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

	Lima PERU
CURRENCY	Nuevo Sol
PER DIEM	262.70
INCIDENTALS	<u>78.81</u>
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):

PLEASE NOTE * MEANS RESONABLE AND JUSTIFIABLE EXPENSES - RECEIPS 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). 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 <u>http://www.pac.bluecross.ca</u>. 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
- <u>http://www.oanda.com/converter/fxhistory</u> (this is the preferred option). The generally accepted exchange rate applied is the typical credit card rate, which is the Interbank Rate + 2%;

ENGLISH

OANDA 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:

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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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NEW Historical Rales Tool

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Add Tools to Your Sile

Mobile Currency Converter

Exchange Rate

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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.

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Reset Form

Anthony, Julia ENV:EX

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** AMERICAN AI	RLINES REF #	s22 **	
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EQUIPMENT-788

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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!

Visit Our Website



s1	5	Information Folio V.1.4	Arrival	05/12/14
	- W	Estado de Cuenta		Llegada
		Jueves 11 de Diciembre de 2014	Departure	12/12/14
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09/12/14	Accommodation			410.00
10/12/14	Accommodation	8		410.00
11/12/14	Accommodation			410.00
11/12/14	Servicio 10%			287.00
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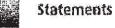
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STATEMENTS > STATEMENT LIST > VIEW STATEMENT

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Statements Statement List	Account Info Name ID	mation	POLAK, MARY		rporation fault Code	BC LEGISLA	TIVE ASSEMBLY
General Print Statement Review Statement	Statement H Statement Date Account # Account Limit Account Balanc		1 2/26/2014 s17 NR	Cu Paj	atement ID rrency yment Due Date nimum Payment	s17 CANADIAN E 01/23/2015 NR	OLLAR -
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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		Interest Information		
Previous Balance			Purchases/Other	Cash advan
- Payments - thank you	NR			
- Other Credits		Interest charges on this statement Annual interest rates next period (%)	0,92 5,00000%	
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P. 2

No. 2887

s17

+ Interest			Local Calls	Collect Calls	T
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Balance, 12/26		Internet	http://www.bmo.com/spe	endandpayment	

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	Card
DOLAR MARCH	

POLAK, MARY 501 BELLEVILLE ST EAST ANNEX VICTORIA, BC V8V1X4, CAN Card number Account Balance Minimum payment Due Payment due by (MM/DD/YYYY)

Amount you're paying

Privacy | Legal | Security

Powered by BMO Spend & Payır

https://www.bmodetailsonline.com/PurchaseDetail/DOL/action/ViewStatementDetailsAction

Page 12 FIN-2005/0001/2015

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TER: 13718842 LOTE: 430 1 F 0843 AP: 031584 FECHA:09/12/14 HORH 14:51

s/. 70.00

Guarda tu voucher E: el sustento para validar tus compras

VISA AID : A0000000000101010 CRIPTO: FOAE8914 - AE789

<< COPIA CLIENTE >>

VANCOUVER INTERNATIONAL AIRPORT EPL POF 19 GST#R127267383 WWW. YVR. CA 604-276-7739 PARKING@YVR. CA Rcpt# 25975 12/12/14 13:05 L#19 A# 1 Txn# 65286 12/05/14 06:53 In 12/12/14 13:05 Out Tkt# 437006 MASTERCARD \$ 150.00s17 Approval No.: 160535 Reference No.: 1558 THANK YOU

PST (PARKING SALES TAX) 21% GST 5%

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: <u>Kate.Rollheiser@gov.bc.ca</u> [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	То	Distance	CO2e kg	Flight#
2014/12/0 2014/12/0		Langley Vancouver Intl	Vancouver Airport Dallas. Texas	47.6 2,820.0	11.8 340.9	282
2014/12/0		Dallas, Texas	Lima, Peru	5,420.0	655.2	980
Return T	rip					
Date	Travel Mode	From	То	Distance	CO2e kg	Flight#
2014/12/1	2 Airplane	Lima, Peru	Los Angeles, California	6,710.0	811.2	7669
2014/12/1	2 Airplane	Los Angeles, California	Vancouver Intl	1,740.0	210.4	5394
2014/12/1	2 Car/Taxi - Gasoline	Vancouver Airport	Langley	47.6	11.8	
Accomm	odations					
Date	Accommodation Provider		Address		Nights	CO2e kg
2014/12/0	5 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.

