

TRAVEL VOUCHER

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

CAN

UN

PAGE 1 OF 3

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line plus columns 48 – 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.

WTRA-POL.144212

3. CLIENT	4. MIN. ABBREV.	5. DATE COMPLETED YYYY MM DD	6. FISCAL YEAR	7. SPECIAL CHEQUE ISSUE	8. CHEQUE STUB INFORMATION - MAXIMUM 10 SINGLE - SPACED LINES. 38 CHARACTERS PER LINE. ATTACH EXTRA PAGES IF REQUIRED
	ENV	2015 01 08		014	

9. EMPLOYEE I.D.	10. EMPLOYEE SUPPLIER NO.	11. EMPLOYEE SURNAME	INITIALS	12. EMPLOYEE GROUP NO. (✓ one only)
s22	s22	Polak		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4

13. MAILING ADDRESS FOR CHEQUE

14. POSTAL CODE

Rm. 112 Parliament Buildings, Victoria Bc

|V|8|W|9|E|Z|

15. REASON FOR TRAVEL

16. EMPLOYEE OCCUPATION

- * International Conference in PERU

Minister

17. DATE OF TRAVEL	18. PLACES TRAVELLED TO / FROM Depart Arrive	19. PERSONAL VEHICLE USE DISTANCE X KM RATE .52	20. BUS/TAXI/ AIR/FERRY/ COSTS	21. B L D ✓✓✓	22. MEALS: ALLOWANCE/ PER DIEM AS APPLICABLE TO GROUP NO.	23. ACCOMMODATION COSTS (TO POLICY LIMIT)	24. COST	25. MISCELLANEOUS (CAR RENTAL, PHONE, ATM FEES, ETC.) DESCRIPTION	TOTAL DAILY COSTS
26. BROUGHT FORWARD FROM PREVIOUS PAGE →		KM \$	\$		\$	3489.85	\$ ✓		27. \$
M D	Van-Dal-Lima 855-1:20AM	49 25 48	117.83	✓	616.45	4026.30	340.98	B+	448511
12/05					27 00			Incidentals	52 48
									29.
12/12	Lima-LA-Van 1:40 AM-12:47	49 25 48	150 00	✓	27 00			L+ Incidentals	202 48
									31.
									32.
									33.
									34.
									35.
									36.
									37.
					670.45	3409.85			
					54 00	4026.30	340.98		
TOTALS OF COLUMNS		38. 50 96	39. 267.83	40. 54 00	41. 54 00	42. 4026.30	340.98	THIS TOTAL MUST EQUAL TOTAL IN BOX Y	X CLAIM TOTALS 4740.00

43. PORTAL TO PORTAL DISTANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	45. TOTAL DISTANCE TO DATE
-------------------------------	--	----------------------------

46. EMPLOYEE SIGNATURE CERTIFIED THIS TRAVEL EXPENSE CLAIM IS A TRUE STATEMENT OF EXPENDITURES MADE AND/OR ALLOWANCES TOWARD WHICH I AM ENTITLED AS A RESULT OF TRAVEL ON GOVERNMENT BUSINESS AS DETAILED ABOVE AND FOR WHICH I HAVE NOT RECEIVED AND WILL NOT BE REIMBURSED BY ANY OTHER PARTY.	HEADQUARTERS (CITY NAME) LANGLEY, BC	WORK PHONE NO. (250) 387-1187
--	---	----------------------------------

NOTES	47. SUPPLIER CODE	48. CLIENT	49. RESP. CENTRE	50. SERVICE LINE	51. STOB	52. PROJECT	AMOUNT
		048	29.005	64000	57.06 ✓	29.00000	4740.07

						THIS TOTAL MUST EQUAL TOTAL IN BOX X	Y TOTAL 4740 07
LESS TRAVEL ADVANCE	53.					LESS ADVANCE AMOUNT	Z CR

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE. ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.

AMOUNT DUE TO EMPLOYEE

54. 474007

55. EXPENSE AUTHORITY SIGNATURE CERTIFIED CORRECT PURSUANT TO SECTION 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES.		PRINT NAME MATT MITSCHKE		DATE SIGNED 2015 01 09	
56. PROCESSING CLERK INITIAL CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT				JAN 12 2015	

GROUP III & IV PER DIEM RATES- PERU DEC/14

	Lima PERU
CURRENCY	Nuevo Sol
PER DIEM	262.70
INCIDENTALS	<u>78.81</u>
TOTAL	<u>341.51</u>

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE:

	Lima
BREAKFAST	45.50
LUNCH	96.55
DINNER	120.65

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
Lima	831

PLEASE NOTE * MEANS REASONABLE AND JUSTIFIABLE EXPENSES - RECEIPTS REQUIRED

OUT-OF-CANADA GUIDELINES

Travel Out of Canada

The Ministry of Finance processes all out-of-Canada travel expenses. Information regarding travel to various locations around the world (e.g., passport requirements, embassy listings, etc.) is available on the U.S. Government Foreign Affairs site ([Welcome to Travel.State.Gov](http://Welcome.to.Travel.State.Gov)). Out-of-Canada travel pre-approval is required by the Office of the Premier. Ministers' offices must contact MOSS, Ministry of Finance to obtain the foreign per diem allowances for each country prior to the trip. If private accommodation or personal vehicle use allowances will be claimed the rates must be requested prior to the trip.

Allowable Expenses – original receipts are required

Ministers and ministers' staff travelling outside Canada can claim reimbursement for reasonable expenses incurred which relate directly to foreign travel as follows:

- Car rental insurance (e.g., personal accident insurance and collision damage waiver).
Note: CDW is automatically provided when an employee uses their Corporate Travel Card to pay for the rental vehicle so the employee should decline the CDW offered by the rental company
- visa(s) and passport(s)
- inoculation(s)
- Traveller's cheques (attach proof of purchase and claim in the "Miscellaneous" column of the travel voucher). American Express Corporate Travel Card holders can obtain no-fee travellers cheques at any American Express office and various banking institutions
- bottled water

- preventative medication (e.g., malaria tablets)
- Premiums for additional medical insurance to provide coverage equivalent to that available under the B.C. Medical Plan in B.C. If you travel outside the province on business, it is recommended you purchase additional medical coverage, as the existing coverage through MSA will only cover the equivalent of the B.C. rates. For instance, the rate in B.C. for a hospital room is \$75.00 per day. Many countries (e.g., U.S.) charge much more than that. As well there is a lifetime maximum for the generic MSA coverage. It is recommended that you use Pacific Blue Cross, as they will waive the Third Party Liability, meaning they will not exhaust any existing plans before coverage is applied. Your lifetime maximum with MSA would not be used up if you had Pacific Blue Cross additional travel coverage. Information is available on the Internet at <http://www.pac.bluecross.ca>. Refer to the section on travel plans in the site index. Yearly rates are available for frequent travellers. The website allows you to plan and estimate what is best for you. Employees are to pay for this personally and submit the claim for reimbursement on their travel voucher
- additional dry cleaning/laundry costs which are incurred as a direct result of foreign conditions
- additional baggage insurance
- other directly related travel cost

During the Trip

Ministers and staff are encouraged to maintain a daily log of expenses incurred for business purposes. The daily log will make the claim for reimbursement much easier to complete. NOTE: Do not pay for travel expenses for other employees.

Completing the Travel

Once the trip is complete, the final step is for the traveller to claim for reimbursement of business related travel expenses. When the travel voucher is ready to be completed, please contact MOSS, Ministry of Finance and if required, MOSS will meet with you and assist in completing the travel voucher.

