Dear

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, file # NR-021-2013

On October 8, 2013, the Department of Natural Resources received your request for access to the following records/information:

"Any and all expense reports, briefing notes and correspondence in regards to the trip to Yellowknife made by Natural Resources Minister Tom Marshall and other department staff for the 2013 Energy and Mining Ministers' Conference, which took place August 24 to 27, 2013"

The department determined that a fee would apply to your request and forwarded to you an estimate of costs on October 18, 2013. On the same day, you opted to revise the scope of your request to include only the above noted expense reports. I am pleased to inform you that your request for access to these records has been granted and the appropriate copies have been enclosed.

Please be advised that these responsive records will be published following a 72 hour period after the response is sent electronically to you or five days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

P.O. Box 8700, St. John's, NL, Canada A1B 4J6  t 709.729.2766  f 709.729.0059
If you have any further questions, please feel free to contact the department’s ATIPP Coordinator at (709) 729-3214.

Sincerely,

CHARLES W. BOWN
Deputy Minister

c. Copy to Tanya Noseworthy
Government of Newfoundland and Labrador

Expense Claim: TCMS288915

Name: Marshall, Hon Thomas
Expense Date: 23-Aug-13 - 27-Aug-13
Cost Center: 0901
Purpose: Attend FPT Mines and Energy minister's Meetings in Yellowknife
Report Submit Date: 26-Jul-13
Claim Authorization: Journey Authorization
Fiscal Year: 2013-14
Acct Distribution: 01-0901-110-3300-0369-000000

Receipt-Based Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-Aug-13</td>
<td>Airfare</td>
<td>Airline Carrier: Air Canada; Class of Ticket: Economy; Justification of Ticket:</td>
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<td>84.83</td>
<td>791.71</td>
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<td></td>
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<td>2123234643; Receipt Date: 11-Jul-13; Location From: St John's; Location To:</td>
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<td>Yellowknife</td>
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<td>2,087.23</td>
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<td>2,337.70</td>
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Submission Instructions
- Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
- Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
- Sign and date your Expense Claim and forward it to your Supervisor for approval.

Pre-Audit will process claims when submitted by claimant, signed and when the supporting documentation has been received. Upon processing, a notification will be sent to you via ECMS status update. The expense report will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 2,337.70

Claimant's Signature: ____________________________ Date: ______________

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: ____________________________ Date: ______________

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: ____________________________ Date: ______________
Government of Newfoundland and Labrador
Expense Claim: TCMS292673

Name: Marshall, Hon Thomas
Expense Date: 15-Jul-13 - 28-Aug-13
Cost Center: 0901
Purpose: Attend FPT Mines and Energy Ministers' meetings in Yellowknife
Report Submit Date: 29-Aug-13
Claim Authorization: Journey Authorization
Fiscal Year: 2013-14
Acct Distribution: 01-0901-110-3300-0369-000000
Related Claims: TCMS288915

### Receipt-Based Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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</thead>
<tbody>
<tr>
<td>15-Jul-13</td>
<td>Conference/Reg. Fees</td>
<td>Receipt Date: 15-Jul-13; Description: Registration fee for Mines and Energy Ministers' meetings in Yellowknife</td>
<td>375.00</td>
<td>45.00</td>
<td>420.00</td>
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<tr>
<td>23-Aug-13</td>
<td>Accommodations</td>
<td>Receipt Date: 27-Aug-13</td>
<td>656.25</td>
<td>78.75</td>
<td>735.00</td>
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<tr>
<td>27-Aug-13</td>
<td>Accommodations</td>
<td>Receipt Date: 28-Aug-13</td>
<td>159.38</td>
<td>19.13</td>
<td>178.51</td>
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<td>28-Aug-13</td>
<td>Airfare</td>
<td>Airline Carrier: Air Canada; Class of Ticket: Economy; Justification of Ticket: Attend FPT Mines and Energy Ministers' meetings in Yellowknife; Ticket Number: 2124812459; Receipt Date: 28-Aug-13; Location From: Yellowknife; Location To: St John's</td>
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**Total** 1,238.56 148.63 1,387.19

