

FSIBDEXE KLG 87



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E114782

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Martin, Pamela A.		<b>Employee ID</b> s.22		<b>Phone Number</b> (604) 775-1600	
<b>Client Organization</b> Office of the Premier		<b>Job Title</b> Director of Outreach		<b>Travel Group Code</b> 2	
<b>5. Date Completed</b> 2013/03/07		<b>6. Fiscal Year</b> 2013		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Business		<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> 740-999 Canada Place Vancouver, BC V6C 3E1					
<b>16. Travel Dates</b> 2013 02/19/14	<b>17. Places Travelled</b> Destination Start End Van-Vic-Van 0840 1705		<b>18. Personal Vehicle Use</b> Km Cost 0.00	<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b> Claim Cost LI 22.00
				<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b> Cost Describe 28.00 taxi and parking
Not Responsive					
			<b>36.</b>	<b>37.</b>	<b>38.</b>
			<b>39.</b>	<b>40.</b>	<b>Claim Total</b>
<b>TOTALS OF COLUMNS</b>			Not Responsive		
<b>48. Client Code</b> 004 004 004 004	<b>49. Resp.</b> 36A10	<b>50. Service Line</b> 36200	<b>51. STOB</b> 5701	<b>52. Project</b> 3600000	<b>45. Supplier Code</b>    s.22
<b>Less Travel Advance</b> 004					<b>Amount</b>    Not Responsive
					<b>54.</b>
<b>AMOUNT DUE TO EMPLOYEE</b>					
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.			<b>Print Name</b>		<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			<b>Print Name</b>		<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.			<b>Print Name</b>		<b>Date Signed</b>

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06

## Audit Trail for Travel Voucher (Restricted Use) E114782 for Martin, Pamela A.

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2013/03/07 16:19:59	Lee, May s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2013/03/07 16:22:20	Lee, May s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2013/03/08 10:25:45	Lee, May s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Notified	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2013/03/08 13:29:59	Martin, Pamela A. s.15 Pamela.Martin@gov.bc.ca		Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2013/03/08 13:30:12	Martin, Pamela A. s.15 Pamela.Martin@gov.bc.ca		Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2013/03/08 13:31:39	Martin, Pamela A. s.15 Pamela.Martin@gov.bc.ca		Initiated	Leamy, Michelle Michelle.Leamy@gov.bc.ca
2013/03/14 16:20:34	Leamy, Michelle s.15 Michelle.Leamy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E114782 for Martin, Pamela A.

1 note(s) returned.

Created On	Author	Note
2013/03/07 16:22:20	Lee, May s.15 May.Lee@gov.bc.ca	Feb. 19.13 - to/from Vic via Helijet QTs. Parking and taxi on personal card.  Not Responsive

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Lee, May PREM:EX

From: HeliJet Reservations [passengerservices@helijet.com]  
Sent: Friday, February 8, 2013 8:51 AM  
To: Lee, May PREM:EX  
Subject: HeliJet ITINERARY



Victoria Harbour: 79 Dallas Road, Victoria BC V8V 1A1  
Vancouver Airport: 5911 Airport Road South, Richmond BC V7B 1B5  
Vancouver Harbour: 455 Waterfront Road W, Vancouver BC V6B 5E8

Reservations: 1.800.665.4354 | website: [helijet.com](http://helijet.com)

#### RESERVATION CONFIRMATION

##### Passenger

Name	Reservation #
MARTIN   PAMELA (PREMIER'S OFFICE)	s.17, s.22

##### Itinerary

Leg	Date	From	To	Flight	Status
1	19 Feb 2013	08:40 - VANCOUVER HARBOUR	09:15 - VICTORIA HARBOUR	705	CONFIRMED
2	19 Feb 2013	16:30 - VICTORIA HARBOUR	17:05 - VANCOUVER HARBOUR	728	CONFIRMED

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT. PLEASE READ FULLY.**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the HeliJet International administration offices. Carriage hereunder is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

##### Itinerary Status Codes:

C - Confirmed / W- Waitlist / X - Cancelled / S - Standby

##### Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call HeliJet Reservations 1.800.665.4354

##### Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time.