To complete the travel voucher, the following items should be considered:

- Each page of the travel voucher should have only one country (one currency) listed; meals should be based on the per diem allowances that were provided by MOSS prior to the trip. Please contact MOSS to confirm the per diem allowances provided prior to the trip have not changed;
- conference registration for ministers and their staff should be claimed as indicated in the Minister's Offices Guidelines;
- actual transportation expenses (receipts required), business telephone calls, cables, telegrams, faxes, accommodation expenses, laundry/dry-cleaning costs which are incurred as a direct result of foreign conditions which may have been incurred may be claimed;
- In order to ensure timely reimbursement of expenses, documentation (flimsies, receipts, flight coupons/copy of air invoices) supporting the claim should be included where reasonably practical. A detailed description must be given of the nature and purpose of the expenditure; airfare should have been charged to your Business Travel Account (BTA);
- Accommodation may be direct billed by Minister's only, however, it is recommended that they avoid direct billings whenever possible because personal costs may need to be reimbursed and taxes split, etc. The traveller is responsible for verifying accuracy of hotel folios prior to check out. Ensure personal charges are not claimed on travel vouchers or are included in the direct billing from the hotel.
- Travel across the international dateline will make you lose a day upon departure and gain a day when returning (e.g., depart Canada November 1, arrive in Tokyo November 3). When claiming per diem allowances claim the day of return twice (e.g., leave Tokyo November 10, arrive in Canada November 10, therefore, per diems should be claimed twice for November 10).

Exchange Rates

There are several options available for determining the exchange rate utilized on the travel voucher.

Please provide backup or indicate what method was used on the travel voucher.

- Call CIBC, main branch, at 1-800-465-2422 to obtain the selling rate for each foreign currency;
- Call Bank of Canada at 1-800-303-1282 for historical exchange rates not available through CIBC;
- Historical currencies are available on the Internet at <http://www.oanda.com/converter/fxhistory> (this is the preferred option). The generally accepted exchange rate applied is the typical credit card rate, which is the Interbank Rate + 2%;

[ENGLISH](#)[Submit Query](#)

Forex Trading Currency Converter Exchange Rates for Business

fxHistory Classic: Results

Conversion Table: PEN to CAD (Interbank rate +2%)

Time period: 12/06/14 to 12/11/14.
Daily averages:

12/06/2014	0.4053480	12/09/2014	0.4004520
12/07/2014	0.4048380	12/10/2014	0.40290
12/08/2014	0.3954540	12/11/2014	0.4009620

Average (6 days): 0.40166
High: 0.40535
Low: 0.39545[New table](#)Same table available in [HTML](#), [ASCII](#), [CSV](#).

FXHistory © 1997-2009 by OANDA Corporation

[Get another table](#)

How to read this table:

Each daily rate is the average ASK price for the day.
 The AVERAGE rate is the average of all the ASK prices for the given time period.
 The HIGH rate is the highest BID rate for the given time period.
 The LOW rate is the lowest BID rate for the given time period.

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TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

ESTIMATED COSTS (IN CAN. \$)

Transportation 3000

Meals 350

Lodging 3150

Overtime _____

Fees _____

Other _____

SUB TOTAL 0

Less Costs paid by others _____

TOTAL COSTS \$6500

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

ENVIRONMENT

VOTE

EMPLOYEE NAME

MARY POLAK

EMPLOYEE ID.

s22

POSITION

MINISTER

BARGAINING UNIT / GROUP NO.

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

2014 / 12 / 05

DATE RETURNING

YYYY / MM / DD

2014 / 12 / 13

NO. OF WORKDAYS AWAY

6

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N/A, OR:

DESTINATIONS

LIMA, PERU

METHOD OF TRAVEL

AIR

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Conference of the Parties 20 (COP)
Meetings with:

- Provincial & Federal Ministers
- Pacific Coast Collaborative partner states (WA, OR, CA)
- National delegations from BC's climate action partners

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2014 / 11 / 05

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER *Jan Dagle, COS*

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER *Premier*

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

Reset Form

Anthony, Julia ENV:EX

From: Alison Hastings <alison.hastings@tieronettravel.com>
Sent: Thursday, November 13, 2014 10:12 PM
To: Griffin, Julia ENV:EX
Cc: Ireland, Shannon L ENV:EX
Subject: Mary Polak - Invoice 520457 / Many Thanks, Alison

TIER ONE TRAVEL VICTORIA
STE 201-45 BASTION SQUARE
VICTORIA BC V8W 1J1
(250) 953-5730
BC LICENSE NUMBER 3393

MINISTERS OFFICE
MINISTRY OF ENVIRONMENT
PO BOX 9339
VICTORIA BC
V8W9M1

DATE : 13 NOV 2014
CLIENT NBR: s17
LOCATOR s22
AGENT : ALISON
GST NUMBER: R839755055
INVOICE : 520457

** AMERICAN AIRLINES REF # s22 **

FOR: POLAK/MARY HON

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
------	----	---------	--------	------	-----	-----	----

CHECK IN 2 HOURS PRIOR TO DEPARTURE AND PRE-CLEAR U.S. CUSTOMS:

VANCOUVER	DALLAS/FT WOR	AMERICAN	282 D	05 DEC 14	855A	255P	OK
NONSTOP	BREAKFAST-MOVIE						FLYING TIME- 4:00
EQUIPMENT-738							

SEAT- s22

DALLAS/FT WOR	LIMA PERU	AMERICAN	980 D	05 DEC 14	515P	120A	OK
NONSTOP	DINNER-SNACK						ARRIVE-06 DEC FLYING TIME- 7:05
EQUIPMENT-BOEING 757 JET							

SEAT- s22

05 DEC 14
FRIDAY

s15

CONFIRMED
07 NT/S - OUT 12DEC
RATE- 410.00
1 ROOM/S / 1 DOUBLE
GUARANTEE-CREDIT CARD

CANCEL WITHOUT PENALTY BY 28 NOVEMBER 1:00PM
TOTAL WITH TAX \$3157US

LIMA PERU	LOS ANGELES	AMERICAN	7669 I	12 DEC 14	140A	725A	OK
NONSTOP							FLYING TIME- 8:45

EQUIPMENT-788

OPERATED BY-LATAM AIRLINES S.A

LOS ANGELES VANCOUVER AMERICAN 5394 I 12 DEC 14 955A 1247P OK
NONSTOP REFRESHMENTS FLYING TIME- 2:52
EQUIPMENT-CR9 OPERATED BY-MESA AIRLINES AS A
SEAT- s22

AIR TRANSPORTATION	CAD	2582.00
TAX GST	CAD	1.00
AIRPORT IMPROVEMENT FEE	CAD	20.00
TAX OTHER	CAD	139.01
TTL	CAD	2742.01
PYMT BY s17		2742.01-

SERVICE FEE 9540064895290	125.00
SERVICE FEE GST	6.25
PYMT BY s17	131.25-

Alison Hastings

Shareholder/Agent
TierOne Travel
#201, 45 Bastion Square
Victoria, BC V8W 1J1
P 250.953.5734
F 250.953.5731
T 888.953.7866

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travel

s15

Information Folio V.1.4

Estado de Cuenta

Jueves 11 de Diciembre de 2014

LIM
PeruExportacion de Servicios
Peru

Cliente

Arrival 05/12/14
LlegadaDeparture 12/12/14
SalidaRoom s15
HabitaciónPersons 1
PersonasGuest Polak, Mary
HuespedCashier AVANOORDT
Cajero

Date	Description	Amount
Fecha	Descripción	Importe
05/12/14	Accommodation	410.00
06/12/14	Paidout Remisse Transfer in Apto-Hotel s15	63.00
06/12/14	Accommodation	410.00
07/12/14	Accommodation	410.00
08/12/14	Accommodation	410.00
09/12/14	Accommodation	410.00
10/12/14	Accommodation	410.00
11/12/14	Accommodation	410.00
11/12/14	Servicio 10%	287.00

Subtotal	US\$ 2,870.00
----------	---------------

Procesos
MC PERU

CONF. PRE AUTORIZ.

s15

OIE:0185 TERM:24349651

s17

AP: 022627 REF: 4515
FECHA: 11/12/14 HORA: 19:33 TIPO: MAST

REF.	FECHA	MONTO	APROBAC
4515	20141206	220.00	022627

TOTAL US\$ 3220.00

FIRMA:
DOC:
TEL:ACEPTO PAGAR AL EMISOR DE LA TARJETA
EL IMPORTE ANOTADO EN ESTE TITULO

***** VERSION B6.423 *****

Tips / Propinas	US\$ 0.00
-----------------	-----------

Paid Outs	US\$ 63.00
-----------	------------

I.G.V. 18%	US\$ 0.00
------------	-----------

Servicio 10%	US\$ 287.00
--------------	-------------

Total	US\$ 3,220.00
-------	---------------

No. 2887 P. 1

Contar



Statements



Download

File Format

STATEMENTS > STATEMENT LIST > VIEW STATEMENT

Go

Statements
Statement List

General
Print Statement
Review Statement

Account Information

Name	POLAK, MARY	Corporation	BC LEGISLATIVE ASSEMBLY
ID		Default Code	

Statement Highlights

Statement Date	12/26/2014	Statement ID	s17
Account #	s17	Currency	CANADIAN DOLLAR
Account Limit		Payment Due Date	01/23/2015
Account Balance	NR	Minimum Payment	NR

Transaction Details

Tran ID	Tran Date	Proc Date	Description	Auth #	Addendum	GL/Customer Code	Total Tax
Account Number s17							
374316030	12/12	12/15	VANCOUVER AIRPORT PARK RICHMOND, BC, CAN	160535	No Addendum	-	16.07*
374316031	12/11	12/15	USD3220.00@1.1881 s15 LIMA, PER	022627	No Addendum	-	0.00
375273391	-	12/26	INTEREST PURCHASES @ 05.000000% TO 26DEC	-	No Addendum	-	-

Report any items which do not agree with your records within 30 days of statement date.