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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 RESONABLE AND JUSTIFIABLE EXPENSES - RECEIPS 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). 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

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METHOD OF TRAVEL			T	es constants	SIGNATURES	L.,	
AIR	a		Refer to		.4 Policy 1 and 10.4.4 EASE SIGN ONE BO		horities.
PURPOSE OF TRAVEL Give details of event to be atter benefits to Ministry, etc.	nded, project name / number, prog	am involved,	DIRECTOR APPRO	VED	NOT APPROV		DATE SIGNED YYY / MM / DO
Conference of 4	he Parties 20 (cop)			1001	f	
- wat be accord	mpanying Minister	- plak	ASSISTANT DEPUT		÷		
to meetings .	with:		APPRO		NOT APPROV		DATE SIGNED
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	WA, OR, CA)	in a se	APRRO		NOT APPROV		DATE SIGNED YYY / MM / DD
climate a	delegations from action partners	ro C. S	MA	D	-		
	14 	DATE NIGHTS	MINISTER		an da de e		
EMPLOYEE'S SIGNATURE		DATE SIGNED YYYY / MM / DD	APPRO	IVED	NOT APPROV		DATE SIGNED
Marth		14/11/05	Mary,	Ill	+	. 30	<u> </u>
FIN 99/WEB Rev. 2008/10/08	Originator completes and forwar returns the original to the origin	ards a copy to imm ator. The originat	nediaté supervisor f or attáches the orig	for approval(s inal and a co	s). If travel is approved, py to their travel vouch	the supervisor retainer.	ains' a copy and

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Reset Formes

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Anthony, Julia ENV:EX

From: Sent: To: Subject:	Alison Hastings <alison. Monday, December 1, 2 Griffin, Julia ENV:EX Matt Mitschke - E-ticket</alison. 	014 2:52	PM		>		
Follow Up Flag: Flag Status:	Follow up Completed						
	TIER ONE TRA STE 201-45 BA VICTORIA B	STION S C V8W 1	SQUARE				
*****	(250) 95 BC LICENSE N	UMBER 3		* * * * * * *	*****	*****	k
MINISTERS OFFICE MINISTRY OF ENVIRO PO BOX 9339 VICTORIA BC V8W9M1 ** AIR CANADA REF # s ** AMERICAN AIRLINES R	522 **	LOC	fe Ient n Cator Ent	BR:	NOV 2014 s17 s22 SON		
FOR: MITSCHKE/MATTHEW I							
							-
FROM TO	CARRIER	FL	F/CL	DATE	DEP	ARR ST	Г
CHECK IN 75 MINUTES PR	IOR TO DEPARTURE:						
VICTORIA BC VANCOUV NONSTOP EQUIPMENT-DH3			OPERAT	04 DEC ED BY-A	FLYING 7	? 125P OF TIME- :25 DA EXPRESS	5
PRE-CLEAR U.S. CUSTOMS	IN VANCOUVER/DO	NOT PI	СК ИР	YOUR LU	JGGAGE :		
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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

CHECK IN 2 1/2 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 WOREDMONTON/INTLAMERICAN1428 D20 DEC14405P715P OKNONSTOPDINNERFLYING TIME- 4:10EOUIPMENT-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/MATTHEWMR TIERONE TRAVEL VICTORIA 01DEC14 IATA: 61649652 1V· s22 TICKET NO. s22 PLACE OF ISSUE: VICTORIA BC/CA FCIO ISSUED BY: AIR CANADA 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

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AMERICAN AIRLINE:

NAME: MITSCHKE/MATTHEW MR TIERONE TRAVEL VICTORIA 13NOV14 IATA: 61649652 1V s22 TICKET NO s22 PLACE OF ISSUE: VICTORIA BC/CA FCI4 ISSUED BY: AMERICAN AIRLINES 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 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