### Per Diem Expenses

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<th>Rate</th>
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<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<td>Incidental Expenses</td>
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<td>22.32</td>
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<td>Lunch (NL)</td>
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<td>1</td>
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<td>13.39</td>
<td>1.61</td>
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<td>Expense Type</td>
<td>Expense Details</td>
<td>Days</td>
<td>Rate</td>
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<td>Tax Amount</td>
<td>Reimbursable Amount (CAD)</td>
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<td>55.00</td>
<td>49.11</td>
<td>5.89</td>
<td>55.00</td>
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|            |                  |                          |      |      |                   |            | Total: 205.36              | 24.64      | 230.00

Total

|            |                  |                          |      |      |                   |            | Total: 205.36              | 24.64      | 230.00   |
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
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Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 1,617.19

Claimant's Signature: [Signature] Date: Aug. 29, 2013

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: [Signature] Date: Aug. 30, 2013

Supervisor/Divisional Head: [Signature] Date: 

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes ☐ No ☐

Transactional Review and Compliance: Date: 

[Other fields and signatures]
**Government of Newfoundland and Labrador**

**Expense Claim: TCMS288909**

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<tr>
<th>Name:</th>
<th>Wells, Lary</th>
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<tr>
<td>Expense Date:</td>
<td>23-Aug-13 - 27-Aug-13</td>
</tr>
<tr>
<td>Cost Center:</td>
<td>0901</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Attend FPT Mines and Energy Minister's meetings in Yellowknife</td>
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<tr>
<td>Report Submit Date:</td>
<td>26-Jul-13</td>
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<tr>
<td>Claim Authorization:</td>
<td>Journey Authorization</td>
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<td>Fiscal Year:</td>
<td>2013-14</td>
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<td>Acct Distribution:</td>
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<tr>
<td>Related Claims:</td>
<td></td>
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</tbody>
</table>

**Receipt-Based Expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
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</tr>
</thead>
<tbody>
<tr>
<td>23-Aug-13</td>
<td>Airfare</td>
<td>Airline Carrier: Air Canada; Class of Ticket: Economy; Justification of Ticket: Attend FPT Mines and Energy Minister's meetings in Yellowknife; Ticket Number: 2123234860; Receipt Date: 11-Jul-13; Location From: St John's; Location To: Yellowknife</td>
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<td>27-Aug-13</td>
<td>Airfare</td>
<td>Airline Carrier: Air Canada; Class of Ticket: Economy; Justification of Ticket: Attend FPT Mines and Energy Minister's meetings in Yellowknife; Ticket Number: 2123271487; Receipt Date: 12-Jul-13; Location From: Yellowknife; Location To: St John's</td>
<td>843.16</td>
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<td><strong>Total</strong></td>
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<td>234.80</td>
<td>2,191.44</td>
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| Time of Departure: | 23-Aug-13 |
| Time of Return:    | 28-Aug-13  |
| Departure Date:    |            |
| Return Date:       |            |
| Exchange Rate:      | CAD        |
| Currency:           |            |
| Reimbursement Amount: | 2,191.44  |
| Net of Tax Total:   | 1,956.64   |
| Tax Total:          | 234.80     |


Submission Instructions

* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
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Explanations Related to Expense Items Claimed (if applicable):

---

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: $2,191.44

Claimant's Signature: ___________________________ Date: July 26, 2013

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: ___________________________ Date: July 26, 2013

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: ___________________________ Date: ___________________________
Government of
Newfoundland and Labrador
Expense Claim: TCMS292654