* - Tax is estimated using information provided from the transaction and is for informational purposes only.

Statement Summary

Previous Balance	
Payments - thank you	NR
Other Credits	
Purchases	3975.61

Interest Information

Interest charges on this statement	0.92
Annual interest rates next period (%)	5.000000%
Daily interest rates next period (%)	0.01369%

Purchases/Other Cash advance

Jan. 6. 2015 12:51PM



No. 2887 P. 2

+ Cash Advances	0.00	Contact Information			
+ Interest			Local Calls	Collect Calls	Tot
+ Fees	N/R	Enquiries	416 283 2263		1 80
+ Other Charges		Lost or Stolen cards			1 80
New Account					
Balance, 12/26	NR				
		Internet	http://www.bmo.com/spendandpayment		

IMPORTANT PAYMENT INFORMATION

If you are paying by mail, please make your cheque or money order payable to BMO Bank of Montreal. Mail your payment to: MasterCard Payment Centre, P.O. Box 6044 Stn. Centre-Ville, Montreal, Quebec H3C 3X2

POLAK, MARY
501 BELLEVILLE ST
EAST ANNEX
VICTORIA, BC
V8V1X4, CAN

Card number s17
Account Balance
Minimum payment Due
Payment due by (MM/DD/YYYY)

Amount you're paying _____

[Privacy](#) | [Legal](#) | [Security](#)

Powered by BMO Spend & Pay

Jan. 6. 2015 12:51PM

MITSOO
Remisse

MITSOO S.A.
Jr. Arequipa 298
Magdalena del Mar - Lima
Telf.: 261 7788 Fax: 264 8529
Av. Elmer Faucett s/n - Callao

R.U.C. 20510935935

BOETA DE VENTA

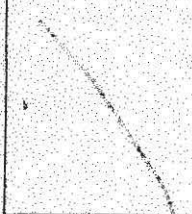
055 N° 001493

SEÑOR (ES): MARY POCAK

DIRECCION: _____

FECHA:

DIA	MES	AÑO
06	12	14

DESCRIPCION		PRECIO VENTA
DE: s15	A: <u>MITSOO</u>	<u>159.00</u>
Hora Inicio: <u>12.35</u>	Unidad: <u>40.5</u>	
Hora Fin: <input type="text"/>		
TOTAL		<u>737.00</u>

Firma Cliente: [Signature]

PRINTGRAPH XXI S.A.C. 0332-8016 R.U.C.: 20501975908
Serie: 0526 N° 001001 al 001500
N° de Aut.: 0339007021 Fecha de Imp.: 11-01-2013

ADQUIRIENTE O USUARIO

GST 5%

Page 14
FIN-2015-00015

Goudie, Kyra FIN:EX

To: Rollheiser, Kate ENV:EX
Cc: Anthony, Julia ENV:EX
Subject: RE: Peru Travel Voucher

Hi Kate, it sounds like she didn't tip them so I will leave it in. Thanks

From: Rollheiser, Kate ENV:EX
Sent: Wednesday, January 14, 2015 11:00 AM
To: Goudie, Kyra FIN:EX
Subject: FW: Peru Travel Voucher

See MMP's reply below.

From: Polak, Mary ENV:EX
Sent: Wednesday, January 14, 2015 10:59 AM
To: Rollheiser, Kate ENV:EX
Subject: Re: Peru Travel Voucher

I think it's a "service fee" that is included in the price but listed separately. I'm fine if they want to exclude it.

Sent from my iPad

On Jan 14, 2015, at 10:04 AM, "Rollheiser, Kate ENV:EX" <Kate.Rollheiser@gov.bc.ca> wrote:

Hello Minister,

Attached is a copy of a taxi receipt from Peru. Finance would like to know if the 10.68 (circled) on the receipt is a tip? Let me know as soon as you can so they can process the voucher.

Cheers,
Kate

From: Kate.Rollheiser@gov.bc.ca [<mailto:Kate.Rollheiser@gov.bc.ca>]
Sent: Wednesday, January 14, 2015 10:01 AM
To: Rollheiser, Kate ENV:EX
Subject:

<20150114100040.pdf>

SMARTTEC Travel Confirmation

Traveller: Mary Polak
Prepared By: Julia Anthony

Purpose of Travel: Peru International Conference 2014

SMARTTEC Confirmation Number: TEC0115000556669

If there is an expense claim associated with this travel then attach this PDF to your iExpenses travel claim. The SMARTTEC PDF report must be saved with the default name assigned by the system before attaching it to your iExpenses claim. Any change to the file name will flag your claim as non-compliant when your Ministry reports on it.

Outbound Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2014/12/05	Car/Taxi - Gasoline	Langley	Vancouver Airport	47.6	11.8	
2014/12/05	Airplane	Vancouver Intl	Dallas, Texas	2,820.0	340.9	282
2014/12/05	Airplane	Dallas, Texas	Lima, Peru	5,420.0	655.2	980

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2014/12/12	Airplane	Lima, Peru	Los Angeles, California	6,710.0	811.2	7669
2014/12/12	Airplane	Los Angeles, California	Vancouver Intl	1,740.0	210.4	5394
2014/12/12	Car/Taxi - Gasoline	Vancouver Airport	Langley	47.6	11.8	

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2014/12/05	s15	Lima, Peru	7	87.0

Total CO2 Equivalent Emissions: 2,128.2 kg

The emissions (CO2e) reported above are based on emission factors approved by the Ministry of Environment at the time your travel was finalized. Please note that emission factors are updated periodically and may change your emission records retroactively. These changes would be reflected in SMARTTool.

TRAVEL VOUCHER

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

CAD

ENZ

PAGE 1 OF 3

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line plus columns 48 – 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.

~~W~~ TRA-MIT141220

3. CLIENT 0,4,8	4. MIN. ABBREV. ENV	5. DATE COMPLETED YYYY MM DD 2015 01 08	6. FISCAL YEAR 1 1 1	7. SPECIAL CHEQUE ISSUE 0,4	8. CHEQUE STUB INFORMATION -- MAXIMUM 10 SINGLE - SPACED LINES. 38 CHARACTERS PER LINE. ATTACH EXTRA PAGES IF REQUIRED
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9. EMPLOYEE I.D.	10. EMPLOYEE SUPPLIER NO.	11. EMPLOYEE SURNAME	INITIALS	12. EMPLOYEE GROUP NO. (<input checked="" type="checkbox"/> one only)
s22	s22	MITSCHKE		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4

13. MAILING ADDRESS FOR CHEQUE

14 POSTAL CODE

RM. 112 Parliament Buildings, Victoria BC

V8W9E2

15. REASON FOR TRAVEL

16. EMPLOYEE OCCUPATION

International Conference in PERU

CHIEF OF STAFF

[illegible]

43. PORTAL TO PORTAL DISTANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	➡	45. TOTAL DISTANCE TO DATE
-------------------------------------	---	---	----------------------------------

46. EMPLOYEE SIGNATURE CERTIFY THIS TRAVEL EXPENSE CLAIM AS A TRUE STATEMENT OF DISBURSEMENTS MADE AND OF ALLOWANCES TO WHICH AM ENTITLED AS A RESULT OF TRAVEL GOVERNMENT BUSINESS AS DETAILED ABOVE AND FOR WHICH I HAVE NOT BEEN AND WILL NOT BE REMBURSED BY ANY OTHER PARTY.	HEADQUARTERS (CITY NAME) VICTORIA, BC	WORK PHONE NO. (250) 387-1187
---	--	----------------------------------