##### Aircraft Type:

All flights are operated by 12 passenger Sikorsky S-76, twin-engine helicopters.  
All sightseeing tour/charters are operated by 5 passenger Bell Longranger 206L3

##### Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights.

##### Changes/Cancellations & No Show Penalty:

Failure to show up, change or cancel a scheduled flight or sightseeing tour results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. Please ensure you are aware of the applicable fare rules for your scheduled-services or charter-services flight. Visit: [helijet.com](http://helijet.com)

##### Baggage Allowance:

Baggage on scheduled service is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. No carry-on cabin baggage is allowed. Please visit <http://www.catsa-acsta.gc.ca/> for information on how to Pack Smart and avoid delays.

##### Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

##### Transportation upon arrival:

HeliJet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria and Vancouver Harbour, ask the driver for drop off locations. Taxis may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is as pleasant as possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354.

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. For carriage of small pets and animals please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

HELIJET INTERNATIONAL INC  
455 WATERFRONT ROAD  
VANCOUVER, BC

## Purchase

MASTER CARD  
Entry Method: C

Total: \$ 18.00

2013/02/19 08:29:16

Seq #: 0010014740

Appr Code: 112917

Resp Code: 01-227

```
MasterCard
A0000000041010
23 45 BF F1 28 AB D5 1D
00 00 00 00 00 00
E8 00
20 11 00 57 58 D5 6E 20
```

APPROVED

## Thank You

Verified By Pin

Merchant Copy

- IMPORTANT -  
retain this copy for your records

Carling

BLUEBIRD CABS LTD.

CAB 52  
2612 QUADRA ST., 2ND FLOOR  
VICTORIA, BC V8T 4E4  
250-382-2222

TERM ID: BA342463

Cash Sale

Total	\$	10.00
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19-Feb -13 15:57:56

VICTORIA'S FIRST CHOICE  
THANK YOU!

Cab to Helijet  
post budget





Where green ideas work

## SMARTTEC Travel Confirmation

Traveller: Pamela Martin  
Prepared By: May Lee

Purpose of Travel: Business Feb.19.13

SMARTTEC Confirmation Number: TEC0313000437444

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#
2013/02/19	Car/Taxi - Gasoline	Vancouver	Vancouver	10.0	2.5	
2013/02/19	Helijet (Van - Vic)	Vancouver Harbour	Victoria Harbour	99.0	44.3	

### Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2013/02/19	Car/Taxi - Gasoline	Victoria	Victoria	6.0	1.5	
2013/02/19	Helijet (Van - Vic)	Victoria Harbour	Vancouver Harbour	99.0	44.3	
2013/02/19	Car/Taxi - Gasoline	Vancouver	Vancouver	10.0	2.5	

Total CO2 Equivalent Emissions: 94.9 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.



## Control No.

E113798

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Martin, Pamela A.	s.22	(604) 775-1600
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Office of the Premier	Director of Outreach	2

5. Date Completed 2012/11/05	6. Fiscal Year 2013	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Business	Headquarters Vancouver	

**12. Mailing Address for Cheque**  
740-999 Canada Place Vancouver, BC V6C 3E1

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2012											
10/30 HS	Van - Vic	0840	2359		0.00		LDI	36.50	103.85	44.70	taxi and parking
10/31 HS	Vic - Van	0700	1605		0.00		BLI	30.00		39.30	taxis

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 0.00		38. \$ 66.50	39. \$ 103.85	40. \$ 84.00	Claim Total \$ 254.35
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48.	Client Code 004 004 004 004	49.	Resp. 36A10	50.	Service Line 36200	51.	STOB 5701	52.	Project 3600000	45.	Supplier Code  s.22	Amount \$ 254.35
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[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	\$ 254.35
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<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed

NOV 14/12



## Audit Trail for Travel Voucher (Restricted Use) E113798 for Martin, Pamela A.

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2012/11/05 10:27:54	Lee, Mav s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2012/11/05 10:44:14	Lee, May s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2012/11/05 15:14:28	Lee, May s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Notified	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2012/11/07 11:10:17	Martin, Pamela A. s.15 Pamela.Martin@gov.bc.ca		Initiated	Leamy, Michelle Michelle.Leamy@gov.bc.ca
2012/11/09 14:12:58	Leamy, Michelle s.15 Michelle.Leamy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Lee, May PREM:EX