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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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Fecha de emisic	n: Lima, Jueves 11 de Diciembre de 2014	Emitida por		s15
ImpresiÃ ³ n	: 23-12-14 - Hora : 18:05:29	Room No.	1	s15
Nombre	Exportacion de Servicios	Arrival	:	05/12/14
Direccion		Departure	0	12/12/14
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	e 3			Servicios 10%	USD :	287.00 /
				Total	USD :	3,272.00

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Compania/Agencia	a: TIER ONE TRAVEL INC.	Exportacion de Servicios D. Leg. 919
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Pasaportes: s22

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a partir del 01/06/2002

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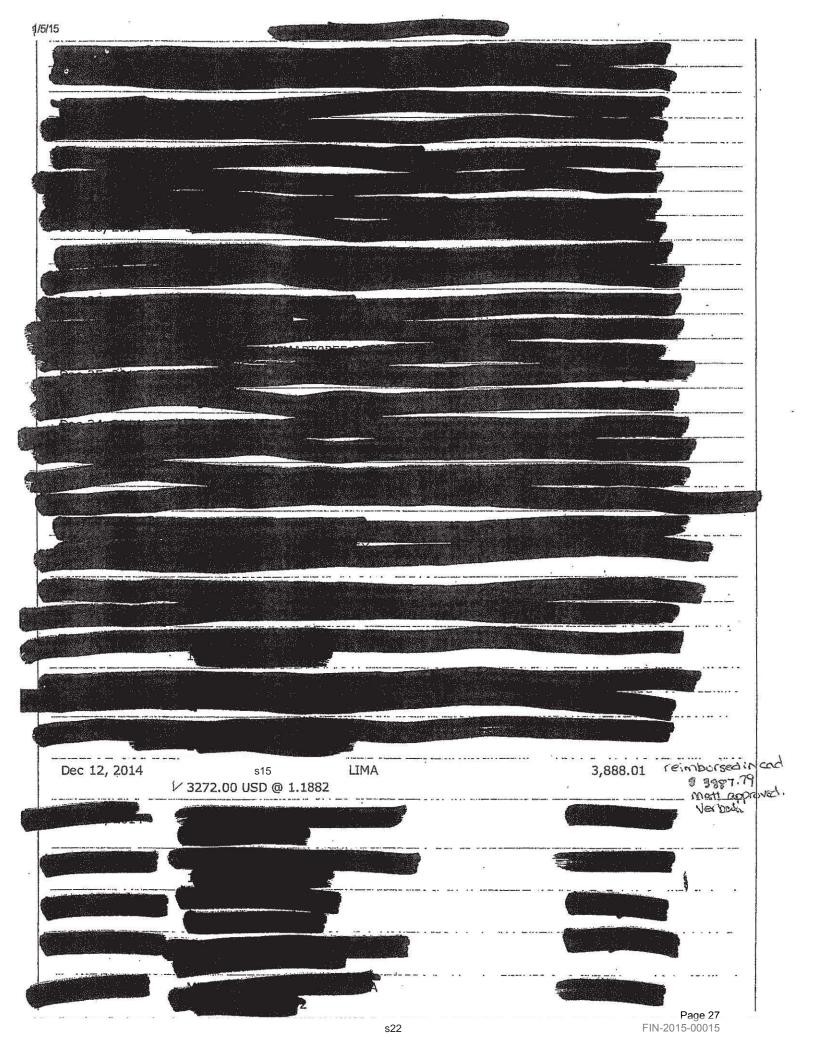
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Page 26 FIN-2015-00015

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ENGLISH

OANDA 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
12/07/2014	0.4048380
12/08/2014	0.3954540

12/09/2014 0.4004520 12/10/2014 0.40290 12/11/2014 0.4009620

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

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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SMARTTEC Travel Confirmation

Traveller:	Matt Mitschke	1
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

Outpound	i i i i i					
Date	Travel Mode	From	То	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
	2					
Return Trip	o					
Date	Travel Mode	From	То	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
Accommo	dations					
Date	Accommodation Provider		Address		Mighto	CO2e ka
57347 17050 (January Manager)					Nights	
2014/12/05	s15		Lima, Peru		1	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.