NOTES	47. SUPPLIER CODE	48. CLIENT	49. RESP. CENTRE	50. SERVICE LINE	51. STOB	52. PROJECT	AMOUNT
	REPEIVE	048	29005	64000	5706	290000.0	4675 77

											THIS TOTAL MUST EQUAL TOTAL IN BOX X	Y TOTAL 4675 77	
LESS TRAVEL ADVANCE	53	CORPORATE SERVICES DIVISION										LESS ADVANCE AMOUNT	Z

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE. ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.	AMOUNT DUE TO EMPLOYEE	54. 4675.77 4340.07
--	------------------------	------------------------

55. EXPENSE AUTHORITY SIGNATURE - CERTIFIED CORRECT PURSUANT TO SECTION 12 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES.	PRINT NAME DAMON DHANDWA	DATE SIGNED YYYY MM DD 2015 01 09
--	-----------------------------	---

56. PROCESSING CLERK INITIAL
CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT

TRAVEL VOUCHER

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

NUEVO SOL

PAGE 2 OF 3

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line plus columns 48 – 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.

W

3. CLIENT	4. MIN. ABBREV.	5. DATE COMPLETED YYYY MM DD	6. FISCAL YEAR	7. SPECIAL CHEQUE ISSUE 014	8. CHEQUE STUB INFORMATION - MAXIMUM 10 SINGLE - SPACED LINES. 38 CHARACTERS PER LINE. ATTACH EXTRA PAGES IF REQUIRED
9. EMPLOYEE I.D.	10. EMPLOYEE SUPPLIER NO.	11. EMPLOYEE SURNAME MITSCHKE			12. EMPLOYEE GROUP NO. (✓ one only) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4


13. MAILING ADDRESS FOR CHEQUE

14. POSTAL CODE

15. REASON FOR TRAVEL

16. EMPLOYEE OCCUPATION

17. DATE OF TRAVEL	18. PLACES TRAVELLED TO / FROM	19. PERSONAL VEHICLE USE DISTANCE X KM RATE	20. BUS/TAXI/AIR/FERRY/COSTS	21. B/L/D ✓/✓/✓	22. MEALS: ALLOWANCE/PER DIEM AS APPLICABLE TO GROUP NO.	23. ACCOMMODATION COSTS (TO POLICY LIMIT)	24. COST	25. MISCELLANEOUS (CAR RENTAL, PHONE, ATM FEES, ETC.) DESCRIPTION	26. TOTAL DAILY COSTS
26. BROUGHT FORWARD FROM PREVIOUS PAGE →		KM \$	\$		\$	\$	\$		27. \$
M D	LIMA								28.
12 6	0:20			✓✓	296 01	✓		Incidentals	296 01
12 7	LIMA			✓✓	296 01	✓		"	296 01
12 8	LIMA			✓✓	296 01	✓		"	296 01
12 9	LIMA			✓✓	296 01	✓		"	296 01
12 10	LIMA			✓✓	296 01	✓		"	296 01
12 11	LIMA			✓✓	296 01	✓		"	296 01
12 12	PERSONAL TIME								
12 20	LIMA - DAL - EDMON 02:45 - 19:15								
					1776 06	✓			1776 06
	exchange @ 0.40166				713 37				713 37
TOTALS OF COLUMNS		38.	39.		40. 713 37	41. ✓	42.	THIS TOTAL MUST EQUAL TOTAL IN BOX V	X CLAIM TOTALS 713 37

43. PORTAL TO PORTAL DISTANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	→	45. TOTAL DISTANCE TO DATE	
46. EMPLOYEE SIGNATURE <small>CERTIFYING TRAVELER'S CLAIMS AND TRUE STATEMENT OF PURPOSE, ELEMENTS AND/OR ALLOWANCES TO WHICH IT IS ENTITLED AS A RESULT OF TRAVEL FOR GOVERNMENT BUSINESS AS SET FORTH ABOVE, AND FOR WHICH HAVE NOT BEEN AND WILL NOT BE REIMBURSED BY ANY OTHER PARTY.</small>			HEADQUARTERS (CITY NAME)	WORK PHONE NO.
			VICTORIA BC	250 387 1187

NOTES	47. SUPPLIER CODE	48. CLIENT	49. RESP. CENTRE	50. SERVICE LINE	51. STOB	52. PROJECT	AMOUNT	
							THIS TOTAL MUST EQUAL TOTAL IN BOX X	Y TOTAL
LESS TRAVEL ADVANCE	53.						LESS ADVANCE AMOUNT	Z

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE.
ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.

AMOUNT DUE TO EMPLOYEE

55. EXPENSE AUTHORITY SIGNATURE -
CERTIFIED CORRECT PURSUANT TO
SECTION 32 & 33 OF THE FINANCIAL
ADMINISTRATION ACT AND RELATED POLICIES.

PRINT NAME

DATE SIGNED	YYYY
-------------	------

MM DE

56 PROCESSING C I FRK INITIAL

CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT

TRAVEL VOUCHER

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

45

PAGE 3 OF 3

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line plus columns 48 - 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.

W

3. CLIENT	4. MIN. ABBREV.	5. DATE COMPLETED YYYY MM DD	6. FISCAL YEAR	7. SPECIAL CHEQUE ISSUE 0, 4	8. CHEQUE STUB INFORMATION - MAXIMUM 10 SINGLE - SPACED LINES. 38 CHARACTERS PER LINE. ATTACH EXTRA PAGES IF REQUIRED
-----------	-----------------	---------------------------------	----------------	---------------------------------	---

9. EMPLOYEE I.D.	10. EMPLOYEE SUPPLIER NO.	11. EMPLOYEE SURNAME MITSCHKE	INITIALS	12. EMPLOYEE GROUP NO. (✓ one only) 1 2 3 4
------------------	---------------------------	----------------------------------	----------	---

13. MAILING ADDRESS FOR CHEQUE	14. POSTAL CODE
--------------------------------	-----------------

15. REASON FOR TRAVEL	16. EMPLOYEE OCCUPATION
-----------------------	-------------------------

17. DATE OF TRAVEL	18. PLACES TRAVELLED TO / FROM	19. PERSONAL VEHICLE USE DISTANCE X KM RATE	20. BUS/TAXI/AIR/FERRY/COSTS	21. B L D ✓/✓/✓	22. MEALS: ALLOWANCE/PER DIEM AS APPLICABLE TO GROUP NO.	23. ACCOMMODATION COSTS (TO POLICY LIMIT)	24. COST	25. MISCELLANEOUS (CAR RENTAL, PHONE, ATM FEES, ETC.) DESCRIPTION	TOTAL DAILY COSTS
26. BROUGHT FORWARD FROM PREVIOUS PAGE		KM \$	\$		\$	\$	\$		27. \$
12.5	LIMA					713 37			713 37
12.6	LIMA					410 00			410 00
12.7	LIMA					410 00			410 00
12.8	LIMA					410 00			410 00
12.9	LIMA					410 00			410 00
12.10	LIMA		115 00			410 00		Taxi	525 00
12.11	LIMA					410 00	287 00	Hotel Service Charge	697 00
			115 00			2870 00	287 00		3272 00
	exchange @ 1.1882		136 64			3410 13	341 01		3887 78
TOTALS OF COLUMNS									
		38.	39. 136 64	40.	41. 4123 50	42. 341 01	THIS TOTAL MUST EQUAL TOTAL IN BOX Y		
							X CLAIM TOTALS		
							4601 15		

43. PORTAL TO PORTAL DISTANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	45. TOTAL DISTANCE TO DATE
-------------------------------	--	----------------------------

46. EMPLOYEE SIGNATURE CERTIFIED THIS TRAVEL EXPENSE CLAIM IS A TRUE STATEMENT OF DISBURSEMENTS MADE AND/OR ALLOWANCES TO WHICH HE/IT IS ENTITLED AS A RESULT OF TRAVEL ON GOVERNMENT BUSINESS AS DETAILED ABOVE, AND FOR WHICH HE/HAVE NOT BEEN AND WILL NOT BE REIMBURSED BY ANY OTHER PARTY.	HEADQUARTERS (CITY NAME) Victoria BC	WORK PHONE NO. 250 387 1187
--	---	--------------------------------