From: HeliJet Reservations [gwilson@helijet.com]  
Sent: Monday, November 5, 2012 10:42 AM  
To: Lee, May PREM:EX  
Subject: Helijet ITINERARY

Hi May, Here is the receipt for Pamela. Grace



Victoria Harbour: 79 Dallas Road, Victoria BC V8V 1A1  
Vancouver Airport: 5911 Airport Road South, Richmond BC V7B 1B5  
Vancouver Harbour: 455 Waterfront Road W, Vancouver BC V6B 5E8

Reservations: 1.800.665.4354 | website: helijet.com

### RESERVATION CONFIRMATION

Passenger		Name	Reservation #	Total Charges	Total Taxes	Total Amount	Total Payments	Balance Due
MARTIN	PAMELA (PREMIER'S OFFICE)		s.17, s.22	518.00	62.16	580.16	580.16	0.00

### Itinerary

Leg	Date	From	To	Flight	Status
1	30 Oct 2012	08:40 - VANCOUVER HARBOUR	09:15 - VICTORIA HARBOUR	705	CONFIRMED
2	31 Oct 2012	15:30 - VICTORIA HARBOUR	16:05 - VANCOUVER HARBOUR	726	CONFIRMED

### Charges

	Date	Passenger	Description	Amount	Taxes	Total
1	29 Oct 2012	MARTIN, PAMELA (PREMIER'S OFFICE)	B - Full Fare	259.00	31.08	290.08
2	30 Oct 2012	MARTIN, PAMELA (PREMIER'S OFFICE)	B - Full Fare	259.00	31.08	290.08
Total				518.00	62.16	580.16

### Payments

Date	Description	Payer	Method	Amount	PO Number	Receipt	Authorization
30 Oct 2012	Quick Ticket	MARTIN, PAMELA (PREMIER'S OFFICE)	QTKT	290.08		311203	
30 Oct 2012	Quick Ticket	MARTIN, PAMELA (PREMIER'S OFFICE)	QTKT	290.08		311208	

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT. PLEASE READ FULLY.**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage hereunder is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

### Itinerary Status Codes:

C - Confirmed / W- Waitlist / X - Cancelled / S - Standby

CT

### Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

### Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time.

### Aircraft Type:

All flights are operated by 12 passenger Sikorsky S-76, twin-engine helicopters.

All sightseeing tour/charters are operated by 5 passenger Bell Longranger 206L3

### Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights.

### Changes/Cancellations & No Show Penalty:



Failure to show up, change or cancel a scheduled flight or sightseeing tour results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. Please ensure you are aware of the applicable fare rules for your scheduled-services or charter-services flight. Visit: [helijet.com](http://helijet.com)

**Baggage Allowance:**

Baggage on scheduled service is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. No carry-on cabin baggage is allowed. Please visit <http://www.catsa-acsta.gc.ca/> for information on how to Pack Smart and avoid delays.

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria and Vancouver Harbour, ask the driver for drop off locations. Taxis may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is as pleasant as possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354.

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. For carriage of small pets and animals please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

Call to Camosun College

BLUEBIRD CARS LTD.

CAB 09  
2612 QUADRA ST. 2ND FLOOR  
VICTORIA, BC V8T 4E4  
250-382-2222

TERM ID: R4342463

BATCH#: 106  
SHIFT#: 002

Sale

INV#: 000000003

MCARD  
SEC#: 108021001003  
Application Label: MasterCard  
AID: A0000000041010  
TVR: 00 00 00 00 00  
TSI: E3 00

Amount: \$ 26.70  
Tip: \$ 3.00

Total: CAD\$ 29.70

APPROVED 131908

001/00

30-Oct-12 10:19:08

CUSTOMER COPY  
VICTORIA'S FIRST CHOICE  
THANK YOU

HELIJET INTERNATIONAL INC  
455 WATERFRONT ROAD  
VANCOUVER, BC

Term ID: 26355460

Purchase

MASTERCARD

Entry Method: C

Total: \$ 18.00

08:15:58

Appr Code: 111558

Resp Code: 01/027

MasterCard  
A00000000041010  
AF FA 19 9F 66 D0 43 D8  
00 00 00 00 00 00  
78 EF 73 E4 04 20 E3 B9

APPROVED

Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records

001/00

GST #105528269

OFFICIAL RECEIPT

Car No.

