



The American Express® Corporate Card Statement of Account

www.americanexpress.ca
 Amex Bank of Canada
 Corporate Service Centre
 PO Box 7000 Station B
 Willowdale (Ontario) M2K 2R6

Prepared For
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17** Date
 September 1, 2016

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,046.10	1,046.10	1,859.13	1,859.13

Statement includes payments and charges received by September 1, 2016

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
August 17	Payment Received Thank You	1,046.10 CR
New Transactions for GLEN SCHWARTZ		Amount \$

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

s. 22



Total New Transactions for GLEN SCHWARTZ **s. 22** **9,271.6** **1,859.13**

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Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,859.13	



GLEN SCHWARTZ
 BC FERRY SERVICES
 500-1321 BLANSHARD S
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s. 17





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Prepared For
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 October 1, 2016



Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,859.13	1,859.13	1,748.98	1,748.98

Statement includes payments and charges received by October 1, 2016

Please see "About Your Statement" section for important information.

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Listing of Charges and Credits	Amount \$
September 26 Payment Received Thank You	1,859.13 CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**



s. 22

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,748.98	

002481



GLEN SCHWARTZ
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GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 November 1, 2016



Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,748.98	1,748.98	779.17	779.17

Statement includes payments and charges received by November 1, 2016

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
October 20	Payment Received Thank You	1,748.98 CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

s. 22



Total New Transactions for GLEN SCHWARTZ **779.17**

s. 22



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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	779.17	



GLEN SCHWARTZ
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GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 December 1, 2016

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
779.17	779.17	1,579.19	1,579.19

Statement includes payments and charges received by December 1, 2016

Please see "About Your Statement" section for important information.

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Listing of Charges and Credits

Amount \$

November 17 Payment Received Thank You

779.17

CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

Amount \$

s. 22



Total New Transactions for GLEN SCHWARTZ

1,579.19

s. 22

s. 22

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		Amount Paid \$
	1,579.19	

s. 17



GLEN SCHWARTZ
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Prepared For:
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 February 1, 2017



Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
695.73	695.73	1,653.05	1,653.05

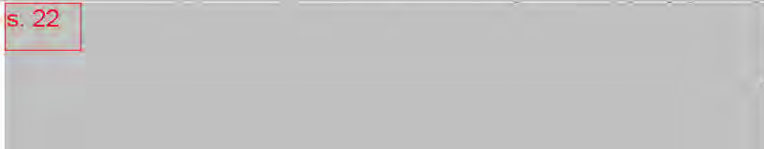


Statement includes payments and charges received by February 1, 2017

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
January 16	Payment Received Thank You	695.73 CR
New Transactions for GLEN SCHWARTZ		Amount \$
Card XXXX-XXXX s. 17		



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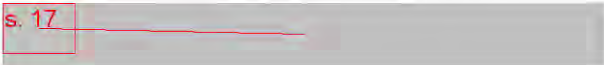
Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,653.05	



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BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 March 3, 2017

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,653.05	1,653.05	1,486.79	1,486.79



Statement includes payments and charges received by March 3, 2017

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
February 22	Payment Received Thank You	1,653.05 CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

s. 22



Total New Transactions	1,486.79
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Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,486.79	



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BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 April 2, 2017



Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,486.79	1,486.79	1,055.02	1,055.02

Statement includes payments and charges received by April 2, 2017

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
March 20	Corporate Remittance Received-Thank You	1,486.79 CR
New Transactions for GLEN SCHWARTZ		Amount \$

s. 22



Total New Transactions for GLEN SCHWARTZ **1,055.02**

s. 22



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Membership Number	Amount Due \$	Amount Paid \$
s. 17	1,055.02	



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Membership Number
 XXXX-XXXX **s. 17**

Date
 May 2, 2017



Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,055.02	- 1,055.02	+ 1,384.30	= 1,384.30

Statement includes payments and charges received by May 2, 2017

Please see "About Your Statement" section for important information

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
April 13	Corporate Remittance Received-Thank You	1,055.02
		CR
New Transactions for GLEN SCHWARTZ		Amount \$
Card XXXX-XXXX s. 17		

s. 22

2437

Total New Transactions for GLEN SCHWARTZ **1,384.30**

s. 22

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Membership Number	Amount Due \$	Amount Paid \$
s. 17	1,384.30	



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BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 July 1, 2017



Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment if any	New Balance \$
2,389.13	2,389.13	1,115.35	1,115.35

Statement includes payments and charges received by July 1, 2017

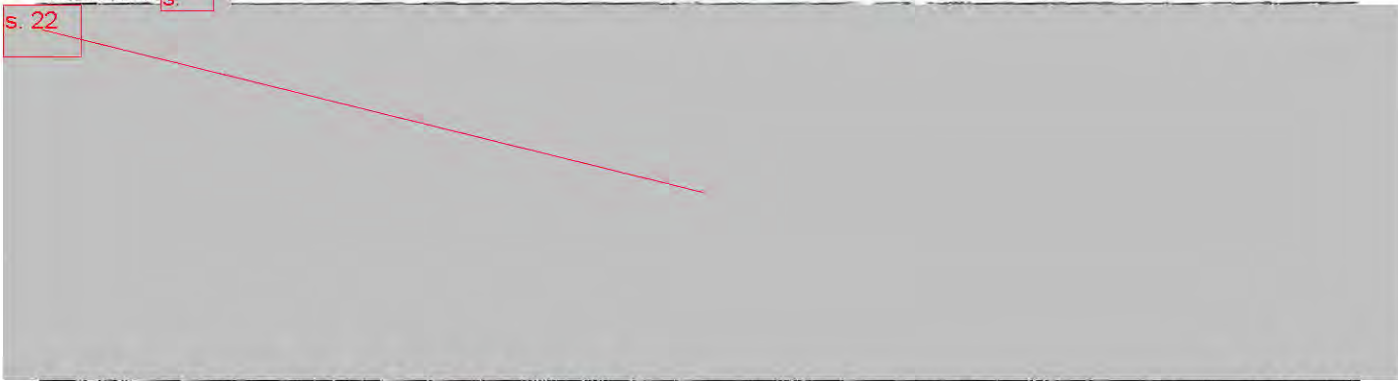
Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits	Amount \$
June 15 Corporate Remittance Received-Thank You	2,389.13 CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 22**



Total New Transactions for GLEN SCHWARTZ **1,115.35**



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 • Automatic banking machines
Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,115.35	



002503
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GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 August 1, 2017



Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,115.35	1,115.35	846.21	846.21

Statement includes payments and charges received by August 1, 2017

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

July 20 Corporate Remittance Received-Thank You

1,115.35

CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**



Total New Transactions for GLEN SCHWARTZ

846.21

s. 22

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- Automatic banking machines

Do Not Enclose Cash

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GLEN SCHWARTZ
 BC FERRY SERVICES
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Membership Number	Amount Due \$	Amount Paid \$
s. 17	846.21	

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s. 17



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BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 October 1, 2017

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
2,354.14	- 2,354.14	+ 1,989.28	= 1,989.28

Statement includes payments and charges received by October 1, 2017

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

September 14 Corporate Remittance Received-Thank You

2,354.14

CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

Amount \$



s. 22

s. 22

s. 22

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Do Not Enclose Cash

Membership Number	Amount Due \$	Amount Paid \$
s. 17	1,989.28	

002412



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 BC FERRY SERVICES
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Membership Number
XXXX-XXXXX **s. 17**

Date
November 1, 2017

Page 1 of 3

New Charges including Delinquency Assessment, if any	New Balance \$
2,026.71	2,026.71

November 1, 2017

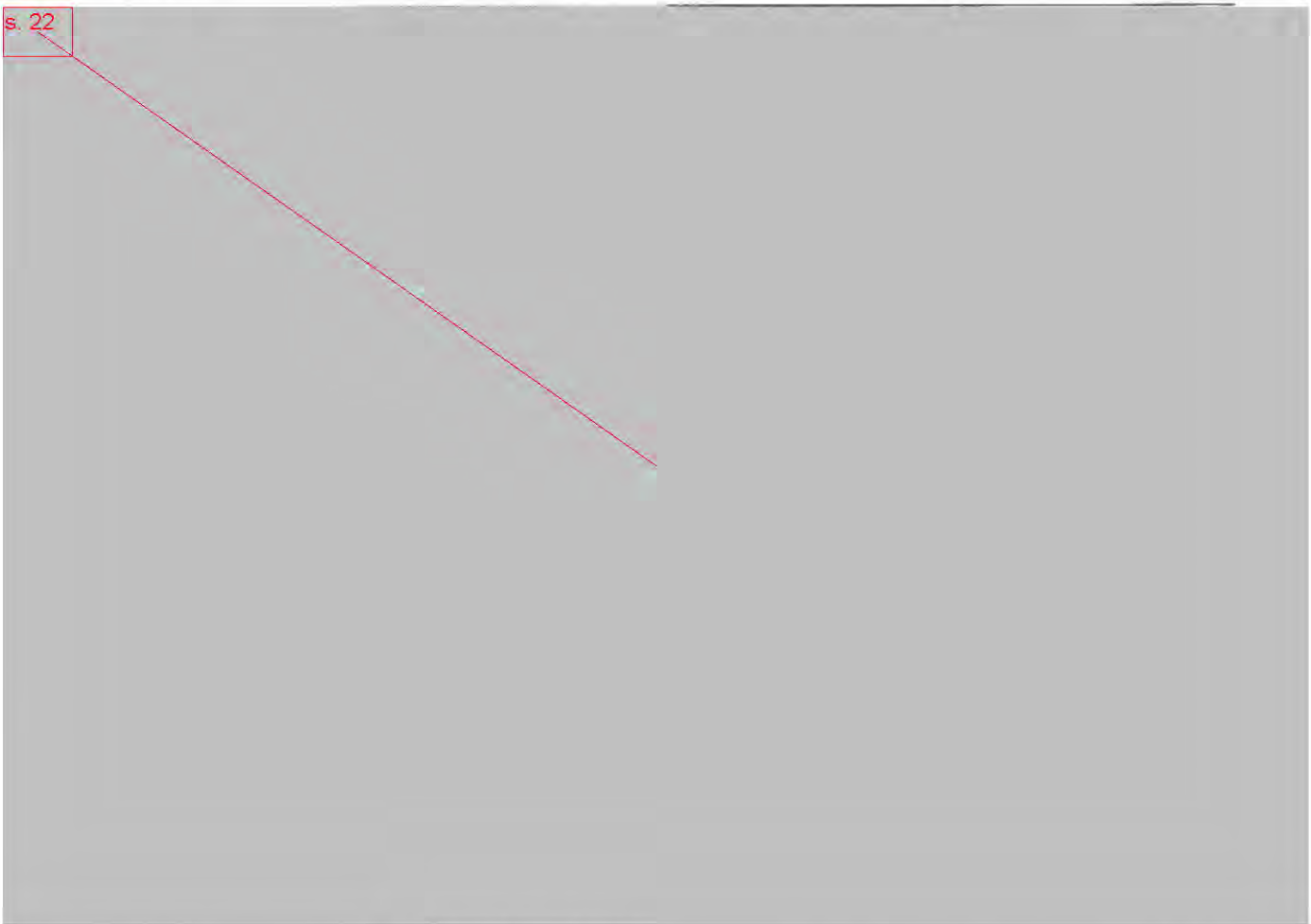
For important information.

Upon receipt of statement. Thank you for your ongoing membership.

