



OFFICE OF THE PRESIDENT

Disclosure of Expenses

Marlyn Graziano, Executive Director, External Affairs

For the period March 6, 2017 to April 5, 2017

Overview of expenses incurred for the billing period:

March 6, 2017 to April 5, 2017

Travel Expenses			
Item #	Date	Description	Amount
1.	March 1, 2017 to March 31, 2017	Mileage *	\$217.10
2.	March 6, 2017 to April 5, 2017	Parking	\$3.00

Community Event Expenses			
Item #	Date	Description	Amount
1.	March 9, 2017	Delta Chamber of Commerce Lunch with Mayor Lois Jackson, March 15, 2017	\$36.75
2.	March 9, 2017	Richmond Chamber of Commerce AGM and event	\$52.50
3.	March 9, 2017	Parking to attend Surrey Board of Trade – Business Women of the Year Lunch, March 23, 2017	\$5.00
4.	April 3, 2017	Parking at Skytrain to attend Small Business BC Meeting	\$3.00

** Mileage reporting is by month, whereas all other expenses are reported based on Purchase Card dates*

Detail for Travel Expenses

Travel Expenses – Item 1 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Reimbursement for mileage costs while using personal vehicle for KPU business					
Date	March 1, 2017 to March 31, 2017					
Destination	Miscellaneous					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$217.10				\$217.10

Travel Expenses – Item 2 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Parking to attend various KPU business meetings					
Date	March 6, 2017 to April 5, 2017					
Destination	Various					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$3.00				\$3.00

Community Event Expenses – Item Detail 1						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Delta Chamber of Commerce Lunch with Mayor Lois Jackson, March 15, 2017					
Date	March 2017					
Destination	Delta, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$36.75	\$36.75

Community Event Expenses – Item Detail 2						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Richmond Chamber of Commerce AGM & Event, March 29, 2017					
Date	March 2017					
Destination	Richmond, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$52.50	\$52.50

Community Event Expenses – Item Detail 3

For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Surrey Board of Trade – Business Women of the Year Lunch, March 23, 2017					
Date	March 2017					
Destination	Surrey, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$5.00				\$5.00

Community Event Expenses – Item Detail 4

For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Meeting with Joshua Haywood, Small Business BC					
Date	March 2017					
Destination	Surrey, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$3.00				\$3.00