Name: Wells, Larry
Expense Date: 15-Jul-13 - 28-Aug-13
Cost Center: 0901
Purpose: Attend FPT Mines and Energy Minister’s meetings in Yellowknife
Report Submit Date: 29-Aug-13
Claim Authorization: Journey Authorization
Fiscal Year: 2013-14
Acct Distribution: 01-0901-110-3300-0369-000000
Related Claims: TCMS288909

Time of Departure: 11:30
Time of Return: 19:30
Departure Date: 23-Aug-13
Return Date: 28-Aug-13
Exchange Rate: 
Currency: CAD
Reimbursement Amount: 1,765.19
Net of Tax Total: 1,576.06
Tax Total: 189.14

Receipt-Based Expenses

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<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tbody>
<tr>
<td>15-Jul-13</td>
<td>Conference/Reg. Fees 01-0901-110-3300-0232-000000</td>
<td>Receipt Date: 15-Jul-13; Description: Registration fee for Mines and Energy Ministers’ meetings in Yellowknife</td>
<td>375.00</td>
<td>45.00</td>
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<tr>
<td>23-Aug-13</td>
<td>Accommodations    01-0901-110-3300-0365-000000</td>
<td>Receipt Date: 27-Aug-13</td>
<td>656.25</td>
<td>78.75</td>
<td>735.00</td>
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<td>23-Aug-13</td>
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<td>Receipt Date: 23-Aug-13</td>
<td>13.39</td>
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<td>27-Aug-13</td>
<td>Accommodations    01-0901-110-3300-0368-000000</td>
<td>Receipt Date: 28-Aug-13</td>
<td>159.38</td>
<td>19.13</td>
<td>178.51</td>
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<td>28-Aug-13</td>
<td>Airfare           01-0901-110-3300-0367-000000</td>
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**Total** 1,369.18 164.31 1,533.49

Per Diem Expenses

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<tr>
<th>Date</th>
<th>Expense Type</th>
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<th>Days</th>
<th>Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tr>
<td>23-Aug-13</td>
<td>Incidental Expenses</td>
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<td>5</td>
<td>5.00</td>
<td>22.32</td>
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<td>22.32</td>
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<td>Per Diem (Canada)</td>
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Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: $1,765.19

Claimant's Signature: [Signature] Date: Aug 29, 2013

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: [Signature] Date: Aug 29, 2013

Supervisor/Divisional Head: [Signature] Date: Aug 29, 2013

Office of the Comptroller General Purposes Only:
Selected for Regular Review: Yes □ No □

Transactional Review and Compliance: Date:
**Government of Newfoundland and Labrador**  
**Expense Claim: TCMS287239**

**Name:** Bown, Charles  
**Expense Date:** 23-Aug-13 - 23-Aug-13  
**Cost Center:** 0902  
**Purpose:** Attend EMMC in Yellowknife  
**Report Submit Date:** 10-Jul-13  
**Claim Authorization:** Journey Authorization  
**Fiscal Year:** 2013-14  
**Acct Distribution:** 01-0902-110-3310-0369-000000  
**Related Claims:**

### Receipt-Based Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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</thead>
<tbody>
<tr>
<td>23-Aug-13</td>
<td>Airfare</td>
<td>Airline Carrier: Air Canada; Class of Ticket: Economy; Ticket Number: 0142123184503-04; Receipt Date: 10-Jul-13; Location From: St John's; Location To: Yellowknife</td>
<td>2,442.87</td>
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<td>Conference/Reg. Fees</td>
<td>Receipt Date: 10-Jul-13; Description: Registration for 2013 EMMC conference in Yellowknife.</td>
<td>375.00</td>
<td>45.00</td>
<td>420.00</td>
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</table>

**Total**  
Net of Tax Total: 2,817.87  
Tax Total: 338.14  
Reimbursable Amount: 3,156.01
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* Sign and date your Expense Claim and forward it to your Supervisor for approval.