2453

	Amount \$
Balance Received-Thank You	1,989.28
	CR
CHWARTZ	Amount \$

s. 22



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FOR YOUR PAYMENT

Membership Number



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GLEN SCHWARTZ
BC FERRYSERVICES

Membership Number
XXXX-XXXX **s. 17** Date
December 1, 2017

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance ‡
2,026.71		2,284.81	2,284.81

Statement includes payments and charges received by December 1, 2017

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount ‡

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

Amount ‡

s. 22

Total New Transactions for GLEN SCHWARTZ

2,284.81

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Membership Number		
	Amount Due ‡	Amount Paid ‡
	2,284.81	

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BC FERRY SERVICES

Membership Number
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Date
January 1, 2018

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
2,284.81	2,284.81	1,484.12	1,484.12

Statement includes payments and charges received by January 1, 2018

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

December 11 Corporate Remittance Received-Thank You

2,284.81
CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXX **s. 17**

Amount \$



Total New Transactions for GLEN SCHWARTZ

1,484.12

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Membership Number		
	s. 17	
	Amount Due \$	Amount Paid \$
	1,484.12	

GLEN SCHWARTZ
BC FERRY SERVICES
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BC FERRY SERVICES

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Date
February 1, 2018

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,484.12	1,484.12	4,934.84	4,934.84

Statement includes payments and charges received by February 1, 2018

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Listing of Charges and Credits

Amount \$

January 11	Corporate Remittance Received-Thank You	1,484.12 CR
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New Transactions for GLEN SCHWARTZ

Amount \$

Card XXXX-XXXX **s. 17**

s. 22

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	4,934.84	

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Date: February 1, 2018

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New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XX

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ**4,934.84**



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BC FERRY SERVICES

Membership Number
XXXX-XXXX **s. 17**

Date
March 3, 2018

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Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
4,934.84	4,934.84	5,129.22	5,129.22

Statement includes payments and charges received by March 3, 2018

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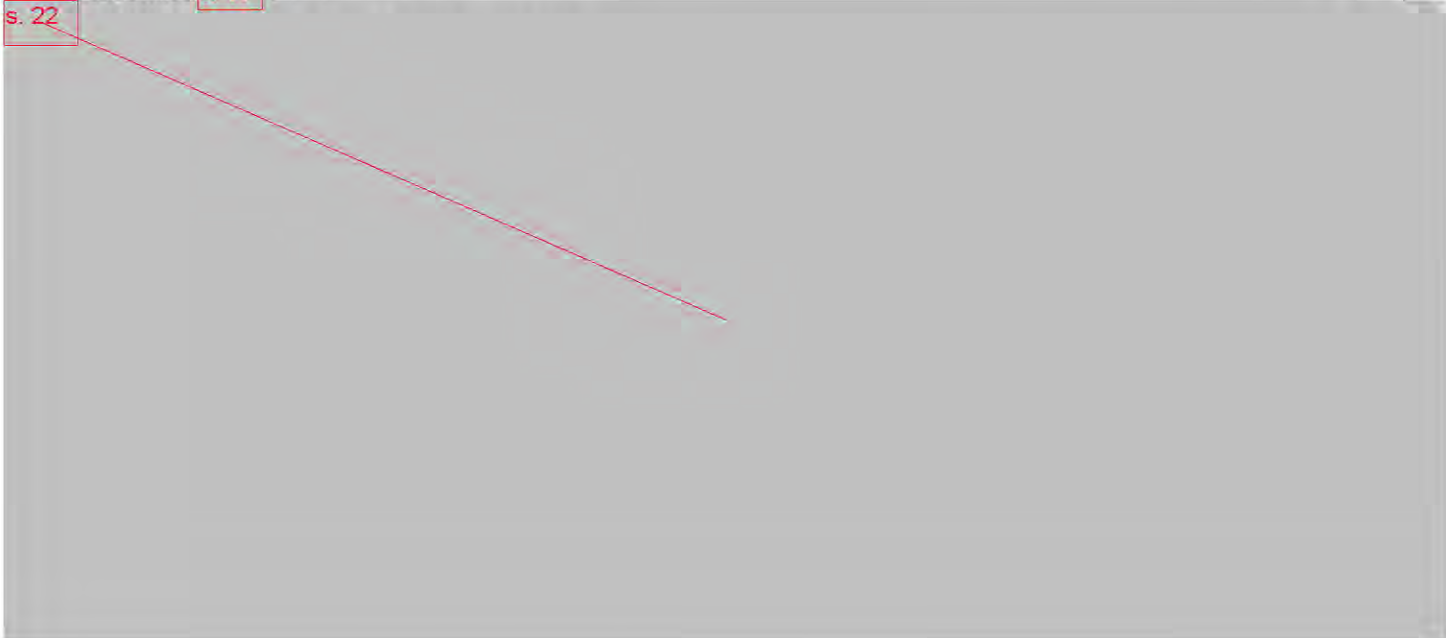
Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits Amount \$

February 12	Corporate Remittance Received-Thank You	4,934.84 CR
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New Transactions for GLEN SCHWARTZ Amount \$

Card XXXX-XXXX **s. 17**



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Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	5,129.22	

GLEN SCHWARTZ
BC FERRY SERVICES
500-1321 BLANSHARD S
C/O J RIMMER, VIC BC
V8W 0B7

Amex Bank of Canada/
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PO BOX 2000
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s. 17

The American Express® Corporate Card Statement of Account

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Date: March 3, 2018

Page 2 of 3

New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XXX s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

5,129.22



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Prepared For
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 April 2, 2018

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance
5,129.22	5,129.22	1,005.24	1,005.24

Statement includes payments and charges received by April 2, 2018

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

March 12	Corporate Remittance Received-Thank You	5,129.22
		CR

Amount \$

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

s. 22

Total New Transactions for GLEN SCHWARTZ

1,005.24

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- Your local bank branch
- Automatic banking machines

Do Not Enclose Cash

Membership Number		
	s. 17	
Amount Due \$	Amount Paid \$	
1,005.24		

GLEN SCHWARTZ
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BC FERRY SERVICES

Membership Number
XXXX-XXXX **s. 17**

Date
May 2, 2018

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance
1,005.24	1,005.24	1,853.84	1,853.84

Statement includes payments and charges received by May 2, 2018

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

April 16	Corporate Remittance Received-Thank You	1,005.24 CR
----------	---	----------------

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

Amount \$

s. 22

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Membership Number		
	s. 17	
	Amount Due \$	Amount Paid \$
	1,853.84	

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s. 17

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New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XXXX

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

1,853.84



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**GLEN SCHWARTZ
BC FERRY SERVICES**

Membership Number
XXXX-XXX **s. 17**

Date
June 1, 2018

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance
1,853.84	1,853.84	1,504.28	1,504.28

Statement includes payments and charges received by June 1, 2018

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

May 10	Corporate Remittance Received-Thank You	1,853.84 CR
--------	---	----------------

Amount \$

New Transactions for GLEN SCHWARTZ

Card XXXX-XXX **s. 17**

s. 22

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,504.28	

GLEN SCHWARTZ
BC FERRY SERVICES
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s. 17

The American Express® Corporate Card Statement of Account

New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-X

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

1,504.28



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BC FERRY SERVICES

Membership Number
XXXX-XXX **s. 17**

Date
July 1, 2018

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,504.28	1,504.28	1,447.05	1,447.05

Statement includes payments and charges received by July 1, 2018

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

June 11	Corporate Remittance Received-Thank You	1,504.28
		CR

Amount \$

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

s. 22

Total New Transactions for GLEN SCHWARTZ **1,447.05**

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,447.05	

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BC FERRY SERVICES

Membership Number
XXXX-XXXX **s. 17**

Date
August 1, 2018

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,447.05	1,447.05	1,959.61	1,959.61

Statement includes payments and charges received by August 1, 2018

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Listing of Charges and Credits

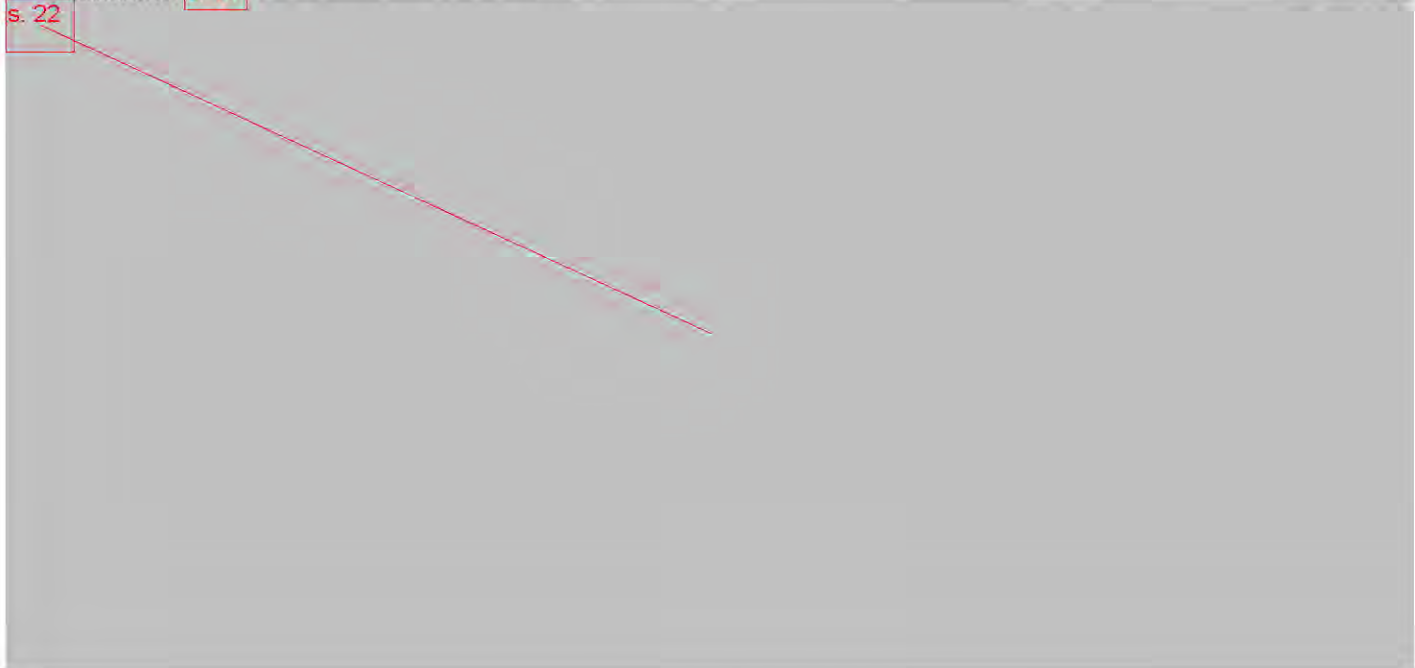
Amount \$

July 16	Corporate Remittance Received-Thank You	1,447.05 CR
---------	---	----------------

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**

Amount \$



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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,959.61	

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Date: August 1, 2018

Page 2 of 3

New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XX

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

1,959.61



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Membership Number
XXXX-XXXX **s. 17** Date
September 1, 2018

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,959.61	1,959.61	2,721.44	2,721.44

Statement includes payments and charges received by September 1, 2018

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Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits Amount \$

August 13	Corporate Remittance Received-Thank You	1,959.61 CR
-----------	---	----------------

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX **s. 17**



Total New Transactions for GLEN SCHWARTZ **2,721.44**

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Membership Number		
	s. 17	
	Amount Due \$	Amount Paid \$
	2,721.44	

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Membership Number
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Date
 October 1, 2018

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
2,721.44	2,721.44	1,713.12	1,713.12

Statement includes payments and charges received by October 1, 2018.

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Listing of Charges and Credits

Amount \$

September 13 Corporate Remittance Received-Thank You

2,721.44
CR

New Transactions for GLEN SCHWARTZ

Card XXXX-XXX **s. 17**

Amount \$

Date	Description	Amount \$
s. 22		

Total New Transactions for GLEN SCHWARTZ

1,713.12

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Membership Number	Amount Due \$	Amount Paid \$
s. 17	1,713.12	

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BC FERRY SERVICES

Membership Number
XXXX-XXXX s. 17
Date
November 1, 2018

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance ¢
1,713.12	1,713.12	1,397.96	1,397.96

Statement includes payments and charges received by November 1, 2018

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount ¢

October 11	Corporate Remittance Received-Thank You	1,713.12 CR
------------	---	----------------

Amount ¢

New Transactions for GLEN SCHWARTZ

Card XXXX-XXXX s. 17

s. 22	[Redacted Transaction Details]	

Total New Transactions for GLEN SCHWARTZ

1,397.96

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Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due ¢	Amount Paid ¢
	1,397.96	

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BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 December 1, 2018

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,397.96	1,397.96	585.27	585.27

Statement includes payments and charges received by December 1, 2018

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Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits	Amount \$
November 15 Corporate Remittance Received-Thank You	1,397.96 CR
New Transactions for GLEN SCHWARTZ	Amount \$

Card XXXX-XXXX **s. 17**

s. 22

Total New Transactions for GLEN SCHWARTZ 585.27

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	585.27	

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Membership Number
XXXX-XXXX s. 17

Date
January 1, 2019

Page 1 of 3

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance
585.27	585.27	2,262.54	2,262.54

Statement includes payments and charges received by January 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

December 10 Corporate Remittance Received-Thank You

585.27
CR

New Transactions for GLEN SCHWARTZ

Amount \$

Card XXXX-XXXX s. 17

s. 22

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	2,262.54	

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Date: January 1, 2019

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New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XXX

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

2,262.54



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BC FERRY SERVICES

Membership Number
XXXX-XXX **s. 17** Date
February 1, 2019

Page 1 of 3

Previous Balance	Payments and Credits	New Charges Including Delinquency Assessment, if any	New Balance \$
2,262.54	2,262.54	729.02	729.02

Statement includes payments and charges received by February 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
January 10	Corporate Remittance Received-Thank You	2,262.54 CR
New Transactions for GLEN SCHWARTZ		Amount \$
Card XXXX-XXX s. 17		

s. 22

Total New Transactions for GLEN SCHWARTZ **729.02**

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Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	729.02	

GLEN SCHWARTZ
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BC FERRY SERVICES

Membership Number
 XXXX-XXX **s. 17**

Date
 March 3, 2019

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
729.02	- 729.02	+ 1,011.76	= 1,011.76

Statement includes payments and charges received by March 3, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits		Amount \$
February 11	Corporate Remittance Received-Thank You	729.02 CR
New Transactions for GLEN SCHWARTZ		Amount \$
Card XXXX-XXX s. 17		

s. 22

Total New Transactions for GLEN SCHWARTZ 1,011.76

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Membership Number	Amount Due \$	Amount Paid \$
s. 17	1,011.76	

