

Travel and hospitality expense report - details
Colin Metcalfe, VP of Corporate Affairs

Travel Expenses -January 1 - March 31, 2018

Dates	Purpose	Destination	Air fare	Other transportation	Accommodations	Meals and incidentals	Cost
January 16 - 18, 2018	To attend various meetings related to business development	Prince Rupert, BC	941.25	113.17	286.00	218.52	\$ 1,558.94
January 30 - February 2, 2018	To attend various meetings with stakeholders to discuss strategic planning	Ottawa, ON	4,042.25	234.18	546.00	320.76	5,143.19
March 13 - 15, 2018	To attend various meetings with stakeholders	Ottawa, ON	3,604.24	186.06	364.00	218.52	4,372.82
Total							\$ 11,074.95

Hospitality - January 1 - March 31, 2018

Date	Event Description	Location	Attendees: (Employees/ Guests)	Cost
January 8, 2018	Lunch meeting	Vancouver, B.C.	1 (1)	\$ 53.47
March 14, 2018	Lunch meeting	Ottawa, ON	2 (2)	115.94
Total				\$ 169.41