NOTES	47. SUPPLIER CODE	48. CLIENT	49. RESP. CENTRE	50. SERVICE LINE	51. STOB	52. PROJECT	AMOUNT
THIS TOTAL MUST EQUAL TOTAL IN BOX X							Y TOTAL
LESS ADVANCE AMOUNT							Z CR

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE. ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.	AMOUNT DUE TO EMPLOYEE	54.
---	------------------------	-----

55. EXPENSE AUTHORITY SIGNATURE - CERTIFIED CORRECT PURSUANT TO SECTION 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES.	PRINT NAME	DATE SIGNED YYYY MM DD
56. PROCESSING CLERK INITIAL CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT		

GROUP III & IV PER DIEM RATES- PERU DEC/14

	Lima PERU
CURRENCY	Nuevo Sol
PER DIEM	262.70
INCIDENTALS	78.81
TOTAL	341.51 /

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE:

	Lima
BREAKFAST	45.50
LUNCH	96.55
DINNER	120.65

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
Lima	831

PLEASE NOTE * MEANS REASONABLE AND JUSTIFIABLE EXPENSES - RECEIPTS REQUIRED

OUT-OF-CANADA GUIDELINES

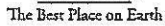
Travel Out of Canada

The Ministry of Finance processes all out-of-Canada travel expenses. Information regarding travel to various locations around the world (e.g., passport requirements, embassy listings, etc.) is available on the U.S. Government Foreign Affairs site ([Welcome to Travel.State.Gov](http://Welcome.to.Travel.State.Gov)). Out-of-Canada travel pre-approval is required by the Office of the Premier. Ministers' offices must contact MOSS, Ministry of Finance to obtain the foreign per diem allowances for each country prior to the trip. If private accommodation or personal vehicle use allowances will be claimed the rates must be requested prior to the trip.

Allowable Expenses – original receipts are required

Ministers and ministers' staff travelling outside Canada can claim reimbursement for reasonable expenses incurred which relate directly to foreign travel as follows:

- Car rental insurance (e.g., personal accident insurance and collision damage waiver).
Note: CDW is automatically provided when an employee uses their Corporate Travel Card to pay for the rental vehicle so the employee should decline the CDW offered by the rental company
- visa(s) and passport(s)
- inoculation(s)
- Traveller's cheques (attach proof of purchase and claim in the "Miscellaneous" column of the travel voucher). American Express Corporate Travel Card holders can obtain no-fee travellers cheques at any American Express office and various banking institutions
- bottled water



This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☐ In-Province

ESTIMATED COSTS (IN CAN. \$)	
Transportation	30.00
Meals	3.50
Lodging	31.50
Overtime	
Fees	
Other	
SUB TOTAL	0
Less Costs paid by others	
TOTAL COSTS	\$63.00 9

SIGNATURES		
Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY		
DIRECTOR		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
ASSISTANT DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
DEPUTY MINISTER <i>Van Dyke, COs -</i>		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Anthony, Julia ENV:EX

From: Alison Hastings <alison.hastings@tieronetravel.com>
Sent: Monday, December 1, 2014 2:52 PM
To: Griffin, Julia ENV:EX
Subject: Matt Mitschke - E-ticket + Revised Itinerary

Follow Up Flag: Follow up
Flag Status: Completed

TIER ONE TRAVEL VICTORIA
STE 201-45 BASTION SQUARE
VICTORIA BC V8W 1J1
(250) 953-5730
BC LICENSE NUMBER 3393

MINISTERS OFFICE
MINISTRY OF ENVIRONMENT
PO BOX 9339
VICTORIA BC
V8W9M1

DATE : 13 NOV 2014
CLIENT NBR: s17
LOCATOR : s22
AGENT : ALISON

** AIR CANADA REF # s22 **
** AMERICAN AIRLINES REF # s22 **

FOR: MITSCHKE/MATTHEW MR

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
------	----	---------	--------	------	-----	-----	----

CHECK IN 75 MINUTES PRIOR TO DEPARTURE:

VICTORIA BC	VANCOUVER	AIR CANADA	8066 V	04 DEC 14	100P	125P	OK
				FLYING TIME- :25			
NONSTOP				OPERATED BY-AIR CANADA EXPRESS			
EQUIPMENT-DH3				SEAT- s22			

PRE-CLEAR U.S. CUSTOMS IN VANCOUVER/DO NOT PICK UP YOUR LUGGAGE:

VANCOUVER	DALLAS/FT WOR	AMERICAN	282 D	05 DEC 14	855A	255P	OK
				FLYING TIME- 4:00			
NONSTOP							
EQUIPMENT-738				SEAT- s22			

DALLAS/FT WOR	LIMA PERU	AMERICAN	980 D	05 DEC 14	440P	1245A	OK
				ARRIVE-06 DEC FLYING TIME- 7:05			
NONSTOP							
EQUIPMENT-BOEING 757 JET				SEAT- s22			

05 DEC 14

s15

CONFIRMED

FRIDAY

s15

07 NT/S - OUT 12DEC
RATE- 410.00
1 ROOM/S / 1 DOUBLE
GUARANTEE-CREDIT CARD

CANCEL WITHOUT PENALTY BY 29 NOVEMBER 9:00AM/1 NT PENALTY
IF CANCELLED WITHIN SEVEN DAYS OF ARRIVAL
APPROX TTL \$ 3157 US WITH TAX

CHECK IN 2 ½ HOURS PRIOR TO DEPARTURE:

LIMA PERU DALLAS/FT WOR AMERICAN 988 D 20 DEC 14 245A 905A OK
NONSTOP BREAKFAST-SNACK FLYING TIME- 7:20
EQUIPMENT-BOEING 757 JET

SEAT- s22

DALLAS/FT WOR EDMONTON/INTL AMERICAN 1428 D 20 DEC 14 405P 715P OK
NONSTOP DINNER FLYING TIME- 4:10
EQUIPMENT-AIRBUS A319 JET

SEAT- s22

ELECTRONIC TICKETS:

THIS ETKT ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE
PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED

AIR CANADA:

NAME: MITSCHKE/MATTHEW MR

TIERONE TRAVEL VICTORIA

TICKET NO. s22

ISSUED BY: AIR CANADA

01DEC14 IATA: 61649652 1V s22

PLACE OF ISSUE: VICTORIA BC/CA FCI0

AGENT 2A3LAH

FARE	TAX	TAX	TAX	TOTAL
CAD 217.00	7.12CA	11.71XG	10.00SQ	CAD 245.83
FORM OF PAYMENT: CC				
AC ONLY-NON-REF-CHGE FEE				

4DEC YYJ AC YVR Q9.00Q3.00 205.00V0ZTPA CAD217.00END A/C 73.50

CR	FLT	DATE FROM	TO	DEP	ST	CL	BG	NVB	NVA
AC	8066	04DEC	VICTORIA BC	VANCOUVER	100P	OK	V	1PC	04DEC 04DEC
OPERATED BY AIR CANADA EXPRESS -									

AMERICAN AIRLINE:

NAME: MITSCHKE/MATTHEW MR

TIERONE TRAVEL VICTORIA

TICKET NO. s22

ISSUED BY: AMERICAN AIRLINES

13NOV14 IATA: 61649652 1V s22

PLACE OF ISSUE: VICTORIA BC/CA FCI4

AGENT 2A3LAH

FARE	TAXES AND CARRIER	IMPOSED FEES	TOTAL
CAD 2444.00	25.91CA	1.00XG 133.10XT	CAD 2604.01
FORM OF PAYMENT: CC			

NONREF-RESTRICTIONS APPLY

5DEC YVR AA X/DFW AA LIM Q YVRLIM137.29M885.54AA X/DFW AA YEA Q LIMYEA13
7.29M1076.83NUC2236.95END ROE1.09255 XT 36.00HW 20.00SQ 17.60DY 16.40XY
13.20AY 12.80YC 11.80XA 5.30XFDFW4.5