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Membership Number
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Date
April 2, 2019

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance\$
1,011.76	1,011.76	877.33	877.33

Statement includes payments and charges received by April 2, 2019

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Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

March 11	Corporate Remittance Received-Thank You	1,011.76 CR
----------	---	----------------

Amount \$

New Transactions for GLEN SCHWARTZ

Card XXXX-XXX **s. 17**

s. 22		
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Total New Transactions for GLEN SCHWARTZ

877.33

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Membership Number	s. 17
Amount Due \$	877.33
Amount Paid \$	

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Membership Number
XXXX-XXXX **s. 17**

Date
May 2, 2019

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
877.33	877.33	181.39	181.39

Statement includes payments and charges received by May 2, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

April 11 Corporate Remittance Received-Thank You

877.33
CR

New Transactions for GLEN SCHWARTZ

Amount \$

Card XXXX-XXXX **s. 17**



Total New Transactions for GLEN SCHWARTZ

181.39

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Do Not Enclose Cash

Membership Number		
	s. 17	
	Amount Due \$	Amount Paid \$
	181.39	

GLEN SCHWARTZ
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BC FERRY SERVICES

Membership Number
XXXX-XXX **s. 17**

Date
June 1, 2019

Page 1 of 3

Previous Balance	Payments and Credits	New Charges Including Delinquency Assessment, if any	New Balance \$
181.39	181.39	2,747.08	2,747.08

Statement includes payments and charges received by June 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

May 13 Corporate Remittance Received-Thank You

181.39
CR

New Transactions for GLEN SCHWARTZ

Amount \$

Card XXXX-XXX **s. 17**

s. 22

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- Automatic banking machines

Do Not Enclose Cash

Membership Number

s. 17

	Amount Due \$	Amount Paid \$
	2,747.08	

GLEN SCHWARTZ
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Date: June 1, 2019

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New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XXXX

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

2,747.08



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PO Box 7000 Station B
Willowdale (Ontario) M2K 2R6

Prepared For
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
XXXX-XXX **s. 17**

Date
July 1, 2019

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
2,747.08	2,747.08	2,457.71	2,457.71

Statement includes payments and charges received by July 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

June 10	Corporate Remittance Received-Thank You	2,747.08 CR
---------	---	----------------

New Transactions for GLEN SCHWARTZ

Card XXXX-XXX **s. 17**

Amount \$



↑ Please detach here ↑

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Payment Options
PLEASE ALLOW 3 TO 5 BUSINESS DAYS FOR YOUR PAYMENT TO BE PROCESSED BY YOUR FINANCIAL INSTITUTION AND SENT TO US. See the About Your Payment Section.
• Phone and Internet banking arranged through your financial institution
• Your local bank branch
• Automatic banking machines
Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	2,457.71	

GLEN SCHWARTZ
BC FERRY SERVICES
500-1321 BLANSHARD S
C/O J RIMMER, VIC BC
V8W 0B7

Amex Bank of Canada/
Banque Amex du Canada
PO BOX 2000
West Hill ON M1E 5H4

s. 17

The American Express® Corporate Card Statement of Account

www.americanexpress.ca

Date: July 1, 2019

Page 2 of 3

New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XXX

s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

2,457.71



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Prepared For
GLEN SCHWARTZ
BC FERRYSERVICES

Membership Number
XXXX-XXXX **s. 17**

Date
August 1, 2019

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
2,457.71	2,457.71	1,913.07	1,913.07

Statement includes payments and charges received by August 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

July 15	Corporate Remittance Received-Thank You	2,457.71 CR
---------	---	----------------

New Transactions for GLEN SCHWARTZ

Amount \$

Card XXXX-XXXX **s. 17**

s. 22

[Redacted Transaction Details]	
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Total New Transactions for GLEN SCHWARTZ	1,913.07
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- Phone and Internet banking arranged through your financial institution
- Your local bank branch
- Automatic banking machines

Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,913.07	

GLEN SCHWARTZ
BC FERRYSERVICES
500-1321 BLANSHARD S
C/O J RIMMER, VIC BC
V8W 0B7

Amex Bank of Canada/
Banque Amex du Canada
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s. 17



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 Corporate Service Centre
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 Willowdale (Ontario) M2K 2R6

Prepared For
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17** Date
 September 1, 2019

Page 1 of 2

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
1,913.07	- 1,913.07	+ 1,883.46	= 1,883.46

Statement includes payments and charges received by September 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

August 15	Corporate Remittance Received-Thank You	1,913.07 CR
-----------	---	----------------

New Transactions for GLEN SCHWARTZ

Amount \$

Card XXXX-XXXX **s. 17**

s. 22

Total New Transactions for GLEN SCHWARTZ 1,883.46

↑ Please detach here ↑

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- Phone and Internet banking arranged through your financial institution
- Your local bank branch
- Automatic banking machines

Do Not Enclose Cash

Membership Number	s. 17	
	Amount Due \$	Amount Paid \$
	1,883.46	

GLEN SCHWARTZ
 BC FERRY SERVICES
 500-1321 BLANSHARD S
 C/O J RIMMER, VIC BC
 V8W 0B7

Amex Bank of Canada/
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s. 17



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 PO Box 7000 Station B
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Prepared For
GLEN SCHWARTZ
BC FERRY SERVICES

Membership Number
 XXXX-XXXX **s. 17**

Date
 October 1, 2019

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance#
1,883.46	1,883.46	2,152.81	2,152.81

Statement includes payments and charges received by October 1, 2019

Please see "About Your Statement" section for important information.

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

Listing of Charges and Credits

Amount \$

September 16	Corporate Remittance Received-Thank You	1,883.46 CR
--------------	---	----------------

New Transactions for GLEN SCHWARTZ

Amount \$

Date	Description	Amount \$
September 3	s. 22	43.59
September 4		130.79
September 6		586.67
September 7		91.29
September 8		98.26
September 10		32.89
September 12		643.24
September 12		67.18
September 12		57.83
September 22		78.43
September 23		44.84

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 • Phone and Internet banking arranged through your financial institution
 • Your local bank branch
 • Automatic banking machines
Do Not Enclose Cash

Membership Number		
	s. 17	
Amount Due \$	2,152.81	Amount Paid \$

GLEN SCHWARTZ
 BC FERRY SERVICES
 500-1321 BLANSHARD S
 C/O J RIMMER, VIC BC
 V8W 0B7

Amex Bank of Canada/
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 PO BOX 2000
 West Hill ON M1E 5H4

s. 17

The American Express® Corporate Card Statement of Account

www.americanexpress.ca

Date: October 1, 2019

Page 2 of 3

New Transactions for GLEN SCHWARTZ Continued

Amount \$

Card XXXX-XXXX-XXXX-XXXX s. 17

s. 22

Total New Transactions for GLEN SCHWARTZ

2,152.81

Confirmation

Expense report number Exc2414503 for 242.05 has been submitted to Collins, Mark Fitzgerald for approval.

Expense Report Exc2414503

Submission Instructions

Message from BCF Accounts Payable

1. Please click "Printable Page", then right click to print the page. Make 2 copies.
2. Staple all ORIGINAL receipts to the back of one copy of the expense claim report (keep the other for your records).
3. Place in an interoffice envelope and send to Accounts Payable at your earliest convenience. This claim must arrive in hard copy within 30 days of submission.
4. If there are any questions, please contact the Expense Desk at 250-978-1252 or email Expense@bcfclernes.com.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name	Carson, Janet E. (102261)	Report Submit Date	27-JAN-2020
Expense Dates	07-JAN-2020 - 22-JAN-2020	Attachments	None Add...
Cost Center	163	Override Approval CostCentre	
Purpose	Business Travel (Jan 7/20 - Jan 22/20).	Report Total	242.05 CAD
Approver	Collins, Mark Fitzgerald	Reimbursement Amount	242.05 CAD

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
07-Jan-2020	94.48 CAD	Meals on Receipt (Exempt Only)	s. 22				94.48		
09-Jan-2020	14.99 CAD	Meals on Receipt (Exempt Only)					14.99		
12-Jan-2020	76.50 CAD	Fuel - Personal/Rental Vehicle					76.50		
22-Jan-2020	56.08 CAD	Meals on Receipt (Exempt Only)					56.08		
Total							242.05		

Confirmation

Expense report number Exc2414676 for 817.46 has been submitted to Collins, Mark Fitzgerald for approval.

Expense Report Exc2414676

1

Submission Instructions

Message from BCF Accounts Payable

1. Please click "Printable Page", then right click to print the page. Make 2 copies.
2. Staple all ORIGINAL receipts to the back of one copy of the expense claim report (keep the other for your records).
3. Place in an interoffice envelope and send to Accounts Payable at your earliest convenience. The claim must arrive in hard copy within 30 days of submission.
4. If there are any questions, please contact the Expense Desk at 250-978-1252 or email Expense@bcfermes.com.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name: **Cerson, Janet R. (102261)**
 Expense Dates: **23-JAN-2020 - 13-FEB-2020**
 Cost Center: **163**
 Purpose: **Business Travel (Jan 23/20 - Feb 13/20)**
 Approver: **Collins, Mark Fitzgerald**

Report Submit Date: **24-FEB-2020**
 Attachments: **None Add...**
 Override Approval Cost Centre: **Report Total 817.46 CAD**
 Reimbursement Amount: **817.46 CAD**

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
23-Jan-2020	7.81 CAD	Meals on Receipt (Exempt Only)	<div style="border: 1px solid red; display: inline-block; padding: 2px;">s. 22</div>				7.81		
28-Jan-2020	366.45 CAD	Training and Educational Sply and Srv					366.45		
31-Jan-2020	69.94 CAD	Meals on Receipt (Exempt Only)					69.94		
01-Feb-2020	75.37 CAD	Fuel - Personal/Rental Vehicle					75.37		
04-Feb-2020	36.75 CAD	Parking					36.75		
06-Feb-2020	14.14 CAD	Meals on Receipt (Exempt Only)					14.14		
09-Feb-2020	79.00 CAD	Fuel - Personal/Rental Vehicle					79.00		
13-Feb-2020	168.00 CAD	Airfare					168.00		
Total							817.46		

Confirmation

Expense report number Exc2416925 for 113.19 has been submitted to Collins, Mark Fitzgerald for approval.

Expense Report Exc2416925

1

Submission Instructions

Message from BCF Accounts Payable

1. Please click "Printable Page", then right click to print the page. Make 2 copies.
2. Staple all ORIGINAL receipts to the back of one copy of the expense claim report (keep the other for your records).
3. Place in an Interoffice envelope and send to Accounts Payable at your earliest convenience. This claim must arrive in hard copy within 30 days of submission.
4. If there are any questions, please contact the Expense Desk at 250-978-1252 or email Expense@pclearies.com.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name: Carson, Janet E. (102261)
 Expense Dates: 21-FEB-2020 - 05-MAR-2020
 Cost Center: 163
 Purpose: Business Travel (Feb 21/20 - Mar 5/20)
 Approver: Collins, Mark Fitzgerald

Report Submit Date: 27-MAR-2020
 Attachments: None [Add...](#)
 Override Approval CostCenter:
 Report Total: 113.19 CAD
 Reimbursement Amount: 113.19 CAD

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
21-Feb-2020	81.41 CAD	Fuel - Personal/Rental Vehicle	s. 22				81.41		
21-Feb-2020	17.64 CAD	Meals on Receipt (Exempt Only)					17.64		
05-Mar-2020	14.14 CAD	Meals on Receipt (Exempt Only)					14.14		
Total:							113.19		



Confirmation

Expense report number Rex2262785 for 1,546.54 has been submitted to Schwartz, Glen for approval.