URCHASE C	ARD SUMM	IARY								
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as been verified (i.e. gesterned) appropriate	oods: as ordered, cr	orrect qu	antity and su	Itable quality;	services:	regulations, Tr	asury Board directi	ract, the payment complies with ives, other executive orders and	entral agency and	
conditions, If any, have						ministry policy	there are sufficient	t funds in the budget, and where upplied, the service rendered and	applicable, that the	
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						Matt Mits				

FIN 124 Multi-Line Pcard eform for R12

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Jan 29/15



	KATHRYN ROLLHEISER				
18	→ Simt. date: Dec. 3, 2014 → Acct. bal	ince: NR			
	Details of your transactions			Your account at a glance	
	item Trans Posting no. date date Description		A	s17	
			Amount	Previous balance, Nov. 3	
	TRANSACTIONS FOR ACCOUNT NUMBER -	s17		 Payments - thank you Other credits 	
				 Purchases Cash advances/Cheques Interest 	NR
CESES)	NR			+ Fees	
	ι			 Other charges New account balance, Dec. 3 	
	 9 Nov. 13 Nov. 13 AMERICAN 0015866294677 10 Nov. 13 Nov. 13 AMERICAN 0015866294679 		✓2,742.01 / ✓ 2,604.01 /	Your credit limit Credit available, Dec. 3	NR
	, NR			STATEMENT ONLY DO NOT PAY!	
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				Transactions listed in this statem	ent :
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JTA9204	Enquiries: 1 866 205-4515 1 800 26 Telephone Devices for the Deaf: N/A 1 866 85 Lost or stolen cards: 514 877-0330 1 800 36	9-2089 P.O.Box 300 Station M		 Registered trademark of Bank of Montreal. Registered trademark of MasterCard International 1 	incorporated.
	P.O.BOX 11064 STN CENTRE-VILLE MONTREAL QC H3C 5A2			MasierCard BMO 🗠 Financ	ial Group
				Approved by:	
09964	KATHRYN ROLLHFTSFR			Signature Signat	ture
	KATHRYN ROLLHEISER ATTN: KATHRYN ROLLHEISER PO BOX 9047 STN PROV GOVT VICTORIA BC VBW 9E2			Name Name	.

Your Purchasing Card Statement

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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 MaslerCard charge from the date the charge is posted to your account until the charge 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 MaslerGard 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 MasterGard 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 conveit 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 C	ARD SUMM	ARY	•						An ann an Sharran		
BRANCH NAME		52 (No.)	e - 6				DESCRIPTION				
Ministry of Envi CARDHOLDER NAME							AREA CODE & DUCH	Pcard Dec/14 Roll	0.00 G 200 P 400 P 400 P 400		
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conditions, if any, ha	te been met/					work has be	en performed, goods :	supplied, the service rende	reo and/or conditions met.		
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PURCHASING CARD TRANSACTION REGISTER

rdhold	ler:	Kathryn Rollheiser		Stateme (DD-MM	IM-YYYY):	03/12/2014		Clearing line to	CLIENT	RESP	SVS LINE	STO
anch:		Ministry of Environment			# - BMO:	2081565		account:	48	29005	65000	85
scripti		Pcard Dec/14 Rollheiser		Invoice		PCARE S17	3DEC14					
	Receiver:	Kathryn Rollheiser		Telepho	ne #:	250-387-1187	7					
pense	Authority:	Matt Mitschke				TT						e <u></u> ee
ANS	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- AMO
3 4 5 6					NR							
4 5 6 7	13-Nov-14	Tier One Travel		48		54000	5714	2900000		MARY POLAK		
4 5 6 7	13-Nov-14	Tier One Travel	Flight to Peru	48	NR 29005	64000	5714	2900000		MARY POLAK	s22	2
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Service Fee	48	29005	64000	5714	2900000	GST	MATT MITSCHKE		125.00	6.25	131.2
Service Fee	48	29005	64000	5714	2900000	GST	MATT MITSCHKE	s22 -	125.00	6.25	131.2