CR	FLT	DATE	FROM	TO	DEP	ST	CL	BG	NVB	NVA
AA	282	05DEC	VANCOUVER	DALLAS/FT WOR	855A	OK	D	3PC	05DEC	05DEC
AA	980	05DEC	DALLAS/FT WOR	LIMA PERU	440P	OK	D	3PC	05DEC	05DEC
AA	988	20DEC	LIMA PERU	DALLAS/FT WOR	245A	OK	D	3PC	20DEC	20DEC
AA	1428	20DEC	DALLAS/FT WOR	EDMONTON/INTL	405P	OK	D	3PC	20DEC	20DEC

RLOC: AA s22

Alison Hastings

Shareholder/Agent
TierOne Travel
#201, 45 Bastion Square
Victoria, BC V8W 1J1
P 250.953.5734
F 250.953.5731
T 888.953.7866

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TIERONE
travel

Fecha de emision : Lima, Jueves 11 de Diciembre de 2014

Impresi3n : 23-12-14 - Hora : 18:05:29

Nombre : Exportacion de Servicios

Direccion :

Pasaporte Nro. :

R.U.C. : s22

T. Reg Nro. :

Emitida por : s15

Room No. : s15

Arrival : 05/12/14

Departure : 12/12/14

Conf. No. : 139092

No. de Pax : 1

Pernotacion : 6

Factura No. : FAC010 120635

Accommodation	2,870.00
Remisse CMV	105.00
Paid out Remisse	10.00

Formas de Pago:

Visa Card	-3,272.00	s17	XX/XX	Subtotal	USD :	2,870.00
-----------	-----------	-----	-------	----------	-------	----------

Glosa:

Propinas/APO USD : 0.00

Paid Outs USD : 115.00 /

I.G.V. 18% USD : 0.00

Servicios 10% USD : 287.00 /

Total USD : **3,272.00**

Son: TRES MIL DOSCIENTOS SETENTA Y DOS CON 00/100 DOLARES AMERICANOS

Compania/Agencia : TIER ONE TRAVEL INC.

Exportacion de Servicios D. Leg. 919

Huesped : Mitschke, Matthew

Voucher :

Pasaportes: s22

s15

a partir del 01/06/2002

Information Folio V.1.4

Estado de Cuenta

s15

Jueves 11 de Diciembre de 2014

LIM
PeruExportacion de Servicios
Peru

Cliente

Arrival 05/12/14
LlegadaDeparture 12/12/14
SalidaRoom s15
HabitaciónPersons 1
PersonasGuest Polak, Mary
HuespedCashier AVANOORDT
Cajero

Date	Description	Amount
Fecha	Descripción	Importe
05/12/14	Accommodation	410.00
06/12/14	Paidout Remisse Transfer in Apto-Hotel s15	63.00
06/12/14	Accommodation	410.00
07/12/14	Accommodation	410.00
08/12/14	Accommodation	410.00
09/12/14	Accommodation	410.00
10/12/14	Accommodation	410.00
11/12/14	Accommodation	410.00
11/12/14	Servicio 10%	287.00

Minister Polak's hotel
receipt attached to show
daily rate breakdown.
* Attached for info only

Subtotal	US\$ 2,870.00
Tips / Propinas	US\$ 0.00
Paid Outs	US\$ 63.00
I.G.V. 18%	US\$ 0.00
Servicio 10%	US\$ 287.00
Total	US\$ 3,220.00

[REDACTED]

Dec 12, 2014

s15

LIMA

3,888.01

reimbursed in cad
\$ 3387.79
met approved.
Verbal

✓ 3272.00 USD @ 1.1882

[REDACTED]

ENGLISH


[Submit Query](#)

Forex Trading Currency Converter Exchange Rates for Business

fxHistory Classic: Results

Conversion Table: PEN to CAD (Interbank rate +2%)

Time period: 12/06/14 to 12/11/14.
Daily averages:

12/06/2014	0.4053480	12/09/2014	0.4004520
12/07/2014	0.4048380	12/10/2014	0.40290
12/08/2014	0.3954540	12/11/2014	0.4009620

Average (6 days): 0.40166
High: 0.40535
Low: 0.39545

[New table](#)

Same table available in [HTML](#), [ASCII](#), [CSV](#).

FXHistory © 1997-2009 by OANDA Corporation

[Get another table](#)

How to read this table:

Each daily rate is the average ASK price for the day.
The AVERAGE rate is the average of all the ASK prices for the given time period.
The HIGH rate is the highest BID rate for the given time period.
The LOW rate is the lowest BiD rate for the given time period.

Platforms

[fxTrade Desktop](#) [MetaTrader 4](#) [Mobile Forex Trading API](#)

Academy

[Webinars](#) [How-to Videos](#) [Forex Trading Basics](#) [Technical Trading Events](#)

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SMARTTEC Travel Confirmation

Traveller: Matt Mitschke
Prepared By: Julia Anthony

Purpose of Travel: Peru International Conference 2014

SMARTTEC Confirmation Number: TEC0115000556670

If there is an expense claim associated with this travel then attach this PDF to your iExpenses travel claim. The SMARTTEC PDF report must be saved with the default name assigned by the system before attaching it to your iExpenses claim. Any change to the file name will flag your claim as non-compliant when your Ministry reports on it.

Outbound Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2014/12/05	Airplane	Vancouver Intl	Dallas, Texas	2,820.0	340.9	282
2014/12/05	Airplane	Dallas, Texas	Lima, Peru	5,420.0	655.2	980

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2014/12/20	Airplane	Lima, Peru	Dallas, Texas	5,420.0	655.2	988
2014/12/20	Airplane	Dallas, Texas	Edmonton, Alberta	2,620.0	316.7	1428

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2014/12/05	s15	Lima, Peru	7	87.0

Total CO2 Equivalent Emissions: 2,055.1 kg

The emissions (CO2e) reported above are based on emission factors approved by the Ministry of Environment at the time your travel was finalized. Please note that emission factors are updated periodically and may change your emission records retroactively. These changes would be reflected in SMARTTool.



BMO



Financial Group

Your Purchasing Card Statement

KATHRYN ROLLHEISER

→ Stmt. date: Dec. 3, 2014 → Acct. balance: NR

Details of your transactions

Item no.	Trans date	Posting date	Description	Amount
----------	------------	--------------	-------------	--------

TRANSACTIONS FOR ACCOUNT NUMBER - s17

NR

9	Nov. 13	Nov. 13	AMERICAN 0015866294677 TORONTO	ON	✓ 2,742.01 /
10	Nov. 13	Nov. 13	AMERICAN 0015866294679 TORONTO	ON	✓ 2,604.01 /

NR

16	Nov. 13	Nov. 14	TASF 00064895291 VICTORIA	BC	✓ 131.25 /
17	Nov. 13	Nov. 14	TASF 60064895290 VICTORIA	BC	✓ 131.25 /

NR

27	Nov. 20	Nov. 20	TRVL INS / ASSUR VOYAG TORONTO	ON	✓ 32.00 /
----	---------	---------	--------------------------------	----	-----------

NR

See over/next page

Contact us	Local calls	Toll-free calls Canada & USA	Please address any written enquiries to:
Enquiries: 1 866 205-4515	1 800 263-2263	MasterCard	
Telephone Devices for the Deaf: N/A	1 866 859-2089	P.O.Box 300 Station M	
Lost or stolen cards: 514 877-0330	1 800 361-3361	Toronto, ON M6S 4X2	

Your account at a glance

s17

Previous balance, Nov. 3	
- Payments - thank you	
- Other credits	
+ Purchases	
+ Cash advances/Cheques	NR
+ Interest	
+ Fees	
+ Other charges	
→ New account balance, Dec. 3	

Your credit limit	NR
Credit available, Dec. 3	

STATEMENT ONLY DO NOT PAY!

Helpful information

Transactions listed in this statement :

Airlines	
Hotel	
Car rental	
Restaurants	NR
Retail	
Cash advances/Cheques	
Other	

P.O.BOX 11064 STN CENTRE-VILLE
MONTREAL QC H3C 5A2KATHRYN ROLLHEISER
ATTN: KATHRYN ROLLHEISER
PO BOX 9047 STN PROV GOV'T
VICTORIA BC
V8W 9E2

BMO



Financial Group

→ Approved by:

Signature

Signature

Name

Name

Date

Date

Your Purchasing Card Statement

KATHRYN ROLLHEISER

Details of your transactions

s17

(continued)

Item no.	Trans date	Posting date	Description	Amount
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NR

37	Dec.1	Dec.1	TRVL INS / ASSUR VOYAG TORONTO ON	59.00
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NR

PRE-AUTHORIZED DEBIT IN EFFECT AS
REQUESTED FROM YOUR DESIGNATED
PAYMENT ACCOUNT.