Expense Report Rex2262785

1

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name	Carson, Janet E. (102261)	Report Submit Date	28-MAR-2017
Expense Dates	26-JAN-2017 - 22-MAR-2017	Attachments	View Add...
Cost Center	163	Report Total	1,546.54 CAD
Purpose	Feb/March Expenses	Reimbursement Amount	1,546.54 CAD
Approver	Schwartz, Glen		

Expense Lines [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Missing Amount (CAD)	Details	Attachments
16-Mar-2017	160.00 CAD	Airfare	s. 22			160.00		
02-Mar-2017	10.00 CAD	Other Outside Services				10.00		
16-Mar-2017	9.00 CAD	Other Outside Services				9.00		
02-Mar-2017	11.00 CAD	Other Outside Services				11.00		
15-Mar-2017	13.00 CAD	Other Outside Services				13.00		
01-Mar-2017	70.28 CAD	Fuel - Personal Vehicle				70.28		
14-Mar-2017	12.20 CAD	Meals on Receipt (Exempt Only)				12.20		
14-Feb-2017	6.00 CAD	Meals on Receipt (Exempt Only)				6.00		
23-Feb-2017	16.00 CAD	Parking				16.00		
23-Feb-2017	6.00 CAD	Meals on Receipt (Exempt Only)				6.00		

22-Feb-2017	69.95 CAD	Meals on Receipt (Exempt Only)	69.95		
21-Feb-2017	17.05 CAD	Meals on Receipt (Exempt Only)	17.05		
17-Feb-2017	6.00 CAD	Parking	6.00		
16-Feb-2017	12.20 CAD	Meals on Receipt (Exempt Only)	12.20		
16-Feb-2017	65.92 CAD	Fuel - Personal Vehicle	65.92		
26-Jan-2017	70.06 CAD	Fuel - Personal Vehicle	70.06		
14-Feb-2017	6.08 CAD	Meals on Receipt (Exempt Only)	6.08		
14-Mar-2017	14.20 CAD	Meals on Receipt (Exempt Only)	14.20		
06-Feb-2017	70.08 CAD	Fuel - Personal Vehicle	70.08		
20-Mar-2017	19.43 CAD	Meals on Receipt (Exempt Only)	19.43		
21-Mar-2017	57.03 CAD	Meals on Receipt (Exempt Only)	57.03		
21-Mar-2017	9.00 CAD	Other Outside Services	9.00		
21-Mar-2017	7.00 CAD	Other Outside Services	7.00		
18-Mar-2017	72.89 CAD	Fuel - Personal Vehicle	72.89		
22-Mar-2017	13.28 CAD	Meals on Receipt (Exempt Only)	13.28		
21-Mar-2017	46.06 CAD	Meals on Receipt (Exempt Only)	46.06		
22-Mar-2017	11.35 CAD	Meals on Receipt (Exempt Only)	11.35		
20-Feb-2017	351.48 CAD	Accommodation	351.48		
21-Mar-2017	314.00 CAD	Accommodation	314.00		
Total			1,546.54		

s. 22



Confirmation

Expense report number Rex2264688 for 4,021.90 has been submitted to Schwartz, Glen for approval.

Expense Report Rex2264688

1

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name	Carson, Janet E. (102261)	Report Submit Date	30-MAY-2017
Expense Dates	28-MAR-2017 - 30-MAY-2017	Attachments	View Add...
Cost Center	163	Report Total	4,021.90
Purpose	April/May Expenses		CAD
Approver	Schwartz, Glen	Reimbursement Amount	4,021.90
			CAD

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification Name	Merchant	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
16-May-2017	199.36 CAD	Accommodations	s. 22				199.36		
19-Apr-2017	26.25 CAD	Parking					26.25		
06-May-2017	74.70 CAD	Fuel - Personal Vehicle					74.70		
28-Mar-2017	21.25 CAD	Meals on Receipt (Exempt Only)					21.25		
26-Apr-2017	12.46 CAD	Meals on Receipt (Exempt Only)					12.46		
29-Apr-2017	57.31 CAD	Fuel - Personal Vehicle					57.31		
11-Apr-2017	14.95 CAD	Meals on Receipt (Exempt Only)					14.95		
15-May-2017	17.00 CAD	Other Outside Services					17.00		
17-May-2017	10.50 CAD	Parking					10.50		

18-May-2017	72.20 CAD	Fuel - Personal Vehicle	72		
17-May-2017	78.66 CAD	Meals on Receipt (Exempt Only)	78.66		
08-Apr-2017	75.94 CAD	Fuel - Personal Vehicle	75.94		
29-Mar-2017	71.00 CAD	Fuel - Personal Vehicle	71.00		
22-Apr-2017	79.37 CAD	Fuel - Company Vehicle	79.37		
04-Apr-2017	56.05 CAD	Meals on Receipt (Exempt Only)	56.05		
15-May-2017	11.74 CAD	Meals on Receipt (Exempt Only)	11.74		
28-Mar-2017	10.29 CAD	Meals on Receipt (Exempt Only)	10.29		
28-Mar-2017	15.29 CAD	Meals on Receipt (Exempt Only)	15.29		
30-Apr-2017	1,795.00 USD	Training and Educational Sply and Srv	2,520.36		
30-May-2017	136.85 CAD	Accommodations	136.85		
02-May-2017	460.37 CAD	Airfare	460.37		
Total			4,021.90		

s. 22



Confirmation

Expense report number Rex2266300 for 1,147.05 has been submitted to Schwartz, Glen for approval.

Expense Report Rex2266300

1

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Submission Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name	Carson, Janet E. (102261)	Report Submit Date	20-JUL-2017
Expense Dates	16-MAY-2017 - 05-JUL-2017	Attachments	View Add...
Cost Center	163	Report Total	1,147.05
Purpose	Travel Expenses		CAD
Approver	Schwartz, Glen	Reimbursement Amount	1,147.05 CAD

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [1]**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification Name	Merchant	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
05-Jul-2017	758.07 CAD	Airfare	s. 22				758.07		
22-Jun-2017	7.00 CAD	Other Outside Services					7.00		
22-Jun-2017	8.00 CAD	Other Outside Services					8.00		
27-Jun-2017	10.95 CAD	Meals on Receipt (Exempt Only)					10.95		
08-Jun-2017	12.46 CAD	Meals on Receipt (Exempt Only)					12.46		
12-Jun-2017	53.28 CAD	Meals on Receipt (Exempt Only)					53.28		
20-Jun-2017	69.23 CAD	Fuel - Personal/Rental Vehicle					69.23		
05-Jun-2017	69.84 CAD	Fuel -					69.84		

		Personal/Rental Vehicle						
20-Jun-2017	5.65 CAD	Meals on Receipt (Exempt Only)	s. 22			5.65		
20-Jun-2017	7.35 CAD	Meals on Receipt (Exempt Only)				7.35		
30-May-2017	10.50 CAD	Parking				10.50		
24-May-2017	4.65 CAD	Meals on Receipt (Exempt Only)				4.65		
26-May-2017	40.00 CAD	Fuel - Personal/Rental Vehicle				40.00		
23-Jun-2017	7.90 CAD	Other Outside Services				7.90		
22-Jun-2017	15.00 CAD	Meals on Receipt (Exempt Only)				15.00		
01-Jun-2017	9.00 CAD	Other Outside Services				9.00		
26-May-2017	4.71 CAD	Meals on Receipt (Exempt Only)				4.71		
16-May-2017	6.17 CAD	Meals on Receipt (Exempt Only)				6.17		
27-May-2017	47.29 CAD	Fuel - Personal/Rental Vehicle				47.29		
Total						1,147.05		

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Confirmation

Expense report number Rex2266966 for 481.23 has been submitted to Schwartz, Glen for approval.

Expense Report Rex2266966

1

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- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.















General Information

Name	Carson, Janet E. (102261)	Report Submit Date	18-AUG-2017
Expense Dates	01-JUL-2017 - 18-AUG-2017	Attachments	View Add...
Cost Center	163	Report Total	481.23 CAD
Purpose	Summer Expenses	Reimbursement Amount	481.23 CAD
Approver	Schwartz, Glen		

Expense Lines [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[1\]](#)

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
01-Jul-2017	74.32 CAD	Fuel - Personal/Rental Vehicle	s. 22				74.32		
18-Jul-2017	6.00 CAD	Meals on Receipt (Exempt Only)					6.00		
20-Jul-2017	8.00 CAD	Other Outside Services					8.00		
20-Jul-2017	10.00 CAD	Other Outside Services					10.00		
15-Aug-2017	9.00 CAD	Other Outside Services					9.00		
15-Aug-2017	10.00 CAD	Other Outside Services					10.00		
10-Aug-2017	6.00 CAD	Meals on Receipt (Exempt Only)					6.00		
10-Aug-2017	74.36 CAD	Fuel - Personal/Rental Vehicle					74.36		

18-Aug-2017	37.75 CAD	Parking	s. 22	37.75		
19-Jul-2017	73.74 CAD	Fuel - Personal/Renta Vehicle		73.74		
03-Aug-2017	6.00 CAD	Meals on Receipt (Exempt Only)		6.00		
31-Jul-2017	6.00 CAD	Meals on Receipt (Exempt Only)		6.00		
31-Jul-2017	105.31 CAD	Meals on Receipt (Exempt Only)		105.31		
09-Aug-2017	46.75 CAD	Meals on Receipt (Exempt Only)		46.75		
18-Aug-2017	8.00 CAD	Other Outside Services		8.00		
Total				481.23		

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 Confirmation

Expense report number Rex2268203 was previously submitted for approval.



Expense Report Rex2268203

1

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Submission Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

















Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name	Carson, Janet E. (102261)	Report Submit Date	04-OCT-2017
Expense Dates	20-AUG-2017 - 09-SEP-2017	Attachments	View Add...
Cost Center	163	Report Total	1,452.52
Purpose	September Expenses	Reimbursement Amount	1,452.52
Approver	Schwartz, Glen		CAD

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification Name	Merchant	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
09-Sep-2017	28.00 CAD	Miscellaneous	s. 22				28.00		
05-Sep-2017	31.00 CAD	Miscellaneous					31.00		
20-Aug-2017	67.50 CAD	Fuel - Personal/Rental Vehicle					67.50		
08-Sep-2017	11.80 USD	Meals on Receipt (Exempt Only)					14.16		
05-Sep-2017	28.98 USD	Miscellaneous					36.88		
07-Sep-2017	82.13 USD	Meals on Receipt (Exempt Only)					102.42		
08-Sep-2017	13.79 USD	Meals on Receipt (Exempt Only)					17.20		
05-Sep-2017	56.67 USD	Meals on Receipt (Exempt Only)					72.13		
06-Sep-2017	114.72 USD	Meals on Receipt					143.95		

	(Exempt Only)				
08-Sep-2017	27.28 USD	Meals on Receipt (Exempt Only)	34.02		
07-Sep-2017	11.80 USD	Meals on Receipt (Exempt Only)	14.16		
08-Sep-2017	106.01 USD	Meals on Receipt (Exempt Only)	132.19		
06-Sep-2017	9.20 USD	Meals on Receipt (Exempt Only)	11.04		
09-Sep-2017	14.36 USD	Meals on Receipt (Exempt Only)	17.91		
08-Sep-2017	290.02 USD	Accommodations	361.68		
06-Sep-2017	54.42 USD	Accommodations	67.87		
05-Sep-2017	27.21 USD	Accommodations	34.14		
05-Sep-2017	26.25 CAD	Miscellaneous	26.25		
09-Sep-2017	21.53 USD	Miscellaneous	26.87		
28-Aug-2017	213.15 CAD	Airfare	213.15		
Total			1,452.52		



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Confirmation

Expense report number Rex2268904 for 1,442.75 has been submitted to Schwartz, Glen for approval.

Expense Report Rex2268904

1

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

























General Information

Name	Carson, Janet E. (102261)	Report Submit Date	06-NOV-2017
Expense Dates	04-OCT-2017 - 02-NOV-2017	Attachments	View Add...
Cost Center	163	Report Total	1,442.75 CAD
Purpose	Fail Expenses	Reimbursement Amount	1,442.75 CAD
Approver	Schwartz, Glen		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [0]**
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification Name	Merchant	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
25-Oct-2017	245.00 CAD	Training and Educational Sply and Srv	s. 22				245.00		
25-Oct-2017	8.63 CAD	Meals on Receipt (Exempt Only)					8.63		
25-Oct-2017	28.00 CAD	Miscellaneous					28.00		
25-Oct-2017	7.35 CAD	Meals on Receipt (Exempt Only)					7.35		
25-Oct-2017	167.50 CAD	Meals on Receipt (Exempt Only)					167.50		
24-Oct-2017	27.39 CAD	Meals on Receipt (Exempt Only)					27.39		
19-Oct-2017	7.34 CAD	Meals on Receipt (Exempt Only)					7.34		
18-Oct-2017	16.00 CAD	Parking					16.00		

18-Oct-2017	125.07 CAD	Meals on Receipt (Exempt Only)	125.07		
22-Oct-2017	10.54 CAD	Meals on Receipt (Exempt Only)	10.54		
13-Oct-2017	16.52 CAD	Meals on Receipt (Exempt Only)	16.52		
10-Oct-2017	18.40 CAD	Meals on Receipt (Exempt Only)	18.40		
13-Oct-2017	73.01 CAD	Fuel - Personal/Rental Vehicle	73.01		
13-Oct-2017	12.46 CAD	Meals on Receipt (Exempt Only)	12.46		
31-Oct-2017	83.22 CAD	Fuel - Personal/Rental Vehicle	83.22		
25-Oct-2017	8.09 CAD	Meals on Receipt (Exempt Only)	8.09		
12-Oct-2017	75.56 CAD	Meals on Receipt (Exempt Only)	75.56		
02-Nov-2017	12.46 CAD	Meals on Receipt (Exempt Only)	12.46		
04-Oct-2017	111.51 CAD	Meals on Receipt (Exempt Only)	111.51		
25-Oct-2017	388.70 CAD	Accommodations	388.70		
Total			1,442.75		

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Confirmation

Expense report number Rex2270485 for 437.17 has been submitted to Collins, Mark for approval.

