/12/25

Accommodation Type \*

Hotel

End Date \*

11/14/25

Amount

Enter for hotel expenses only

325.64

# MLA Travel Claim

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## Transportation - Line 1

Date *	Type *	Amount *
11/12/25	Ferry	95.00

Add Transportation Line

## Transportation - Line 2

Date *	Type *	Amount *
11/16/25	Ferry	110.00

Add Transportation Line

## Transportation - Line 3

Date *	Type *	Amount *
11/12/25	Parking	18.90

Add Transportation Line

## Transportation - Line 4

Date *	Type *	Amount *
11/13/25	Parking	18.90

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## Additional Information

Enter any other relevant information here

The receipt shows for 4 days of a hotel, but two of those days I paid as personal, and two of those days I billed.

## Guest Folio

Arrival Date: 12 Nov 2025

Departure Date: 16 Nov 2025

Date	Folio	Reference	Amount	Tax	Total
12 Nov 2025	1	Nightly Room Rate	\$136.25	\$23.38	\$159.63
12 Nov 2025	1	ITDF	\$0.25	\$0.00	\$0.25
12 Nov 2025	1	Eco Fee	\$2.50	\$0.44	\$2.94
12 Nov 2025	1	Parking Paid	\$18.00	\$0.90	\$18.90
13 Nov 2025	1	Nightly Room Rate	\$136.25	\$23.38	\$159.63
13 Nov 2025	1	ITDF	\$0.25	\$0.00	\$0.25
13 Nov 2025	1	Eco Fee	\$2.50	\$0.44	\$2.94
13 Nov 2025	1	Parking Paid	\$18.00	\$0.90	\$18.90
14 Nov 2025	1	Nightly Room Rate	\$136.25	\$23.38	\$159.63
14 Nov 2025	1	ITDF	\$0.25	\$0.00	\$0.25
14 Nov 2025	1	Eco Fee	\$2.50	\$0.44	\$2.94
14 Nov 2025	1	Parking Paid	\$18.00	\$0.90	\$18.90
15 Nov 2025	1	Nightly Room Rate	\$136.25	\$23.38	\$159.63
15 Nov 2025	1	ITDF	\$0.25	\$0.00	\$0.25
15 Nov 2025	1	Eco Fee	\$2.50	\$0.44	\$2.94
15 Nov 2025	1	Parking Paid	\$18.00	\$0.90	\$18.90
<b>Balance</b>					<b>\$726.88</b>

MRDT	3.00 %	\$560.56	\$16.84
PST 8%	8.00 %	\$560.56	\$44.84
GST	5.00 %	\$632.56	\$31.64
DMF	1.00 %	\$555.00	\$5.56

Signature \_\_\_\_\_

This bill was for 4 days of which only 2 was accompanying travel.  
Total share for the two days is \$363.44 including parking

Tsawwassen  
To  
Swartz Bay  
**BCFerries**

Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 38**

RECEIPT - PLEASE RETAIN

PURCHASE 2025/11/12

20'	Undersize Vehicl	75.00
1	Adult	20.00
Total		95.00

Visa  
\*\*\*\*\*00  
AUTH  
VISA CREDIT  
A000000031010 / /  
NO SIGNATURE TRANSACTION  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER \*\*\*  
TSA 12 Nov 2025

S [REDACTED] ET

Swartz Bay  
To  
Tsawwassen

**BCFerries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 04**

RECEIPT - PLEASE RETAIN

PURCHASE 2025/11/16

BOOKING: [REDACTED]  
REF#: [REDACTED]

Prepaid	
1	Res Change Fee 5.00
20'	Undersize Vehicl 85.00
1	Adult 20.00
Total Prepaid 110.00	

CHANGE DUE 0.00

\*\*\*CUSTOMER COPY\*\*\*  
SWB 16 Nov 2025

S [REDACTED] T

Tsawwassen  
To  
Swartz Bay  
**BC Ferries**

Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 38**

RECEIPT - PLEASE RETAIN

PURCHASE 2025/11/12

20'	Undersize Vehicl	75.00
1	Adult	20.00
Total		95.00

Visa  
\*\*\*\*\* [REDACTED] 95.00  
AUTH [REDACTED]  
VISA CREDIT  
A000000031010 / /  
NO SIGNATURE TRANSACTION  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 12 Nov 2025 [REDACTED]

S [REDACTED] T

Swartz Bay  
To  
Tsawwassen

**BC Ferries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 04**

RECEIPT - PLEASE RETAIN

PURCHASE 2025/11/16

BOOKING: [REDACTED]  
REF#: [REDACTED]

Prepaid		
1	Res Change Fee	5.00
20'	Undersize Vehicl	85.00
1	Adult	20.00
Total Prepaid		110.00

CHANGE DUE 0.00

\*\*\*CUSTOMER COPY\*\*\*  
SWB 16 Nov 2025 [REDACTED]

S [REDACTED] T