

Expense Report
For Kathy Kinloch, President
For the period April 1, 2016 to March 31, 2017

Expense Description	Amount
Travel Expenses	\$ 20,456.58
Local Business and Travel Expenses	\$ 5,542.67

\$ 25,999.25

Travel Expense Summary
For Kathy Kinloch, President
For the period April 1, 2016 to March 31, 2017

Date of Event	Description	Amount
April 18-20, 2016	Toronto - Business Council of Canada, Business Higher Education Roundtable Meeting	\$ 1,980.40
May 10-13, 2016	Toronto - Polytechnics Canada Annual Conference at Humber College	\$ 1,610.82
September 27, 2016	Calgary - Semi-Annual Invitational Meeting Business in Higher Education (Note 1)	\$ 354.42
October 7-14, 2016	Ottawa - Public Policy Forum Growth Summit (Note 2)	\$ 2,567.82
October 23-29, 2016	Chongqing, China - Invitational Opening of Three Gorges Polytechnic University, Tour Facilities; Hong Kong - BCIT Alumni Event	\$ 8,204.71
November 14-27, 2016	Ottawa - Polytechnics Canada National Strategy Group Meeting	\$ 2,072.83
November 23-25, 2016	Toronto - Women's Executive Network Top 100 Leadership Summit & Dinner	\$ 1,400.97
April 20, 2017	Toronto - Public Policy Forum Growth Summit II: What It Takes To Win (Prepaid Trip)	\$ 2,264.61
Total Travel Expenses		\$ 20,456.58

Note 1 Travel postponed - credit to be applied to future travel

Note 2 Part of the airfare was cancelled and credit to be used for future trip.

Travel Expense Summary
For Kathy Kinloch, President
For the period April 1, 2016 to March 31, 2017

Business Council of Canada, Business Higher Education Roundtable Meeting		Amount
Date of Event/Transaction	April 18 -20, 2016	
Destination	Toronto, ON	
Accommodation		\$ 682.60
Airfare		\$ 1,033.36
Business Meals		\$ 22.44
Transportation		\$ 242.00
Total:		\$ 1,980.40
Notes:		

Polytechnics Canada Annual Conference at Humber College		Amount
Date of Event/Transaction	May 10 -13, 2016	
Destination	Toronto, ON	
Accommodation		\$ 464.57
Airfare		\$ 1,054.68
Business Meals		\$ 42.42
Transportation		\$ 49.15
Total:		\$ 1,610.82
Notes: Some expenses claimed in previous fiscal year for this trip.		

Semi-Annual Invitational Meeting Business in Higher Education		Amount
Date of Event/Transaction	September 27, 2016	
Destination	Calgary, AB	
Airfare		\$ 354.42
Total:		\$ 354.42
Notes: Travel postponed - credit to be applied to future travel		

Public Policy Forum Growth Summit		Amount
Date of Event/Transaction	October 7 -14, 2016	
Destination	Ottawa, ON	
Airfare		\$ 1,873.68
Accommodation		\$ 536.39
Transportation		\$ 157.75
Total:		\$ 2,567.82
Notes: Part of the airfare was cancelled and credit to be used for future trip.		

Invitational Opening of Three Gorges Polytechnic University, Tour Facilities, BCIT Alumni		Amount
Date of Event/Transaction	October 23 -29, 2016	
Destination	Chongqing, China; Hong Kong	
Accommodation		\$ 2,651.49
Airfare		\$ 5,433.91
Business Meals		\$ 119.31
Total:		\$ 8,204.71
Notes:		

Polytechnics Canada National Strategy Group Meeting		Amount
Date of Event/Transaction	November 14-27, 2016	
Destination	Ottawa, ON	
Airfare		\$ 1,867.41
Business Meals		\$ 15.05
Transportation		\$ 190.37
Total:		\$ 2,072.83
Notes:		

Women's Executive Network Top 100 Leadership Summit & Dinner		Amount
Date of Event/Transaction	November 23-25, 2016	
Destination	Toronto, ON	
Airfare		\$ 693.40
Others (Phone Call from Hotel)		\$ 1.50
Transportation		\$ 144.00
Accommodation		\$ 438.50
Business Meals		\$ 123.57
Total:		\$ 1,400.97
Notes:		

Public Policy Forum Growth Summit II: What It Takes To Win		Amount
Date of Event/Transaction	April 20, 2017	
Destination	Toronto, ON	
Airfare		\$ 2,151.61
Conference		\$ 113.00
Total:		\$ 2,264.61
Notes: Prepaid Trip		

Total Travel Expenses

\$ 20,456.58

LOCAL BUSINESS AND TRAVEL EXPENSES

Date of Event/Transaction	Description	Amount
April 2016	Business Meals	\$ 84.42
	Transportation	\$ 207.74
	April 2016 Total	\$ 292.16
May 2016	Business Meals	\$ 289.65
	Conference	\$ 225.00
	Transportation	\$ 296.81
	May 2016 Total	\$ 811.46
June 2016	Accommodation	\$ 233.82
	Business Meals	\$ 276.38
	Transportation	\$ 172.21
	June 2016 Total	\$ 682.41
July 2016	Business Meals	\$ 27.72
	Transportation	\$ 45.12
	July 2016 Total	\$ 72.84
August 2016	Business Meals	\$ 147.93
	Conference	\$ 199.18
	Transportation	\$ 79.43
	August 2016 Total	\$ 426.54
September 2016	Business Meals	\$ 76.74
	Conference from Q1	\$ (225.00)
	Transportation	\$ 217.84
	September 2016 Total	\$ 69.58
October 2016	Transportation	\$ 141.98
	October 2016 Total	\$ 141.98
November 2016	Conference	\$ 1,052.50
	Transportation	\$ 317.55
	November 2016 Total	\$ 1,370.05
December 2016	Business Meals	\$ 47.70
	Transportation	\$ 95.20
	December 2016 Total	\$ 142.90
January 2017	Business Meals	\$ 61.75
	Transportation	\$ 290.54
	January 2017 Total	\$ 352.29

February 2017	Business Meals	\$ 215.64
	Conference	\$ 78.75
	Transportation	\$ 193.44
	February 2017 Total	\$ 487.83
March 2017	Business Meals	\$ 326.44
	Conference	\$ 52.50
	Transportation	\$ 313.69
	March 2017 Total	\$ 692.63

Total Local Business and Travel Expenses

\$ 5,542.67