Report any items which do not agree with your records within 30 days of statement date.

About Your Statement

Interest on purchases - interest is calculated on all purchases and fees from the date they are posted to your account. However, if payment in full is received by the payment due date, no interest is charged. If you do not pay your account in full by your payment due date, interest accrues until the date the balance is paid in full. Once your balance is paid in full, residual interest will appear on the following month's statement. The residual interest charge represents the period from your statement date until the date the full payment was credited to your account.

Interest on cash advances - we charge interest on a cash advance from the date of the advance until the cash advance is paid in full. We charge interest on a MasterCard cheque from the date the cheque is posted to your account until the cheque advance is paid in full.

How we apply payments to your account - we apply payments to items in your account in this order: interest on cash advances and MasterCard cheques; interest on purchases; annual fees/transaction fee/other fees; cash advances or MasterCard cheques on a previous statement; purchases on a previous statement; cash advances or MasterCard cheques on the current statement; purchases on the current statement. We then apply any additional payments to items that have not yet appeared on your statement but have been applied to your account in the same order.

Foreign currency transactions are converted to your card's currency using a MasterCard conversion rate in effect on the day the transaction is posted to your account. The MasterCard conversion rate is the rate that we pay to MasterCard International Inc. plus a markup percentage that we disclose from time to time. This rate may not be the same as the rate that existed on the date the transaction was made. However, if a foreign currency transaction is refunded to your account, the MasterCard conversion rate used to convert your refund to your card's currency is the rate that we pay to MasterCard International Inc. minus the markup percentage that we disclose from time to time. This rate may not be the same as the rate that existed on the date the transaction was refunded. For these reasons, the amount that is credited to your account for a refund of a foreign currency transaction will, in most cases, be less than the amount that was originally charged to your account for that transaction.

PURCHASE CARD SUMMARY

BRANCH NAME Ministry of Environment							DESCRIPTION Pcard Dec/14 Rollheiser		
CARDHOLDER NAME Kathryn Rollheiser							AREA CODE & PHONE 250-387-1187		
SUPPLIER# - BMO 2081565			STATEMENT DATE (DD-MM-YYYY) 03/12/2014 ✓				INVOICE NUMBER PCARD s17 3DEC14 ✓		
EXCLUSIVE (PRE-TAX) AMOUNT for GST, GST and PST, & PST PURCHASES	EXCLUSIVE (PRE-TAX) AMOUNT for other PURCHASES	CL	RESP	SERVICE LINE	STOB	PROJECT	TAX CODE to Select	EMPLOYEE'S FULL SUPPLIER NAME AND SUPPLIER CODE (only required for STOB 57)	

Tax Information

NR

2,604.01	48	29005	64000	5714	2900000		Matt Mitschke	s22	
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NR

2,774.01	48	29005	64000	5714	2900000		Mary Polak	s22	
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NR

250.00	48	29005	64000	5714	2900000	GST			12.50
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NR

Totals

NR

0.00 TOTAL (needs to be 0.00)

CARDHOLDER (QUALIFIED RECEIVER) CERTIFICATION:

I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

EXPENSE AUTHORITY CERTIFICATION:

Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

SIGNATURE

DATE

SIGNATURE

DATE

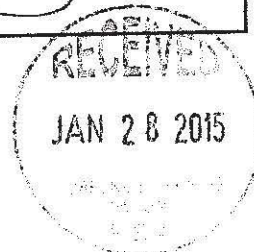
PRINTED NAME OF QUALIFIED RECEIVER

Kathryn Rollheiser

PRINTED NAME OF EXPENSE AUTHORITY

Matt Mitschke

FIN 124 Multi-Line Pcard eform for R12



Jan 27/15

PURCHASING CARD TRANSACTION REGISTER

Cardholder:	Kathryn Rollheiser	Statement Date (DD-MMM-YYYY):	03/12/2014	Clearing line to	CLIENT	RESP	SVS LINE	STOB
Branch:	Ministry of Environment	Supplier# - BMO:	2081565	account:	48	29005	65000	8530
Description:	Pcard Dec/14 Rollheiser	Invoice #:	PCARL s17 03DEC14					
Qualified Receiver:	Kathryn Rollheiser	Telephone #:	250-387-1187					
Expense Authority:	Matt Mitschke							

TRANS NO.	DATE	SUPPLIER NAME	ITEMS PURCHASED	CLIENT	RESP	SVS LINE	STOB	PROJ	TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME (REQUIRED FOR STOB57)	EMPLOYEE'S SUPPLIER CODE	PRE-T/ AMOUNT
1												
2												
3												
4												
5												
6												
7												
8	13-Nov-14	Tier One Travel	Flight to Peru	48	29005	64000	5714	2900000		MARY POLAK		2,
9	13-Nov-14	Tier One Travel	Flight to Peru	48	29005	64000	5714	2900000		MATT MITSCHKE	s22	2,
10												
11												
12	13-Nov-14	Air Canada	Flight	48	29005	64000	5714	2900000	GST	MATT MITSCHKE	s22	
13												
14												

Service Fee	48	29005	64000	5714	2900000	GST	MATT MITSCHKE	s22	125.00	6.25		131.25
Service Fee	48	29005	64000	5714	2900000	GST	MATT MITSCHKE		125.00	6.25		131.25

NR

Travel Insurance	48	29005	64000	5706	2900000		MATT MITSCHKE	s22	59.00			59.00

Pages 36 through 37 redacted for the following reasons:

Duplicate

NR

Griffin, Julia ENV:EX

From: Alison Hastings <alison.hastings@tieronetravel.com>
Sent: Friday, November 14, 2014 10:24 AM
To: Griffin, Julia ENV:EX
Subject: RE: Matt Mitschke - E-ticket + Invoice # 520459/ Many Thanks, Alison

Follow Up Flag: Follow up
Flag Status: Completed

Hi Julia, thanks very much for catching that! The mystery is solved on why Matt's hotel stay was cheaper! I have adjusted the reservation below to have the corrected dates. Much appreciated, Alison

TIER ONE TRAVEL VICTORIA
STE 201-45 BASTION SQUARE
VICTORIA BC V8W 1J1
(250) 953-5730
BC LICENSE NUMBER 3393

MINISTERS OFFICE
MINISTRY OF ENVIRONMENT
PO BOX 9339
VICTORIA BC
V8W9M1

DATE : 13 NOV 2014
CLIENT NBR: s17
LOCATOR : s22
AGENT : ALISON
GST NUMBER: R839755055
INVOICE : 520459

** AIR CANADA REF # s22 **
** AMERICAN AIRLINES REF # s22 **

FOR: MITSCHKE/MATTHEW MR

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
CHECK IN 75 MINUTES PRIOR TO DEPARTURE:							
VICTORIA BC	VANCOUVER	AIR CANADA	8054 W	05 DEC 14	700A	725A	OK
NONSTOP				FLYING TIME- :25			
EQUIPMENT-DH3				OPERATED BY-AIR CANADA EXPRESS			
				SEAT- s22			

PRE-CLEAR U.S. CUSTOMS IN VANCOUVER/DO NOT PICK UP YOUR LUGGAGE:

VANCOUVER	DALLAS/FT WOR	AMERICAN	282 D	05 DEC 14	855A	255P	OK
NONSTOP		BREAKFAST-MOVIE		FLYING TIME- 4:00			
EQUIPMENT-738							
		SEAT- s22					

DALLAS/FT WOR	LIMA PERU	AMERICAN	980 D	05 DEC 14	515P	120A	OK
NONSTOP		DINNER-SNACK		ARRIVE-06 DEC FLYING TIME- 7:05			

EQUIPMENT-BOEING 757 JET

SEAT- s22

05 DEC 14
FRIDAY

CONFIRMED
07 NT/S - OUT 12DEC
RATE- 410.00
1 ROOM/S / 1 DOUBLE
GUARANTEE-CREDIT CARD

s15

CANCEL WITHOUT PENALTY BY 29 NOVEMBER 9:00AM/1 NT PENALTY
IF CANCELLED WITHIN SEVEN DAYS OF ARRIVAL
APPROX TTL \$ 3157 US WITH TAX