Pre-Audit will process claims when submitted by claimant, signed and when the supporting documentation has been received. Upon processing, a notification will be sent to you via ECMS status update. The expense report will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (If applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: $3,156.04

Claimant's Signature: [Signature]
Date: July 16, 2013

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:
Supervisor/Divisional Head: [Signature]
Date: July 16, 2013

Office of the Comptroller General Purpose Only:
Selected for Regular Review: Yes [ ] No [ ]
Transcational Review and Compliance: [Signature]
Date: [Signature]
**Expense Claim: TCMS292680**

Name: Bown, Charles  
**Expense Date:** 23-Aug-13 - 28-Aug-13  
Cost Center: 0902  
Purpose: To Attend EMMC 2013 in Yellowknife with Minister  
Report Submit Date: 30-Aug-13  
Claim Authorization: Journey Authorization  
Fiscal Year: 2013-14  
Acct Distribution: 01-0902-110-3310-0369-000000  
Related Claims:

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<th>Expense Type</th>
<th>Expense Details</th>
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<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tr>
<td>23-Aug-13</td>
<td>Accommodations</td>
<td>Receipt Date: 28-Aug-13</td>
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<td>98.44</td>
<td>918.75</td>
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<td>Car Rental</td>
<td>Rental Agency: Hertz; Receipt Date: 28-Aug-13</td>
<td>410.61</td>
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**Per Diem Expenses**

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<th>Expense Details</th>
<th>Days</th>
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<th>Reimbursable Amount (CAD)</th>
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<tr>
<td>23-Aug-13 to</td>
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</tr>
<tr>
<td>26-Aug-13 to</td>
<td>Dinner (Canada)</td>
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<td>1</td>
<td>24.50</td>
<td>21.88</td>
<td>2.63</td>
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<td>26-Aug-13</td>
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<td>28-Aug-13 to</td>
<td>Per Diem (Canada)</td>
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<td>5.25</td>
<td>49.00</td>
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<tr>
<td>28-Aug-13</td>
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<td><strong>Total</strong></td>
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Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* Sign and date your Expense Claim and forward it to your Supervisor for approval.

Pre-Audit will process claims when submitted by claimant, signed and when the supporting documentation has been received. Upon processing, a notification will be sent to you via ECMS status update. The expense report will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 1,624.13

Claimant's Signature: ___________________________ Date: Aug 30/13

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: ___________________________ Date: Aug 30 2013

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes ☐ No ☐

Transactional Review and Compliance: ___________________________ Date:  

14
Name: Liverman, David  
Expense Date: 24-Aug-13 - 25-Aug-13  
Cost Center: 0995  
Purpose: 2013 Energy and Mines Ministers' Conference  
Report Submit Date: 04-Jun-13  
Claim Authorization: Journey Authorization  
Fiscal Year: 2013-14  
Acct Distribution: 01-0995-110-3310-0369-000000  
Related Claims:  

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<th>Date</th>
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<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Aug-13</td>
<td>Airfare</td>
<td>Airline Carrier: Air Canada; Class of Ticket: Economy; Justification of Ticket: Journey Authorization; Ticket Number: 0142121820342-43; Receipt Date: 03-Jun-13; Location From: St John's; Location To: Yellowknife</td>
<td>1,338.09</td>
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<td>25-Aug-13</td>
<td>Conference/Reg. Fees</td>
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<td>375.00</td>
<td>45.00</td>
<td>420.00</td>
</tr>
</tbody>
</table>

Total 1,713.09 205.57 1,918.66
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* Sign and date your Expense Claim and forward it to your Supervisor for approval.