Expense Report Rex2270485

1

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name	Carson, Janet E. (102261)	Report Submit Date	05-DEC-2017
Expense Dates	06-NOV-2017 - 28-NOV-2017	Attachments	View Add...
Cost Center	163	Report Total	437.17
Purpose	November Expenses	Reimbursement Amount	CAD 437.17
Approver	Collins, Mark		CAD

Expense Lines [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)
 business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification Name	Merchant	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
28-Nov-2017	78.68 CAD	Fuel - Personal/Rental Vehicle	s. 22				78.68		
17-Nov-2017	21.61 CAD	Meals on Receipt (Exempt Only)					21.61		
17-Nov-2017	7.35 CAD	Meals on Receipt (Exempt Only)					7.35		
06-Nov-2017	9.98 CAD	Meals on Receipt (Exempt Only)					9.98		
22-Nov-2017	6.00 CAD	Parking					6.00		
23-Nov-2017	150.35 CAD	Meals on Receipt (Exempt Only)					150.35		
22-Nov-2017	6.00 CAD	Parking					6.00		

s. 22

07-Nov-2017 74.50 CAD Meals on
Receipt
(Exempt Only)
09-Nov-2017 5.71 CAD Miscellaneous
15-Nov-2017 76.99 CAD Fuel -
Personal/Renta
Vehicle

74.50

5.71

76.99

Total 437.17



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s. 15

Confirmation

Expense report number Rex2353677 contains policy violations. It has been submitted to Collins, Mark for approval.

Expense Report Rex2353677

3

Submission Instructions

Message from BCF Accounts Payable

1. Please click "Printable Page", then right click to print the page. Make 2 copies.
2. Staple all ORIGINAL receipts to the back of one copy of the expense claim report (keep the other for your records).
3. Place in an interoffice envelope and send to Accounts Payable at your earliest convenience. This claim must arrive in hard copy within 30 days of submission.
4. If there are any questions, please contact David Noble, Senior Accounts Payable Clerk, at 250-978-1252.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.









General Information

Name	Carson, Janet E. (102261)	Report Submit Date	26-JAN-2018
Expense Dates	30-NOV-2017 - 13-JAN-2018	Attachments	View Add...
Cost Center	163	Override Approval CostCentre	
Purpose	Dec/Jan Expenses	Report Total	817.47 CAD
Approver	Collins, Mark	Reimbursement Amount	817.47 CAD

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Cash Expenses

Warning Date	Receipt Amount	Expense Type	Justification Name	Merchant	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
05-Jan-2018	12.46 CAD	Meals on Receipt (Exempt Only)	s. 22				12.46		
05-Jan-2018	9.98 CAD	Meals on Receipt (Exempt Only)					9.98		
13-Jan-2018	77.48 CAD	Fuel - Personal/Rental Vehicle					77.48		
28-Dec-2017	77.06 CAD	Fuel - Personal/Rental Vehicle					77.06		
10-Jan-2018	69.15 CAD	Meals on Receipt (Exempt Only)					69.15		
18-Dec-2017	12.46 CAD	Meals on Receipt (Exempt Only)					12.46		
21-Dec-2017	12.46 CAD	Meals on Receipt (Exempt Only)					12.46		
22-Dec-2017	362.54 CAD	Meals on Receipt					362.54		

17-Dec-2017	75.33 CAD	(Exempt Only) Fuel - Personal/Rental Vehicle	75.33		
09-Dec-2017	73.63 CAD	Fuel - Personal/Rental Vehicle	73.63		
12-Dec-2017	9.98 CAD	Meals on Receipt (Exempt Only)	9.98		
30-Nov-2017	24.94 CAD	Meals on Receipt (Exempt Only)	24.94		
Total			317.88		

Expense Report Exc2390010

Confirmation

Expense report number Exc2390010 for 1,075.04 has been submitted to Collins, Mark for approval.

Expense Report Exc2390010

1

Submission Instructions

Message from BCF Accounts Payable

1. Please click "Printable Page", then right click to print the page. Make 2 copies.
2. Staple all ORIGINAL receipts to the back of one copy of the expense claim report (keep the other for your records).
3. Place in an interoffice envelope and send to Accounts Payable at your earliest convenience. This claim must arrive in hard copy within 30 days of submission.
4. If there are any questions, please contact David Noble, Senior Accounts Payable Clerk, at 250-978-1252.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable.

General Information

Name **Carson, Janet E. (102261)**
 Expense Dates **26-JAN-2018 - 28-FEB-2018**
 Cost Center **163**
 Purpose **Business Travel (Jan 26/18 - Feb 28/18)**
 Approver **Collins, Mark**

Report Submit Date **01-MAR-201**
 Attachments **None Add...**
 Override Approval CostCentre
 Report Total **1,075.04 CAI**
 Reimbursement Amount **1,075.04 CAI**

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification
26-Jan-2018	79.00	CAD Fuel - Personal/Rental Vehicle	s. 22
31-Jan-2018	500.00	CAD Meeting Room Rental	
01-Feb-2018	47.09	CAD Meals on Receipt (Exempt Only)	
08-Feb-2018	49.19	CAD Fuel - Personal/Rental Vehicle	
08-Feb-2018	12.46	CAD Meals on Receipt (Exempt Only)	
10-Feb-2018	115.49	CAD Employee Uniforms and Clothing	
13-Feb-2018	9.98	CAD Meals on Receipt (Exempt Only)	
13-Feb-2018	11.00	CAD Parking	
16-Feb-2018	12.00	CAD Parking	
16-Feb-2018	60.38	CAD Fuel - Personal/Rental Vehicle	
16-Feb-2018	37.40	CAD Meals on Receipt (Exempt Only)	
19-Feb-2018	6.00	CAD Meals on Receipt (Exempt Only)	
23-Feb-2018	6.00	CAD Meals on Receipt (Exempt Only)	
23-Feb-2018	12.00	CAD Meals on Receipt (Exempt Only)	
28-Feb-2018	70.67	CAD Fuel - Personal/Rental Vehicle	
28-Feb-2018	46.38	CAD Meals on Receipt (Exempt Only)	

Expense Reports

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Confirmation

Expense report number Exc2390844 was previously submitted for approval.

Expense Report Exc2390844

Return Printable Page

1

Submission Instructions

Message from BCF Accounts Payable

1. Please click "Printable Page", then right click to print the page. Make 2 copies.
2. Staple all ORIGINAL receipts to the back of one copy of the expense claim report (keep the other for your records).
3. Place in an interoffice envelope and send to Accounts Payable at your earliest convenience. This claim must arrive in hard copy within 30 days of submission.
4. If there are any questions, please contact David Nozke, Senior Accounts Payable Clerk, at 250-978-1252.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved. It is subject to audit. You are required to submit all receipts to Accounts Payable.

General Information

Name:	Carson, Janet E. (102261)	Report Submit Date:	21-MAR-2018
Expense Dates:	01-MAR-2018 - 12-MAR-2018	Attachments:	None Add...
Cost Center:	163	Override Approval Cost Center:	
Purpose:	Business Travel (Mar 1/18 - Mar 12/18)	Report Total:	520.72 CAD
Approver:	Collins, Mark	Reimbursement Amount:	520.72 CAD

Expense Lines Expense Allocations Weekly Summary Approval Notes (3)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details	Attachments
01-Mar-2018	7.34	CAD Meals on Receipt (Exempt Only)	s. 22				7.34		
03-Mar-2018	84.00	CAD Fuel - Personal/Rental Vehicle					84.00		
07-Mar-2018	35.22	CAD Meals on Receipt (Exempt Only)					35.22		
08-Mar-2018	84.25	CAD Meals on Receipt (Exempt Only)					84.25		
08-Mar-2018	154.22	CAD Accommodations					154.22		
12-Mar-2018	7.34	CAD Meals on Receipt (Exempt Only)					7.34		
12-Mar-2018	148.35	CAD Accommodations					148.35		
Total:							520.72		

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van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: June 27, 2018 10:46 AM
To: Chan, Sarah
Subject: FYI: Expense Exc2394748 (883.79 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
 To **Chan, Sarah** Individual's Cost Center **163**
 Sent **27-Jun-2018 10:44:30** Purpose **Business Travel (May 8/18 - Jun 23/18).**
 ID **53585787** Expense Report Total **883.79 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	08-May-2018	Meals on Receipt (Exempt Only)	43.48	s. 22	
2	10-May-2018	Meals on Receipt (Exempt Only)	12.86		
3	15-May-2018	Airfare	168.00		
4	15-May-2018	Transportation (taxi, subway, etc)	9.00		
5	17-May-2018	Transportation (taxi, subway, etc)	10.00		
6	17-May-2018	Airfare	168.00		
7	30-May-2018	Fuel - Personal/Rental Vehicle	87.68		
8	01-Jun-2018	Meals on Receipt (Exempt Only)	6.00		
9	05-Jun-2018	Meals on Receipt (Exempt Only)	3.19		
10	06-Jun-2018	Meals on Receipt (Exempt Only)	66.33		
11	07-Jun-2018	Meals on Receipt (Exempt Only)	12.86		
12	11-Jun-2018	Fuel - Personal/Rental Vehicle	85.38		
13	13-Jun-2018	Parking	7.00		
14	14-Jun-2018	Parking	36.00		
15	14-Jun-2018	Meals on Receipt (Exempt Only)	85.01		
16	23-Jun-2018	Fuel - Personal/Rental Vehicle	83.00		
Total			883.79		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: August 01, 2018 8:37 AM
To: Chan, Sarah
Subject: FYI: Expense Exc2395845 (371.10 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
To **Chan, Sarah** Individual's Cost Center **163**
Sent **01-Aug-2018 08:35:24** Purpose **Business Travel (June 27/18 - July 17/18).**
ID **53619354** Expense Report Total **371.10 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	27-Jun-2018	Meals on Receipt (Exempt Only)	12.85	s. 22	
2	10-Jul-2018	Fuel - Personal/Rental Vehicle	83.50		
3	11-Jul-2018	Meals on Receipt (Exempt Only)	10.24		
4	11-Jul-2018	Meals on Receipt (Exempt Only)	43.99		
5	16-Jul-2018	Meals on Receipt (Exempt Only)	6.95		
6	16-Jul-2018	Accommodations	213.57		
Total			371.10		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: September 11, 2018 1:34 PM
To: Chan, Sarah
Subject: FYI: Expense Exc2397042 (2,211.77 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
To **Chan, Sarah** Individual's Cost Center **163**
Sent **11-Sep-2018 13:32:53** Purpose **Business Travel (Jul 20/18 - Sep 3/18).**
ID **53658355** Expense Report Total **2,211.77 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	20-Jul-2018	Fuel - Personal/Rental Vehicle	85.03	s. 22	
2	14-Aug-2018	Training and Educational Sply and Srv	656.25		
3	15-Aug-2018	Meals on Receipt (Exempt Only)	50.72		
4	16-Aug-2018	Meals on Receipt (Exempt Only)	13.13		
5	16-Aug-2018	Fuel - Personal/Rental Vehicle	81.80		
6	22-Aug-2018	Accommodations	867.14		
7	03-Sep-2018	Accommodations	457.70		
Total			2,211.77		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: October 11, 2018 3:33 PM
To: Chan, Sarah
Subject: FYI: Expense Exc2398116 (402.26 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
To **Chan, Sarah** Individual's Cost Center **163**
Sent **11-Oct-2018 15:32:37** Purpose **Business Travel (Sep 10/18 - Sep 30/18).**
ID **53694830** Expense Report Total **402.26 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	10-Sep-2018	Meals on Receipt (Exempt Only)	27.12	s. 22	
2	11-Sep-2018	Fuel - Personal/Rental Vehicle	83.78		
3	17-Sep-2018	Accommodations	96.05		
4	17-Sep-2018	Meals on Receipt (Exempt Only)	58.63		
5	18-Sep-2018	Fuel - Personal/Rental Vehicle	73.68		
6	30-Sep-2018	Accommodations	63.00		
Total			402.26		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: October 30, 2018 4:31 PM
To: Chan, Sarah
Subject: FYI: Expense Exc2399016 (303.68 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
To **Chan, Sarah** Individual's Cost Center **163**
Sent **30-Oct-2018 16:30:27** Purpose **Business Travel (Sep 26/18 - Oct 17/18).**
ID **53717089** Expense Report Total **303.68 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	26-Sep-2018	Fuel - Personal/Rental Vehicle	74.58	s. 22	
2	02-Oct-2018	Parking	15.00		
3	02-Oct-2018	Fuel - Personal/Rental Vehicle	75.00		
4	03-Oct-2018	Meals on Receipt (Exempt Only)	13.15		
5	04-Oct-2018	Meals on Receipt (Exempt Only)	13.15		
6	17-Oct-2018	Parking	26.25		
7	17-Oct-2018	Meals on Receipt (Exempt Only)	86.55		
Total			303.68		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: December 03, 2018 10:46 AM
To: Chan, Sarah
Subject: FYI: Expense Exc2399982 (821.05 CAD) has been approved
Attachments: Notification Detail.html

Information

This expense report contains policy violations.

