



002438

PAYMENT REQUISITION

Date November 25, 2025

Payable To Vanessa Green

Mailing Address [REDACTED]

Telephone [REDACTED] Date Required _____

Requested By Vanessa Green Department Finance

GL Account Number	Cost Centre	Details	Amount
01-2-113-320		Radisson Blu hotel - 1 night stay (Nov 6-7)	\$ 186.46
01-2-113-320		Per Diem: Dinner (Nov 6)	\$ 35.00
01-2-113-320		Per Diem: Breakfast (Nov 7)	\$ 20.00
01-2-113-320		CR to/from Nanaimo: 310kms @ \$0.72/km	\$ 212.57
		Hotel and per diem expenses incurred due to weather-related travel cancellation.	
		*Forgot Pcard pin# - used personal M/C for hotel stay	
For Finance Department Use:			
Vendor No. <u>GREVAN1</u>			Sub Total \$ 454.03
			GST \$ 19.03
			PST
			Total \$ 473.06

Payment to be: Emailed Mailed Picked Up Return to Requestor

Attachments/Cover Letter Required Y N

I certify that these goods and/or services are required for the operations of the of the Regional District and I approve this payment.

Signature

Date Nov 25/25

Manager

Date Nov 25/25