Pre-Audit will process claims when submitted by claimant, signed and when the supporting documentation has been received. Upon processing, a notification will be sent to you via ECMS status update. The expense report will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 1,918.66

Claimant's Signature: [Signature]
Date: 4 June 2013

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: [Signature]
Date: June 5/13

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes ☐ No ☐

Transactional Review and Compliance: Date: 
Name: Liverman, David  
Expense Date: 24-Aug-13 - 28-Aug-13  
Cost Center: 0995  
Purpose: 2013 Energy & Mines Ministers' Conference  
Report Submit Date: 11-Sep-13  
Claim Authorization: Journey Authorization  
Fiscal Year: 2013-14  
Acct Distribution: 01-0995-110-3310-0369-000000  
Related Claims: TCMS282820  
Time of Departure: 13:15  
Time of Return: 00:30  
Departure Date: 24-Aug-13  
Return Date: 28-Aug-13  
Exchange Rate:  
Currency:  
Reimbursement Amount: 941.46  
Net of Tax Total: 840.59  
Tax Total: 100.87

### Receipt-Based Expenses

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<th>Date</th>
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<th>Expense Details</th>
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<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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</thead>
<tbody>
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<td>01-0995-110-3310-0365-000000</td>
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**Total** 713.36 85.60 798.96

### Per Diem Expenses

<table>
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<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Days</th>
<th>Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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</thead>
<tbody>
<tr>
<td>24-Aug-13 to 24-Aug-13</td>
<td>Dinner (Canada)</td>
<td>01-0995-110-3310-0364-000000</td>
<td>1</td>
<td>24.50</td>
<td>21.88</td>
<td>2.63</td>
<td>24.50</td>
</tr>
<tr>
<td>24-Aug-13 to 27-Aug-13</td>
<td>Incidental Expenses</td>
<td>01-0995-110-3310-0369-000000</td>
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<td>5.00</td>
<td>17.86</td>
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<td>25-Aug-13 to 25-Aug-13</td>
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<td>49.00</td>
<td>43.75</td>
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<td>49.00</td>
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<td>26-Aug-13 to 26-Aug-13</td>
<td>Per Diem (Canada)</td>
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<td>1</td>
<td>49.00</td>
<td>43.75</td>
<td>5.25</td>
<td>49.00</td>
</tr>
</tbody>
</table>

**Total** 127.23 15.27 142.50
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* Sign and date your Expense Claim and forward it to your Supervisor for approval.

Pre-Audit will process claims when submitted by claimant, signed and when the supporting documentation has been received. Upon processing, a notification will be sent to you via ECMS status update. The expense report will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):
Missed Connecting Flight From Toronto to St. John's which was due to arrive in St. John's at 8:54 pm; subsequently arrived on a later flight at 12:30 a.m.

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: $941.46

Claimant's Signature: ___________________________ Date: 11-Sep-2013

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: ___________________________

Supervisor/Divisional Head: ___________________________ Date: 11-Unh13

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: ___________________________ Date: ___________________________
Name: English, Tracy  
Expense Date: 13-Aug-13 - 28-Aug-13  
Cost Center: 0996  
Purpose: To attend the EMMC meeting in Yellowknife August 23-28  
Report Submit Date: 19-Sep-13  
Claim Authorization: Journey Authorization  
Fiscal Year: 2013-14  
Acct Distribution: 01-0996-110-3310-0369-000000  
Related Claims: 

Time of Departure: 06:00  
Time of Return: 
Departure Date: 23-Aug-13  
Return Date: 28-Aug-13  
Exchange Rate: 
Currency: CAD  
Reimbursement Amount: 2,145.63  
Net of Tax Total: 1,915.73  
Tax Total: 229.91

### Receipt-Based Expenses

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<th>Date</th>
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<th>Expense Details</th>
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<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<td>28-Aug-13</td>
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### Per Diem Expenses

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<th>Reimbursable Amount (CAD)</th>
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<tr>
<td>23-Aug-13 to</td>
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<td>26-Aug-13</td>
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<tr>
<td>26-Aug-13 to</td>
<td>Dinner (Canada)</td>
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<td>21.88</td>
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<td>26-Aug-13</td>
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<td>196.88</td>
<td>23.63</td>
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</tbody>
</table>
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
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Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 2,145.63

Claimant's Signature: [Signature] Date: [Date]