From **Collins, Mark** Expense Report for **Carson, Janet**
 To **Chan, Sarah** Individual's Cost Center **163**
 Sent **03-Dec-2018 10:44:16** Purpose **Business Travel (Oct 18/18 - Nov 21/18).**
 ID **53756084** Expense Report Total **821.05 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Violation Type	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1		18-Oct-2018	Meals on Receipt (Exempt Only)	13.13	s. 22	
2		19-Oct-2018	Fuel - Personal/Rental Vehicle	84.07		
3		24-Oct-2018	Meals on Receipt (Exempt Only)	79.98		
4		01-Nov-2018	Fuel - Personal/Rental Vehicle	84.58		
5		06-Nov-2018	Meals on Receipt (Exempt Only)	10.50		
6		08-Nov-2018	Fuel - Personal/Rental Vehicle	35.49		
7	Daily Limit	09-Nov-2018	Other Outside Services	331.13		
8		10-Nov-2018	Fuel - Personal/Rental Vehicle	73.39		
9		15-Nov-2018	Meals on Receipt (Exempt Only)	54.49		
10		19-Nov-2018	Parking	10.50		
11		21-Nov-2018	Meals on Receipt (Exempt Only)	43.79		
Total				821.05		

Related Applications

[Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: December 29, 2018 11:31 AM
To: Chan, Sarah
Subject: FYI: Expense Exc2400947 (228.61 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
To **Chan, Sarah** Individual's Cost Center **163**
Sent **29-Dec-2018 11:29:02** Purpose **Business Travel (Nov 22/18 - Dec 15/18).**
ID **53793895** Expense Report Total **228.61 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	22-Nov-2018	Fuel - Personal/Rental Vehicle	74.24	s. 22	
2	26-Nov-2018	Meals on Receipt (Exempt Only)	6.30		
3	29-Nov-2018	Parking	13.00		
4	04-Dec-2018	Meals on Receipt (Exempt Only)	50.19		
5	05-Dec-2018	Meals on Receipt (Exempt Only)	13.13		
6	15-Dec-2018	Fuel - Personal/Rental Vehicle	71.75		
Total			228.61		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: January 29, 2019 9:45 AM
To: Chan, Sarah
Subject: FYI: Expense Exc2401975 (503.87 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
To **Chan, Sarah** Individual's Cost Center **163**
Sent **29-Jan-2019 09:43:32** Purpose **Business Travel (Jan 7/19 - Jan 23/19).**
ID **53827776** Expense Report Total **503.87 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1	07-Jan-2019	Fuel - Personal/Rental Vehicle	71.49	s. 22	
2	16-Jan-2019	Meals on Receipt (Exempt Only)	10.50		
3	21-Jan-2019	Fuel - Personal/Rental Vehicle	74.32		
4	22-Jan-2019	Parking	17.00		
5	23-Jan-2019	Meals on Receipt (Exempt Only)	36.56		
6	23-Jan-2019	Employee Services (Professnl fees/dues)	294.00		
Total			503.87		

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: February 27, 2019 5:01 PM
To: Chan, Sarah
Subject: FYI: Expense Exc2402950 (729.87 CAD) has been approved
Attachments: Notification Detail.html

Information

This expense report contains policy violations.

From **Collins, Mark** Expense Report for **Carson, Janet**
 To **Chan, Sarah** Individual's Cost Center **163**
 Sent **27-Feb-2019 16:59:51** Purpose **Business Travel (Jan 24/19 - Feb 15/19).**
 ID **53860781** Expense Report Total **729.87 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Violation Type	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Attachments
1		24-Jan-2019	Meals on Receipt (Exempt Only)	6.50	s. 22	
2		29-Jan-2019	Employee Services (Professnl fees/dues)	294.00		
3		31-Jan-2019	Fuel - Personal/Rental Vehicle	69.45		
4		01-Feb-2019	Employee Services (Professnl fees/dues)	42.00		
5		01-Feb-2019	Employee Services (Professnl fees/dues)	42.00		
6	Duplicate Detection (Exc2402950 - Line 4, Exc2402950 - Line 5)	01-Feb-2019	Employee Services (Professnl fees/dues)	42.00		
7		08-Feb-2019	Parking	15.00		
8		08-Feb-2019	Meals on Receipt (Exempt Only)	80.00		
9		09-Feb-2019	Fuel - Personal/Rental Vehicle	66.61		
10		14-Feb-2019	Meals on Receipt (Exempt Only)	22.31		
11		15-Feb-2019	Fuel - Personal/Rental Vehicle	50.00		

Total	729.87
-------	--------

Related Applications

 [Expense Report Details](#)

van Delden, Jessica

From: BC Ferries Automated Notification Service <noreply@bcferries.com>
Sent: March 28, 2019 10:45 AM
To: Chan, Sarah
Subject: FYI: Expense Exc2403662 (497.84 CAD) has been approved
Attachments: Notification Detail.html

From **Collins, Mark** Expense Report for **Carson, Janet**
 To **Chan, Sarah** Individual's Cost Center **163**
 Sent **28-Mar-2019 10:43:50** Purpose **Business Travel (Feb 21/19 - Mar 27/19).**
 ID **53903646** Expense Report Total **497.84 CAD**

Instructions

If not already done, please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (CAD)	Justification	Expense Accounts Updated	Attachments
1	21-Feb-2019	Parking	13.00	s. 22	Yes	
2	28-Feb-2019	Fuel - Personal/Rental Vehicle	71.23		Yes	
3	07-Mar-2019	Meals on Receipt (Exempt Only)	36.04		Yes	
4	12-Mar-2019	Parking	8.75		Yes	
5	13-Mar-2019	Fuel - Personal/Rental Vehicle	75.80		Yes	
6	19-Mar-2019	Meals on Receipt (Exempt Only)	84.36		Yes	
7	20-Mar-2019	Meals on Receipt (Exempt Only)	46.62		Yes	
8	22-Mar-2019	Meals on Receipt (Exempt Only)	8.49		Yes	
9	23-Mar-2019	Fuel - Personal/Rental Vehicle	81.00		Yes	
10	26-Mar-2019	Meals on Receipt (Exempt Only)	10.50		Yes	
11	27-Mar-2019	Meals on Receipt (Exempt Only)	62.05		Yes	
Total			497.84			

Related Applications

 [Expense Report Details](#)



Expenses Report Audit

- Audit Expenses Reports
- Manage Expense Reports
- Auditor Setup
- Receive Receipt Package

Search by Expense Report Number: Exc Go Advanced Search

Expense Report: Exc2408014, Carson, Janet E.

Indicate required field

Hide

2019

General Information

Name: Carson, Janet E. Amount: 5, 6.7
 Number: Currency: CAD
 Report Start Date: -May- 9 Purpose: Business Travel (Mar 3 / 9 - May 3 / 9)
 Expense Report Date: 5-May- 9 Attachments: +
 Title: Role: +

Audit Information

Number of Policy Violations: Original Receipts Package Status: Not Required
 Number of Expenses with Violations: Original Receipts Package Received Date: Report Filing Number:
 Audit Reason: Policy Violation, Audit List Member
 Last Audited By: Razon, Ana-Lisa
 Last Updated By: Oparzan, Pat
 Report Status: Ptd
 Reviewed By: Management Autoapproved Payables
 AP Status: Invoice Created Ptd Partially Ptd Hold

TIP If you update both the reimbursement amount and exchange rate on the same expense line, Internal Expenses uses the smaller of the two amounts as the reimbursement amount.

Verify Expenses Process Dispositions Review Allocations Review Tax Approval Notes (3) Auditor Only Notes ()

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Received	Receipt Issued	Justification	Expense Date	Details Attachments
All			5, 6.7								
Previous											
	None	Fuel - Rental Vehicle	6.6		6.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s. 22	3-Mar- 9	
	None	Mile on Receipt (Exempt rly)	6.6		6.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5-Apr- 9	
3	None	Mile on Receipt (Exempt rly)	3.3		3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4-Apr- 9	
	None	Employee Uniforms and Clothing	3.9		3.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4-Apr- 9	
6	None	Fuel - Rental Vehicle	6.53		6.53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4-Apr- 9	
	None	Parking	.5		.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7-Apr- 9	
7	None	Fuel - Rental Vehicle	95.67		95.67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3-Apr- 9	
8	None	Mile on Receipt (Exempt rly)	6.3		6.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		4-May- 9	
9	Daily Limit	Training and Educational Spdy and Ovr	697.26		697.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3-May- 9	
	None	Over Travel Expense	3.5		3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3-May- 9	

Next - of 7

Revert Save

Audit Always

Revert Save



Expense Report Audit

- Audit Expense Reports
- Manage Expense Reports
- Auditor Setup
- Rebate Receipt Package

Search by Expense Report Number: Go Advanced Search

Expense Report: Exc2408976, Carson, Janet E.

Indicates required field

Hide

General Information

Name: Carson, Janet E. Amount: 8.5
 Number: 1 Currency: CAD
 Report Submit Date: 1-Jun-1 Purpose: Business Travel (May 1 (1) - Jun 1 (1))
 Expense Report Date: 1-Jun-1 Attachments: +
 Site: R04

2019

Audit Information

Number of Policy Violations: 0
 Number of Expenses with Violations: 0
 Audit Reason: None
 Last Audited By: Nicole, David
 Last Updated By: Andrew, Cynthia
 Report Status: Paid
 Reviewed By: Management Autoapproved Reversible
 AP Status: Invoice Created Paid Partially Paid Hold

ⓘ If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expense uses the smaller of the two amounts as the reimbursement amount.

View Expenses Process Exceptions Review Allocations Review Tips Approval Notes (3) Auditor Only Notes ()

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Re-Used	Receipt Issued	Justification	Expense Date	Details Attachments
1	None	Meals on Receipt (Exempt nly)	1.8		1.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s. 22	1-May-1	
	None	Parking	1.8		1.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1-May-1	
3	None	Parking	5.6		5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1-May-1	
	None	Meals on Receipt (Exempt nly)	.1		.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1-May-1	
5	None	Meals on Receipt (Exempt nly)	3.5		3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		31-May-1	
	None	Fuel - Rental vehicle				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		31-May-1	
	None	Meals on Receipt (Exempt nly)	11.5		11.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1-Jun-1	
	None	Meals on Receipt (Exempt nly)	3.3		3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3-Jun-1	
	None	Meals on Receipt (Exempt nly)	3.3		3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5-Jun-1	
1	None	Meals on Receipt (Exempt nly)	.3		.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5-Jun-1	

Next 11 - 1 of 1



Internet Expenses

Expense Report Audit

- Audit Expense Reports
- Manage Expense Reports
- Auditor Setup
- Receive Receipt Package

Search by Expense Report Number: Advanced Search

Expense Report: **Exc2408283, Carson, Janet E.**

* Indicates required field

Hide

General Information

Name: **Carson, Janet E.** Amount: 5.0
 Number: 1-51 Currency: CAD
 Report Submit Date: 1-Jul-19 Purpose: Business Travel (Jul-19 - Jul-18-19)
 Expense Report Date: 16-Jul-19 Attachments: +
 Site: N/A

2019

Audit Information

Number of Policy Violations: 0 Original Receipts Package Status: Not Required
 Number of Expenses with Violations: 0 Original Receipts Package Received Date:
 Audit Reason:
 Last Audited By:
 Last Updated By: Goetzam, Pat
 Report Status: Paid
 Reviewed By: Management Autoapproved Payables
 AP Status: Invoice Created Paid Partially Paid Hold

TIP: If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

Verify Expenses | Process Exceptions | Review Allocations | Review Tax | Approval Notes () | Auditor Reply Notes ()

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Received	Receipts Pending	Justification	Expense Date	Details Attachments
<input type="checkbox"/> All			5.0								
1	None	Fuel - Rental vehicle	5.8		5.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. 22	7-Jul-19	
	None	Airfare	18.		18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		8-Jul-19	
	None	Airfare	18.		18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11-Jul-19	
	None	Meals on Receipt (Exempt only)	1.8		1.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		16-Jul-19	

Review Save

Audit Always



EXPENSE REPORT

Expense Report Audit

- Audit Expense Reports
- Manage Expense Reports
- Auditor Setup
- Resolve Receipt Package

Search by Expense Report Number: Exc Go Advanced Search

Expense Report: Exc2408260, Carson, Janet E.

* Indicates required field

Hide

General Information

Name: Carson, Janet E. Amount: 1, 7.71
 Number: 1 Currency: CAD
 Report Submit Date: 1 -Aug- 1 Purpose: Business Travel (Jul 1 / 1 - Aug 1 / 1)
 Expense Report Date: 1 -Aug- 1 Attachments: +
 Site: Rice

2019

Audit Information

Number of Policy Violations: Original Receipts Package Status: Not Required
 Number of Expenses with Violations: Original Receipts Package Received Date:
 Audit Reason: Report Pkgg Number:
 Last Audited By: Andrew, Cynthia
 Report Status: Paid
 Reviewed By: Management Autoapproved Payables
 AP Status: Invoice Created Paid Partially Paid Hold

TIP If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expense uses the smaller of the two amounts as the reimbursement amount.