RECEIVED FROM

THE SUM OF (G.S.T. INCLUDED)

TAXI FROM

TO

DATE

PER

"Victoria's Driving Force"

"Westshore's Driving Force"

BLUEBIRD CARS LTD.

CAB 79  
2612 QUADRA ST. 2ND FLOOR  
VICTORIA, BC V8T 4E4  
250-382-2222

TERM ID: B5342463

BATCH#: 106  
SHIFT#: 001

Sale

INV#: 000000004

Chip

SEC#: 106001001004

Application Label: MasterCard

AID: A0000000041010

TVR: 00 00 00 00 00

TSI: E3 00

Amount: \$ 17.30

Tip: \$ 2.00

Total: CAD\$ 19.30

APPROVED 155708

001/00


31-Oct-12 12:57:09

CUSTOMER COPY  
VICTORIA'S FIRST CHOICE  
THANK YOU

s.15

Ms Pamela Martin

s.22

Room : 1036  
Arrival Date : 10/30/12  
Invoice No. : 242681  
Folio No. :  
Conf. No. : s.17, s.22  
Cashier No. : 48  
Billing Date : 10/31/12  
A/R Number : 

Office of the Premier

Date	Description	Debit	Credit
10/30/12			
10/30/12	s.22		
10/30/12	Room Charge	90.00	
10/30/12	Destination Marketing Fee	0.90	
10/30/12	Municipal Tax	1.82	
10/30/12	Room HST	11.13	
10/31/12	Mastercard		
	s.22		
	XX/XX		
Room HST Total - 11.13		Total	Not Responsive
HST #	s.22		
	s.15	Balance	0.00

s.15





Where green ideas work

## SMARTTEC Travel Confirmation

Traveller: Pamela Martin  
Prepared By: May Lee

Purpose of Travel: Business Oct.30.12 - Oct.31.12

SMARTTEC Confirmation Number: TEC1112000396812

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#
2012/10/30	Car/Taxi - Gasoline	Vancouver	Vancouver	6.0	1.5	
2012/10/30	Helijet (Van - Vic)	Vancouver Harbour	Victoria Harbour	99.0	44.3	
2012/10/30	Car/Taxi - Gasoline	Victoria	Victoria	8.5	2.1	

### Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/10/31	Car/Taxi - Gasoline	Victoria	Victoria	5.8	1.4	
2012/10/31	Car/Taxi - Gasoline	Victoria	Victoria	7.4	1.8	
2012/10/31	Helijet (Van - Vic)	Victoria Harbour	Vancouver Harbour	99.0	44.3	
2012/10/31	Car/Taxi - Gasoline	Vancouver	Vancouver	6.0	1.5	

### Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2012/10/30	s.15	Victoria	1	12.6

Total CO2 Equivalent Emissions: 109.4 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 SMARTTTool.



## Control No.

E113564

Name	Employee ID	Phone Number
Martin, Pamela A.	s.22	(604) 775-1600
Client Organization	Job Title	Travel Group Code
Office of the Premier	Director of Outreach	2

5. Date Completed 2012/10/04	6. Fiscal Year 2013	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Business	Headquarters Vancouver	

**12. Mailing Address for Cheque**  
740-999 Canada Place Vancouver, BC V6C 3E1

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2012											
09/26	HJ Van - Vic	1430	2359		0.00		DI	28.50	160.38	8.00	Taxi
09/27	Victoria	0700	2359		0.00		BLDI	49.00	160.38		
09/28	HJ Vic - Vancouver	0700	1505		0.00		BLI	30.00		30.00	Taxi

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 0.00		\$ 107.50	\$ 320.76	\$ 38.00	\$ 466.26

48.	Client Code 004 004 004 004	49.	Resp. 36A10	50.	Service Line 36200 ✓	51.	STOB 5701	52.	Project 3600000	45.	Supplier Code   s.22	Amount \$ 466.26
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[illegible]

