

Expense Report

Name **Honourable Sandy Collins**
Department **Department of Child, Youth and Family Services**

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Expenses Paid Within the Reporting Period

Reference ID	Transaction Date	Purpose	Payment Date	Amount
TCMS949764	29-OCT-2015	To attend Ministerial / Departmental meetings in St. John's	16-DEC-2015	\$819.00
PAYROLL	01-DEC-2015	Automobile and Related Expenses	01-DEC-2015	\$307.69
PAYROLL	15-DEC-2015	Automobile and Related Expenses	15-DEC-2015	\$307.69
PAYROLL	29-DEC-2015	Automobile and Related Expenses	29-DEC-2015	\$2,557.91
			Total	\$3,992.29

Note: The Ministerial Automobile Allowance and related gas expense is processed through the payroll system since it is a taxable benefit as per Canada Revenue Agency requirements.

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Travel Claim Details		Amount	\$819.00
Reference ID	TCMS949764		
Transaction Date	29-OCT-2015		
Purpose	To attend Ministerial / Departmental meetings in St. John's		
Category		Amount	
Accommodations		\$424.00	
Meals & Incidentals		\$395.00	

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Payroll Details		Amount	\$307.69
Source	PAYROLL		
Payment Date	01-DEC-2015		
Description	Automobile and Related Expenses		
Category		Amount	
Other Expenses			\$307.69
Note: The Ministerial Automobile Allowance and related gas expense is processed through the payroll system since it is a taxable benefit as per Canada Revenue Agency requirements.			

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Payroll Details		Amount	\$307.69
Source	PAYROLL		
Payment Date	15-DEC-2015		
Description	Automobile and Related Expenses		
Category		Amount	
Other Expenses			\$307.69
Note: The Ministerial Automobile Allowance and related gas expense is processed through the payroll system since it is a taxable benefit as per Canada Revenue Agency requirements.			

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Payroll Details		Amount	\$2,557.91
Source	PAYROLL		
Payment Date	29-DEC-2015		
Description	Automobile and Related Expenses		
Category		Amount	
Other Expenses			\$2,557.91
Note: The Ministerial Automobile Allowance and related gas expense is processed through the payroll system since it is a taxable benefit as per Canada Revenue Agency requirements.			