Verify Expenses Process Exceptions Review Allocations Review Tax Approval Notes () Auditor Only Notes ()

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Reviewed	Receipt Issued	Justification	Expense Date	Details Attachments
All			1, 7.71								
1	None	Fuel - Rental vehicle	7 .		7 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s. 22	-Jul- 1	
	None	Meals on Receipt (Exempt only)	-		-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Aug- 1	
	None	Meals on Receipt (Exempt only)	1 .		1 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7-Aug- 1	
	None	Meals on Receipt (Exempt only)	7. 1		7. 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Aug- 1	
	None	Meals on Receipt (Exempt only)	1 .		1 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Aug- 1	
	None	Fuel - Rental vehicle	7 .		7 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Aug- 1	
7	None	Accommodations	1, 7 .		1, 7 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Aug- 1	
	None	Meals on Receipt (Exempt only)	-		-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Aug- 1	

Revert Save



Expense Report Audit

- Audit Expense Reports
- Manage Expense Reports
- Auditor Setup
- Receive Receipt Package

Search by Expense Report Number Advanced Search

Expense Report: **Exc2410255, Carson, Janet E.**

* Indicates required field

Hide

General Information

Name: **Carson, Janet E.** Amount: 370.
 Number: 8 Currency: CAD
 Report Submit Date: -Sep-9 Purpose: Business Travel (Sep 3/9 - Sep 1/9)
 Expense Report Date: -Sep-9 Attachments: + **2019**

Audit Information

Number of Policy Violations: 3 Original Receipt Package Status: Not Required
 Number of Expense with Violations: 3 Original Receipt Package Received Date:
 Audit Reason: Report Filing Number:
 Last Audited By:
 Last Updated By: Andrew, Cynthia
 Report Status: Paid
 Reviewed By: Management Autoapproved Payable
 AP Status: Invoice Created Paid Partially Paid Hold

TIP: If you update both the reimbursement amount and exchange rate on the same expense line, IntraNet Expense uses the smaller of the two amounts as the reimbursement amount.

Verify Expenses Process Exceptions Review Allocations Review Tax Approval Notes () Auditor Reply Notes ()

Expand All Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Received	Receipt Issued	Justification	Expense Date	Details Attachments
All			370.								
	None	Meals on Receipt (Exempt rly)	0.		0.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. 22	-Sep-9	
	None	Meals on Receipt (Exempt rly)	.9		.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
3	None	Meals on Receipt (Exempt rly)	3.0		3.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
	None	Meals on Receipt (Exempt rly)	.9		.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
	None	Meals on Receipt (Exempt rly)	.6		.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
6	None	Meals on Receipt (Exempt rly)	3.6		3.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
7	None	Fuel - Rental eNide	.00		.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
	None	Fuel - Rental eNide	0.		0.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
9	None	Meals on Receipt (Exempt rly)	.3		.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	
	None	Meals on Receipt (Exempt rly)	.3		.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Sep-9	

Revert Back

Audit Always

Revert Back



- Expense Report Audit
- Audit Expense Reports
- Manage Expense Reports
- Auditor Setup
- Receive Receipt Package

Search by Expense Report Number: Go Advanced Search

Expense Report: Exc2411844, Carson, Janet E.

* Indicates required field

Hide

General Information

Name: **Carson, Janet E.** Amount: **.39**
 Number: **0 8** Currency: **CAD**
 Report Submit Date: **5-Nov-09** Purpose: **Business Travel (Rep. 01-01-09 - Nov 01 09)**
 Expense Report Date: **0-Nov-09** Attachments: **+**
 Site: **50a**

2019

Audit Information

Number of Policy Violations: **0** Original Receipt Package Status: **Not Required**
 Number of Expenses with Violations: **0** Original Receipt Package Received Date:
 Audit Reason: Report Filing Number:
 Last Audited By: **Gowman, Pat**
 Report Status: **Paid**
 Reviewed by: Management Autoapproved Payable
 AP Status Invoice Created Paid Partially Paid Hold

TIP If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

Verify Expenses Process Exceptions Review Allocations Review Tax Approval Notes () Auditor My Notes (7)

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Required	Receipt Issued	Justification	Expense Date	Details Attachments
1 All			.39								
	Previous										
		None	Miscellaneous Receipt (Exempt only)	.35	.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. 22	0-Sep-09	
		None	Miscellaneous Receipt (Exempt only)	9.80	9.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 - Oct-09	
		None	Miscellaneous Receipt (Exempt only)	.86	.86	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 - Oct-09	
		None	Fuel - Rental vehicle	.	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		08-Oct-09	
		None	Parking	6.5	6.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Oct-09	
		None	Miscellaneous Receipt (Exempt only)	.35	.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Oct-09	
		None	Fuel - Rental vehicle	9.	9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Oct-09	
		None	Parking	.	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Oct-09	
		None	Parking	9.80	9.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Oct-09	
		None	Miscellaneous Receipt (Exempt only)	99.0	99.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Oct-09	

Next - 0 of 0

Reset Save

Audit Assign

Reset Save



Expense Report Audit

- Audit Expense Reports
- Manage Expense Reports
- Auditor Setup
- Receive Receipt Package

Search by Expense Report Number or Advanced Search

Expense Report: Exc2413108, Carson, Janet E.

* Indicates required field

▲ Hide

General Information

Name **Carson, Janet E.** Amount **50.5**
 Number **8** Currency **CAD**
 Report Submit Date **-Dec-** Purpose **Business Travel (Nov / -Dec '19)**
 Expense Report Date **5-Dec-** Attachments **+ 2019**
 Site **016**

Audit Information

Number of Policy Violations **0** Original Receipts Package Status **Not Required**
 Number of Expenses with Violations **0** Original Receipts Package Received Date
 Audit Reason Report Filing Number
 Last Audited By
 Last Updated By **Andrew, Cynthia**
 Report Status **Paid**
 Reviewed By Management Autoapproved Payable
 AP Status Invoice Created Paid Partially Paid Hold

TIP If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

Verify Expenses Process Exceptions Review Allocations Review Tax Approval Notes () Auditor Only Notes ()

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	Amount CAD	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Received	Receipt Issued	Justification	Expense Date	Details Attachments
▲ All			50.5						s. 22		
	None	Fuel - Rental vehicle	-		-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Nov-	
	None	Parking	.5		.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5-Nov-	
	None	Meals on Receipt (Exempt req)	.85		.85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Nov-	
	None	Fuel - Rental vehicle	-		-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Nov-	
d	None	Meals on Receipt (Exempt req)	-		-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Dec-	
6	None	Fuel - Rental vehicle	55.6		55.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Dec-	
	None	Meals on Receipt (Exempt req)	.6		.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Dec-	
	None	Transportation (taxi, bus, etc)	.6		.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Dec-	
	None	Parking	-		-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-Dec-	
	None	Fuel - Rental vehicle	5.		5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5-Dec-	

Revert Save

From: [Drope, Jody](#)
To: [Sharland, Jill](#); [Barabash, Jason](#); [Anderson, Brian](#); [Carson, Janet](#); [Carpendale, Joanne](#); [Storey, Corrine](#); [Martinez, Erwin](#)
Subject: Background Material for Thursday January 19 from 4 - 5
Date: January 17, 2023 7:03:19 PM
Attachments: s. 13

[BCFS ExecCompPlan-formatted-FINAL.pdf](#)

s. 13

Team: The purpose of this meeting is to review s. 13

s. 13

s. 13

s. 14

s. 14

s. 14

s. 13

s. 13

Meeting Agenda:

s. 13

Attached is the background material.

Thanks!

Jody

Page redacted

Page redacted

Page redacted

Page redacted

Executive Compensation Plan British Columbia Ferry Services Inc.

DECEMBER 2022

BC Ferries Executive Compensation Plan

DECEMBER 2022

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BC Ferries Executive Compensation Plan

1.0 Introduction

The BC Ferry Authority (BCFA or the Authority) was created by the *Coastal Ferry Act (Act)* in 2003. The BCFA is the sole voting shareholder of BC Ferry Services Inc. (BCFS or the Company). The Government of BC (the Province) is the holder of all non-voting shares of the Company.

BCFS, is a former provincial crown corporation also created by the *Act* in 2003 and is an independently managed company whose operations are overseen by the BCFS Board of Directors. For the 2021/22 fiscal year, BCFS operated across 25 routes serviced by 35 vessels and 47 terminals. BCFS employs approximately 4500 employees with approximately 1050 casual or part-time employees representing close to 4000 full time equivalents.

1.1 Purpose

The *Act* was amended in 2010 which gave the BCFA the statutory accountability to approve a compensation plan for executives retained by BCFS. A BCFS Executive Compensation Plan (the Plan) must establish remuneration for BCFS executive positions that is compliant with the *Act* and includes the following requirements as prescribed by the *Act*:

- establish the methodology by which remuneration for executives is determined;
- be consistent with compensation levels for individuals performing similar services or holding similar positions in organizations within Canada that are a similar size and scope to BCFS;
- not be greater than compensation levels for individuals performing similar services or holding similar positions in provincial public sector employers in BC; and
- set out the remuneration and the terms and conditions on which it is to be paid.

The Authority must review and approve upper limits on compensation for BCFS executives. Through this amended Plan, the Authority established new remuneration limits, consistent with the legislative requirements.

1.2 Definitions

The following definitions apply to terms contained within the Plan:

Chief Executive Officer or CEO or President – is the highest-ranking executive position responsible for management and implementation of the BCFS strategic plan and vision;

Executive – an individual who is the CEO or an Executive Vice President (EVP) or a Vice President (VP) who is, despite his or her title, acting in a similar capacity or performing similar functions to a CEO, an EVP or VP of BCFS;

BC Registered Pension – is the retirement arrangement provided by the company under the Public Service Pension Plan (PSPP);

Supplementary Retirement Plan (SERP) – is a pension plan arrangement that is designed to supplement the registered pension benefit levels as administered through the PSPP;

Remuneration – is all money and benefits (also referred to as total compensation or total compensation package) including, but not limited to, salary, incentives, performance-based holdbacks, perquisites, and employer paid pension contributions provided to or made available to the person performing or agreeing to perform services for or agreeing to act in an executive capacity within BCFS;

BC Public Sector Organization – organizations and entities that are under the jurisdiction of the Public Sector Employers Council Secretariat (PSEC) and subject to the *Public Sector Employers Act* or entities and organizations that are subject to the *Public Service Act*. Excluded from this definition are cross jurisdictional public sector organizations or authorities that are not included in the BC Public Accounts.

1.3 Governance

The Authority approves the Plan and the BCFS administers executive compensation in accordance with the most recent Plan and the *Act*, within the limits and the methodology set out in the Plan approved by BCFA. Under section 21.4 of the *Act*, the Authority is required to:

- approve the BCFS Plan and take various steps to ensure that remuneration is compliant with the *Act*; and
- take all necessary actions to amend the articles of BCFS as prescribed by the *Act*.

With respect to the implementation of the Plan, the BCFS Board of Directors is required to execute the Plan by ensuring remuneration to executives is consistent with the Plan approved by the BCFA (see section 21.5 of the *Act*).

1.4 Term

This Plan continues in effect until an amended or replacement plan is approved by the Authority.

1.5 Publication of the Plan

BCFA is required to publish this Plan, and the BCFS should also post the Plan, in addition to any other required disclosures, on its corporate website.

2.0 Compensation Philosophy

The BCFA is committed to approving a fair and equitable total compensation package for executive employees. The compensation philosophy is intended to guide the development and maintenance of a compensation framework comprised of direct, indirect, and deferred compensation that is competitive and remains fiscally responsible to partners and stakeholders.

The compensation philosophy is supported through several core principles that are consistent with BC public sector organizations. The core principles are as follows:

Performance – Establish a total compensation package that aligns employees with the strategic priorities and vision of the company and support a performance-based culture where executives are required to meet or exceed key goals and objectives.

Differentiation – Differentiation in salary is supported where there are differences in the scope and complexity of the executive role within the organization, and/or due to superior individual contributions. Executive allocation criteria are applied as the determinate of the appropriate executive salary range.

Accountability – Compensation decisions are objective, affordable, based upon a clear and documented business rationale and demonstrate an appropriate expenditure of fare box and contribution-based revenues.

Transparency – The Compensation Plan is designed, managed, and communicated in a manner that ensures the program is clearly understood by the executive team and the public with due respect for personal information.

Compliance – The total compensation packages are compliant with the *Act* and must not exceed public sector plans and other applicable governing provincial and federal legislation.

While the BCFS is not subject to the guidelines prescribed by PSEC or the provisions of the *Public Sector Employers Act*, these principles reflect best practices in the determination of executive salaries within the public and broader public sectors. Compliance to these principles further supports on-going compliance with section 21.4(2)(a)(ii) of the *Act* by maintaining public sector relativity over the long-term.