NR	
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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

3

From:	Alison Hastings <alison.hastings@tieronetravel.com></alison.hastings@tieronetravel.com>
Sent:	Friday, November 14, 2014 10:24 AM
То:	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

****	STE	ER ONE TRAVEL 201-45 BASTI VICTORIA BC V (250) 953-5 LICENSE NUMB	ON SQUARE 8W 1J1 730 ER 3393		****	* * * * * 1	* * *
MINISTERS MINISTRY (PO BOX 93: VICTORIA I V8W9M1	OF ENVIRONMENT 39		CLIENT N LOCATOR AGENT GST NUMB	: 13 NOV BR: s' : s22 : ALISON ER: R83975 : 520459	17 1 55055		
** AIR CANADA 1 ** AMERICAN AII	The second	s22 **					
FOR: MITSCHKE/		522					
FROM	ТО	CARRIER	FLT/CL	DATE	DEP	ARR	ST
CHECK IN 75 MI	NUTES PRIOR TO	DEPARTURE .					
아이들에서 가지하는 가지하다 지하는 것들이라.	VANCOUVER	이야 요즘 아무	8054 W	05 DEC 14	700A	725A	OK
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		UHE.	s22				
PRE-CLEAR U.S.	CUSTOMS IN VAN	ICOUVER/DO NOT	PICK UP	YOUR LUGGA	GE:		
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NONSTOP	DINNER-SNACK	- 16 400 0 100 100 100 100		06 DEC FLY			
		1	<2°				

SEAT- s22

05 DEC 14 FRIDAY CONFIRMED 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

s15

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

PORTATION CAD 197.00 CAD 10.71 MPROVEMENT FEE CAD 10.00 CAD 7.12 CAD 224.83 s17 (224.83-)
517 (224.05-
PORTATION CAD 2444.00
CAD 1.00
MPROVEMENT FEE CAD 20.00
CAD 139.01
CAD 2604.01
s17 2604.01-
EE 9540064895291 125.00
EE GST 6.25
s17 (131.25-
EE GST 6.25

2

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!

ž

Rollheiser, Kate ENV:EX

From:	Anthony, Julia ENV:EX
Sent:	Tuesday, January 27, 2015 12:31 PM
То:	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

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

--------------FLT/CL TO CARRIER DATE DEP ST FROM ARR -----___ _____ ---------___ 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	255E	OK OK
NONSTOP	BREAKFAST-MOVI	Е					FLY.	ING TI	ME- 4	1:00

SEAT- s22

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

SEAT- s22

06 DEC 14 SATURDAY

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

s15

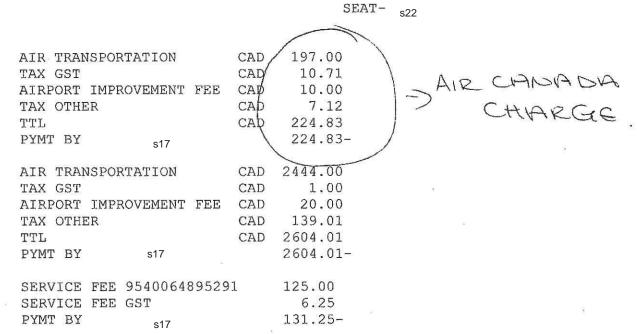
CANCEL WITHOUT PENALTY BY 29 NOVEMBER 9:00AM/1 NT PENALTY IF CANCELLED WITHIN SEVEN DAYS OF ARRIVAL APPROX TTL \$ 2508.00US WITH TAX

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 14: NONSTOP DINNER EQUIPMENT-AIRBUS A319 JET

1428 D 20 DEC 14 405P 715P OK FLYING TIME- 4:10



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></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: Sent: To: Subject: Attachments: Anthony, Julia ENV:EX Friday, January 23, 2015 2:39 PM Rollheiser, Kate ENV:EX Travel Insurance - Matt receipt 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:

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