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: [Signature] Date: [Date]

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: Date: [Date]
Batterson, Martin
22-Aug-13 - 22-Aug-13
0967
To attend NGSC meetings in Yellowknife, NWT
08-Aug-13
Journey Authorization
2013-14
01-0967-110-3410-0369-111400

<table>
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<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tr>
<td>22-Aug-13</td>
<td>Airfare</td>
<td>AirlineCarrier: Air Canada; Class of Ticket: Economy; Ticket Number: 0142124087197-98; Receipt Date: 08-Aug-13; Location From: St John's; Location To: Yellowknife</td>
<td>1,475.54</td>
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<td>01-0967-110-3410-0369-111400</td>
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<tr>
<td>Total</td>
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<td></td>
<td>1,475.54</td>
<td>177.00</td>
<td>1,652.60</td>
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</table>
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
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Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable): See attached note.

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 1,652.60

Claimant’s Signature: [Signature]

Date: August 8/2017

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: [Signature]

Date: 8 August 2013

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [☑] No [☐]

Transactional Review and Compliance: [Signature]

Date: __________________________
Name: Batterson, Martin  
Expense Date: 21-Aug-13 - 29-Aug-13  
Time of Departure:  
Cost Center: 0967  
Time of Return:  
Purpose: To attend EMMC and NGSC meetings in Yellowknife, NWT  
Departure Date:  
Report Submit Date: 05-Sep-13  
Exchange Rate:  
Claim Authorization: Journey Authorization  
Currency: CAD  
Fiscal Year: 2013-14  
Reimbursement Amount: 1,523.25  
Acct Distribution: 01-0967-110-3410-0369-111400  
Net of Tax Total: 1,360.05  
Related Claims: 290313  
Tax Total: 163.20

### Receipt-Based Expenses

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<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Aug-13</td>
<td>Taxi</td>
<td>01-0967-110-3410-0368-111400</td>
<td>45.54</td>
<td>5.46</td>
<td>51.00</td>
</tr>
<tr>
<td>25-Aug-13</td>
<td>Conference/Reg. Fees</td>
<td>Receipt Date: 20-Aug-13; Description: Energy and Mines Ministers Conference Registration</td>
<td>375.00</td>
<td>45.00</td>
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<tr>
<td>25-Aug-13</td>
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<td>25-Aug-13</td>
<td>Accommodations</td>
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<td>7.14</td>
<td>0.86</td>
<td>8.00</td>
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<td><strong>Total</strong></td>
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<td><strong>1,321.80</strong></td>
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### Per Diem Expenses

<table>
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<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Days</th>
<th>Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Aug-13</td>
<td>Per Diem (Canada)</td>
<td></td>
<td>1</td>
<td>43.00</td>
<td>38.39</td>
<td>4.61</td>
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<td>25-Aug-13</td>
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<tr>
<td>25-Aug-13  to 26-Aug-13</td>
<td>Incidental Expenses</td>
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<td>4</td>
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<tr>
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<td>Breakfast (Canada)</td>
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<td>1</td>
<td>9.45</td>
<td>8.44</td>
<td>1.01</td>
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### Expense Claim: TCMS292919

<table>
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<tr>
<th>Date</th>
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<th>Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Aug-13 to</td>
<td>Per Diem (Canada)</td>
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<td>179.87</td>
<td>21.58</td>
<td>201.45</td>
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</tbody>
</table>
Submission Instructions
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this printed Expense Claim.
* Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* Sign and date your Expense Claim and forward it to your Supervisor for approval.

Pre-Audit will process claims when submitted by claimant, signed and when the supporting documentation has been received. Upon processing, a notification will be sent to you via ECMS status update. The expense report will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

__________________________________________________________________________

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 1,523.25

Claimant's Signature: ____________________________ Date: September 5/13

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: ____________________________ Date: 8th Sep 2013

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: ____________________________ Date: ____________________________