LIMA PERU DALLAS/FT WOR AMERICAN 988 D 20 DEC 14 245A 905A OK
NONSTOP BREAKFAST-SNACK FLYING TIME- 7:20
EQUIPMENT-BOEING 757 JET

SEAT- s22

DALLAS/FT WOR EDMONTON/INTL AMERICAN 1428 D 20 DEC 14 405P 715P OK
NONSTOP DINNER FLYING TIME- 4:10
EQUIPMENT-AIRBUS A319 JET

SEAT- s22

AIR TRANSPORTATION	CAD	197.00
TAX GST	CAD	10.71
AIRPORT IMPROVEMENT FEE	CAD	10.00
TAX OTHER	CAD	7.12
TTL	CAD	224.83
PYMT BY s17		224.83-

AIR TRANSPORTATION	CAD	2444.00
TAX GST	CAD	1.00
AIRPORT IMPROVEMENT FEE	CAD	20.00
TAX OTHER	CAD	139.01
TTL	CAD	2604.01
PYMT BY s17		2604.01-

SERVICE FEE 9540064895291	125.00
SERVICE FEE GST	6.25
PYMT BY s17	131.25-

Alison Hastings

Shareholder/Agent
TierOne Travel
#201, 45 Bastion Square
Victoria, BC V8W 1J1
P 250.953.5734
F 250.953.5731
T 888.953.7866

Travel is the only thing you buy that makes you richer!

Rollheiser, Kate ENV:EX

From: Anthony, Julia ENV:EX
Sent: Tuesday, January 27, 2015 12:31 PM
To: Rollheiser, Kate ENV:EX
Subject: FW: Matt Mitschke - E-ticket + Invoice # 520459/ Many Thanks, Alison

Julia Anthony

Administrative Coordinator to the Honourable Mary Polak
Minister of Environment
P: 250.387.1187

From: Alison Hastings [<mailto:alison.hastings@tieronetravel.com>]
Sent: Thursday, November 13, 2014 9:57 PM
To: Griffin, Julia ENV:EX
Cc: Ireland, Shannon L ENV:EX
Subject: Matt Mitschke - E-ticket + Invoice # 520459/ Many Thanks, Alison

TIER ONE TRAVEL VICTORIA
STE 201-45 BASTION SQUARE
VICTORIA BC V8W 1J1
(250) 953-5730
BC LICENSE NUMBER 3393

MINISTERS OFFICE
MINISTRY OF ENVIRONMENT
PO BOX 9339
VICTORIA BC
V8W9M1

DATE : 13 NOV 2014
CLIENT NBR: s17
LOCATOR : s22
AGENT : ALISON
GST NUMBER: R839755055
INVOICE : 520459

** AIR CANADA REF # s22 **
** AMERICAN AIRLINES REF # s22 **

FOR: MITSCHKE/MATTHEW MR

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
CHECK IN 75 MINUTES PRIOR TO DEPARTURE:							
VICTORIA BC	VANCOUVER	AIR CANADA	8054 W	05 DEC 14	700A	725A	OK
NONSTOP				FLYING TIME- :25			
EQUIPMENT-DH3				OPERATED BY-AIR CANADA EXPRESS			
				SEAT- s22			

PRE-CLEAR U.S. CUSTOMS IN VANCOUVER/DO NOT PICK UP YOUR LUGGAGE:

VANCOUVER	DALLAS/FT WOR	AMERICAN	282 D	05 DEC 14	855A	255P	OK
NONSTOP		BREAKFAST-MOVIE		FLYING TIME- 4:00			

EQUIPMENT-738

SEAT- s22

DALLAS/FT WOR LIMA PERU AMERICAN 980 D 05 DEC 14 515P 120A OK
NONSTOP DINNER-SNACK ARRIVE-06 DEC FLYING TIME- 7:05
EQUIPMENT-BOEING 757 JET

SEAT- s22

06 DEC 14
SATURDAY

s15

CONFIRMED
06 NT/S - OUT 12DEC
RATE- 380.00
1 ROOM/S / 1 DOUBLE
GUARANTEE-CREDIT CARD

CANCEL WITHOUT PENALTY BY 29 NOVEMBER 9:00AM/1 NT PENALTY
IF CANCELLED WITHIN SEVEN DAYS OF ARRIVAL
APPROX TTL \$ 2508.00US WITH TAX

LIMA PERU DALLAS/FT WOR AMERICAN 988 D 20 DEC 14 245A 905A OK
NONSTOP BREAKFAST-SNACK FLYING TIME- 7:20
EQUIPMENT-BOEING 757 JET

SEAT- s22

DALLAS/FT WOR EDMONTON/INTL AMERICAN 1428 D 20 DEC 14 405P 715P OK
NONSTOP DINNER FLYING TIME- 4:10
EQUIPMENT-AIRBUS A319 JET

SEAT- s22

AIR TRANSPORTATION	CAD	197.00
TAX GST	CAD	10.71
AIRPORT IMPROVEMENT FEE	CAD	10.00
TAX OTHER	CAD	7.12
TTL	CAD	224.83
PYMT BY		224.83-

s17

AIR TRANSPORTATION	CAD	2444.00
TAX GST	CAD	1.00
AIRPORT IMPROVEMENT FEE	CAD	20.00
TAX OTHER	CAD	139.01
TTL	CAD	2604.01
PYMT BY		2604.01-

s17

SERVICE FEE 9540064895291	125.00
SERVICE FEE GST	6.25
PYMT BY	131.25-

s17

→ AIR CANADA
CHARGE

Alison Hastings

Shareholder/Agent
TierOne Travel
#201, 45 Bastion Square
Victoria, BC V8W 1J1

Griffin, Julia ENV:EX

From: Alison Hastings <alison.hastings@tieronetravel.com>
Sent: Thursday, November 20, 2014 5:00 PM
To: Griffin, Julia ENV:EX
Subject: Mary Polak: Policy Confirmation: s22 / Many Thanks, Alison
Attachments: policy.pdf

Follow Up Flag: Follow up
Flag Status: Completed

This is an electronic confirmation of your policy purchase. Please save this email for later reference.

Agency: TierOne Travel Victoria

Policy Number: s22

Application Date: 20Nov2014

Agent: 5002

Departure Date: 05Dec2015

Return Date: 12Dec2015

Departure City: VANCOUVER, BC, CANADA

Furthest Destination: LIMA, PERU

Insured Information

1 Insured(s)

Mary Polak s22

Plan

Global Medical - s22

Effective Start Date: 05Dec2015

Effective End Date: 12Dec2015

Benefit Summary

Emergency Medical - Up to \$5,000,000 CAD

Payment Details

Total Premium: \$32.00(\$32.00 + \$0.00 tax)

Mastercard MC : \$32.00 s17

Comments and Itinerary Text

Rollheiser, Kate ENV:EX

From: Anthony, Julia ENV:EX
Sent: Friday, January 23, 2015 2:39 PM
To: Rollheiser, Kate ENV:EX
Subject: Travel Insurance - Matt receipt
Attachments: policy.pdf

Julia Anthony

Administrative Coordinator to the Honourable Mary Polak
Minister of Environment
P: 250.387.1187

From: Alison Hastings [<mailto:alison.hastings@tieronetravel.com>]
Sent: Monday, December 1, 2014 3:02 PM
To: Griffin, Julia ENV:EX
Subject: Matthew Mitschke: Policy Confirmation: s22

This is an electronic confirmation of your policy purchase. Please save this email for later reference.

Agency: TierOne Travel Victoria

Policy Number: s22

Application Date: 01Dec2014

Agent: 5002

Departure Date: 05Dec2014

Return Date: 20Dec2014

Departure City: VICTORIA, BC, CANADA

Furthest Destination: LIMA, PERU

Insured Information

1 Insured(s)

Matthew Mitschke s22

Plan

Global Medical - s22

Effective Start Date: 05Dec2014

Effective End Date: 20Dec2014

Benefit Summary

Emergency Medical - Up to \$5,000,000 CAD