2.1 Objectives

- a) Alignment with service plan, business strategy, goals, values, and culture of BCFS.
- b) Provision of a total compensation package sufficient to attract, retain, and motivate the necessary talent for executive organizational roles.
- c) Recognition of performance and outcomes that can be directly attributed to the individual executive member.
- d) Allows flexibility to adapt to organizational challenges and evolving workplace variables.
- e) Imparts a compensation package that is not unduly complex or ambiguous.
- f) Continues as affordable to BCFS and be perceived as an appropriate expenditure of funds.
- g) Provision of a degree of integration and continuity with BCFS management compensation.
- h) Ensures that total compensation maintains relativity with the BC public sector.
- i) Compliance with all relevant legislation and regulations.

2.2 Components of Total Compensation

The costing model for total compensation is inclusive of the following compensatory components:

Base salary – the fixed sum of money paid without consideration for any supplemental form of compensation. A portion of base pay may be subject to a holdback.

Salary Holdback – a percentage of base pay that is held back and paid in full or in part as an annual lump sum contingent on the achievement of corporate and individual objectives.

Health and Welfare Benefits – a form of insurance for medical, dental, extended health, long term disability, and related coverage. This includes any health benefits delivered through health spending accounts and/or health wellness accounts.

Vehicle Expense Allowances – taxable monthly cash payment for vehicle expenses and reimbursement of fuel and/or insurance expenses. Provision of vehicle allowances are expected to mirror public sector guidelines.

Vacation and Leave Entitlements – paid time away from work. Unused vacation that cannot be carried over into subsequent years is paid out as a lump sum. Public sector guidelines apply to vacation roll-over to mitigate excessive accrual.

Registered Pension – Executive employees participate in the PSPP subject to eligibility criteria. The PSPP provides a future defined benefit that is funded through joint employee and employer contributions. The contributions are calculated as a percentage of base income. The employer contribution to the Plan is included as part of total compensation.

Supplemental Executive Retirement Plan (SERP) – in addition to the registered pension plan, executives may also be eligible for SERP benefits. The employer contribution to the SERP, if applicable, is included as part of total compensation.

Statutory benefits – employer contributions to the Canada Pension Plan, Employment Insurance, and WorkSafe BC.

Other – employer costs that are directly attributed to the benefit of the employee. Examples include professional association memberships, subsidized travel, and recognition gifts of substantial value.

The aggregate cost of all measurable components is not to exceed the total compensation maximums identified by this Plan.

3.0 Methodology

The primary compensatory components are subject to comparative analysis with two sample groups of organizations characterized as follows:

1. Organizations in Canada that are of similar size and scope as per section 21.4(i) of the *Act* (Group 1).
2. BC public sector employers that perform similar services as per section 21.4(ii) of the *Act* (Group 2).

3.1 Sample Group Selection

Organizations comprising the respective sample groups are included based on similar size and scope to BCFS, delivery of similar services to BCFS, or the inclusion of positions that are similar to the executive roles in BCFS.

The organizations that have been selected as comparators include:

Organizations in Canada selected as Comparators (Group 1)

1. Algoma Central Corporation – Marine Carrier
2. Canadian Air Transport Security Authority (CATSA) – Air Travel Screening
3. Cargojet – Air Cargo Services
4. Logistec Corporation – Marine and Terminal Operations
5. Mullen Group – Logistics and Warehousing
6. Purolator Inc. – Parcel Courier Service
7. South Coast Transportation Authority (TRANSLINK) – Public Transportation and Infrastructure
8. Vancouver Airport Authority – Airport Operations
9. Vancouver Fraser Port Authority – Port Operations
10. Via Rail – Passenger Transport

Organizations in the BC public sector selected for consideration of similar executive roles (Group 2)

1. BC Hydro
2. BC Lottery Corporation
3. Insurance Corporation of BC
4. Worksafe BC
5. BC Transit
6. Health Authorities

3.2 Survey Data Collection

Compensation related information on the comparator organizations is collected through direct contact, annual reports, and other forms of published data.

Aggregate salary data is further compared against at least one comprehensive third-party salary survey. BC public sector data is additionally subject to verification with PSEC.

If it is established that executive compensation in the sample group of “Organizations in Canada” significantly exceeds the direct compensatory maximums of the BC public sector, then no further information is collected for this group on indirect compensation.

3.3 Benchmarking

The 2022 compensation review cycle established that the Group 1 comparator group exceeded BC public sector averages by greater than 35% for base and incentive pay. The legislation directs that remuneration is not greater than the remuneration that provincial public sector employers in British Columbia provide so the collection of more detailed information for this group is not relevant. Benchmarking is therefore limited to public sector organizations.

Detailed comparisons in scope, complexity, and quantifiable information were consequently limited to BC public service organizations and the specific similar executive roles within those organizations.

3.4 Market Position

Based on scope and complexity benchmarking with BC public sector organizations in the comparator group, BCFS executive compensation is deemed to appropriately rank at the third quartile.

The third quartile ranking is additionally supported as a mitigation measure relative to the significantly higher compensation paid to executive within the transportation industry outside of the provincial public sector.

The benchmarking supports two executive levels under the Chief Executive Officer in recognizing there is measurable delineation between executive roles.

3.5 Establishing Salary Ranges

Salary range maximums reflect third quartile positioning among the comparator organizations. Salary range spread between the minimum and maximums reflects averages from the comparator organizations.

4.0 Salary Ranges – Base Salary

Position	Minimum Base Salary	Median Base Salary	Maximum Base Salary
CEO/President	\$323,440	\$372,320	\$422,240
Executive Vice President	\$262,080	\$312,000	\$360,880
Vice President	\$234,000	\$284,960	\$335,920

Salary range maximums may be increased annually within the Plan, subject to BCFA approval, provided the increases do not exceed those established by PSEC for public sector executive employees. Increases that exceed those provided by PSEC will impact the third quartile relative the salary schedules are formulated on.

Where an executive employee is appointed at less than the base salary maximum, future in-range movement is contingent on measured and documented performance. Where an executive employee is at the salary range maximum, and the salary range is increased, movement to the new maximum is not an automatic entitlement. Movement to any new maximum is contingent on measurable and documented performance.

4.1 Initial Allocation

The minimum to median component of the range will typically apply to executive employees that are deemed to be developmental, or to employees that are temporarily acting or substituting in an executive role.

The median base salary is a reference point for initial placement of fully qualified executive employees that meet all prescribed competency measures. Employees with a significant depth of experience and/or specialized skill sets that are in demand may be appointed above the median.

5.0 Total Compensation

Total compensation is the aggregate of all direct and indirect compensation. It is inclusive, but not limited to, the compensation components noted in section 2.2. Total compensation will not exceed the following amounts:

Position	Maximum Total Compensation at Minimum Base Salary	Maximum Total Compensation at Medium Base Salary	Maximum Total Compensation at Maximum Salary
CEO/President	\$397,831	\$457,953	\$519,334
Executive Vice President	\$322,358	\$383,760	\$443,872
Vice President	\$287,820	\$350,480	\$413,192

The total compensation figures are derived from applying a factor of 23% to base compensation. The maximum total compensation represents an upper threshold. Individual employment contracts, health benefit utilization, PSPP eligibility, and related variables will typically preclude attainment of the maximum.

6.0 Compensation Plan Administration

BC Ferries is responsible for the on-going administration of the Executive Compensation Plan subject to the oversight provided by the BCFS Board of Directors. On-going administration is inclusive of, but not limited, to the following:

- establishing a classification mechanism or equivalent means to delineate SVP roles from VP roles;
- initial placement of executive employees on the salary range;
- establishing performance measures that guide in-range movement;
- determining if a salary holdback will apply to base salary, the percentage amount of the holdback, and the conditions under which it is paid as an annual lump sum in full or in part;
- allocation of any portion of base pay to an incentive pay scheme;
- determination of indirect compensation components that are compliant with the Plan and within the spirit and intent of public sector guidelines;
- monitoring and payout of vacation accrual;
- ensuring the total compensation maximum is not exceeded;
- providing a detailed total compensation breakdown annually to the BCFA for each executive employee in support of disclosure and transparency; and
- seeking and receiving BCFA approval for any indirect compensatory measure that would not be typical to the public sector.

Exceptions to this Plan must be approved by the BCFA and the BCFS Boards of Directors and made only on an extreme and exceptional basis.

7.0 Application Guidelines

The spirit and intent of BC public sector compensation guidelines is expected to apply in the administration of the Plan. Some of the key guidelines and practical considerations are noted below and are intended to serve as a guide for employment contracts negotiated or existing contracts amended after this Plan is in effect. These guidelines do not replace terms and conditions contained within executive employment contracts in place prior to this Plan being in effect provided the total compensation does not exceed the maximum level as outlined in section 5 of this Plan.

These guidelines and considerations are:

- unused vacation leave may be carried over to the year following the year in which it was accumulated; however, if it is not used by the end of that following year it must be paid out in order to avoid excessive accruals;
- sick leave entitlements may be accumulated but cannot be paid out in cash or transferred to any other leave category;
- any applicable retirement allowance benefits are not payable as part of a severance package;
- no senior employee will earn more than 85% of the CEO's annualized total compensation in isolation of transitional or corrective compensation initiatives;
- the number of executive roles is to remain consistent with comparator organizations;
- the number of SVP and equivalent roles should not exceed the number of VP and equivalent roles;
- vehicle leases are limited to \$625/monthly and vehicle allowances are limited to \$580/monthly; and
- deferred compensation arrangements are not typically permitted.

Additional public sector guidelines have been articulated in the publication *"Guide to BC Public Sector Compensation and Expense Policies"*.

8.0 Reporting Requirements

In accordance with the *Act*, the Company must publish in each fiscal year, details on the remuneration provided in the preceding fiscal year to the executives whose compensation is governed by this Plan or previous executive compensation plans approved by BCFA. The BCFS will provide to the BCFA a report, signed by the Chair of the BCFS Board, detailing all components of compensation paid to each executive and a detailed explanation of compensation provided. The Company posts its annual Executive Compensation Disclosure Report on its website at bcferries.com.

Addendum – Summary of Comparator Organizations (base and incentive pay)

Chief Executive Officer Equivalent Positions

	Average	Highest	Lowest
Organizations in Canada*	>\$880,000	>\$1,000,000	\$362,754
BC Public Sector	\$355,633	\$415,800	\$284,000

*Comparator organization compensation exceeding \$1 million is expressed as >\$1 million to mitigate skewing

Vice President Equivalent Positions (Range 1)

	Average	Highest	Lowest
Organizations in Canada*	>\$395,000	\$616,000	\$235,000
BC Public Sector	\$339,649	\$365,280	\$219,200

Vice President Equivalent Positions (Range 2)

	Average	Highest	Lowest
BC Public Sector	\$314,856	\$337,080	\$202,300

2021 Western Compensation & Benefits Survey

Executive Role	Publicly Traded	Public Sector
Chief Executive Officer	>\$1 million	\$306,000
Chief Operating Officer	\$779,000	\$188,000
Chief Financial Officer	\$656,000	\$254,000
VP – Information Technology	\$467,000	\$219,000
VP – Human Resources	\$502,000	\$238,000

Notes: Figures include base pay plus short-term incentive pay. Executive in publicly traded organizations may be eligible for additional long term and stock incentives. Public sector data is not limited to the comparator organizations referenced in the report, nor is it limited to BC based organizations.

**BCFS EXECUTIVE COMPENSATION PLAN
2019/2022 COMPARISON**

	2019 Comp Plan	2022 Comp Plan
Registered Pension (PSPP)	Included	Included
<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">s. 13</div>		
Supplemental Retirement Plan (SERP)	Included	Included
<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">s. 13</div>		
Salary Holdback	Included	Discretionary
<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">s. 13</div>		
Executive Benefits	Included	Included
<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">s. 13</div>		
Vehicle Expense Allowance	Included	Included

BCFS EXECUTIVE COMPENSATION PLAN

2019/2022 COMPARISON

s. 13		
Vacation and Leave Entitlements	Not Included in Plan with specifics included in individual employment contracts s. 13	Included s. 13
Statutory Benefits	Not defined	Defined s. 13
Other Indirect Compensation Elements	Not defined	Defined s. 13
Compression with CEO	Not defined	Defined

BCFS EXECUTIVE COMPENSATION PLAN

2019/2022 COMPARISON

		s. 13
Term of Comp Plan	Included	Included
	s. 13	
Cost of Living Adjustments	s. 13	
Maximum Allowable Total Remuneration		
Total cash comp plus indirect comp		
Total Remuneration	Included	Included
Total direct cash compensation plus indirect compensation	s. 13	
Canadian Comparator Organizations	Included 13 comparators Includes 2022 BCFA 10 comparators plus Chorus, Seaspan and Trimac	Included 10 comparators Excludes Chorus, Seaspan and Trimac. Compensatory information for these three organizations was not readily available but is believed to exceed public sector maximums, therefore not impacting the salary ranges.
BC Public Sector Comparators	Included 6 organizations Includes UBC and excludes BC Transit	Included 6 organizations Excludes UBC and includes BC Transit
Executive Salary Administration Guidelines	Not included	Included and aligns to PSEC Guidelines

BCFS EXECUTIVE COMPENSATION PLAN

2019/2022 COMPARISON

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