		AMOUNT DUE TO EMPLOYEE	54.	\$ 466.26
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<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>

NOV 20/12

## Audit Trail for Travel Voucher (Restricted Use) E113564 for Martin, Pamela A.

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2012/10/04 16:04:50	Lee, Mav s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2012/10/04 16:19:07	Lee, May s.15 May.Lee@gov.bc.ca	Martin, Pamela A. Pamela.Martin@gov.bc.ca	Saved	Martin, Pamela A. Pamela.Martin@gov.bc.ca
2012/10/24 11:10:42	Martin, Pamela A. s.15 Pamela.Martin@gov.bc.ca		Initiated	Leamy, Michelle Michelle.Leamy@gov.bc.ca
2012/10/24 11:57:24	Leamy, Michelle s.15 Michelle.Leamy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E113564 for Martin, Pamela A.

1 note(s) returned.

Created On	Author	Note
2012/10/04 16:04:50	Lee, May s.15 May.Lee@gov.bc.ca	Sept.26.12 - Sept.28.12 to / from Victoria via Helijet QTs. Accommodations and taxi charges on personal MC.

Production \*\*\* Copyright © Government of British Columbia

s.15

Room : 538  
 Folio # : s.17, s.22  
 Invoice # :  
 Cashier # : 571  
 Page # : 1 of 1

Ms Pamela Martin  
 999 Canada Place  
 Suite 740  
 Vancouver BC V6V 3E1

Arrival : 09/26/12  
 Departure : 09/28/12



Date	Description	Additional Information	Charges	Credits
09/26/12	Room Charge		139.00	
09/26/12	Destination Marketing Fee		1.39	
09/26/12	Hotel Room Tax	✓	2.81	
09/26/12	Room HST		17.18	
09/27/12		s.22		
09/27/12	Room Charge		139.00	
09/27/12	Destination Marketing Fee		1.39	
09/27/12	Hotel Room Tax		2.81	
09/27/12	Room HST		17.18	
09/28/12		s.22		
09/28/12	Mastercard	s.22 XXXX		

Not Responsive

Total

Balance Due

0.00

HST Summary

Room : 34.36

s.22

Other : 0.00

Total : Not Responsive

Dan Doyle, Chief of Staff

s.15



# VANCOUVER-TAXI

604-871-1111

HST # 105485080

CAB No. 3

DATE SEP. 26/12

\$ 8.1

FROM \_\_\_\_\_

TO \_\_\_\_\_

DRIVER'S NAME (Print) [Signature]

**Yellow Cab**  
of Victoria

250-381-2222 250-381-2242

Toll Free: 1-800-808-6881 anywhere in North America

Date: Sept 28, 2012

Amount: 8.0

Driver: Car

Car #: 50

From

s.15

To: 1515 Bligh St



Yellow Cab  
of Victoria  
250-381-2222

## Bluebird Cabs Ltd.

1-800-665-7055

250-382-2222  
DISPATCH

SERVING  
GREATER VICTORIA  
SINCE 1946

250-382-3611  
ACCOUNTS

Date: 09/28

Amount \$ 14.00

From: 1515 Bligh St

To: Helix

Driver: TL

Car #: 16

Fare includes H.S.T.

H.S.T. # \_\_\_\_\_

# VANCOUVER-TAXI

604-871-1111

HST # 105485080

CAB No. 707

DATE 28. 12

\$ 8.00

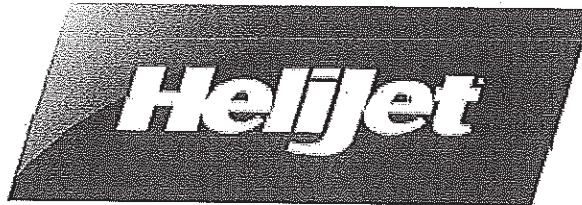
FROM \_\_\_\_\_

TO \_\_\_\_\_

DRIVER'S NAME (Print) BS

Lee, May PREM:EX

From: HeliJet Reservations [passengerservices@helijet.com]  
Sent: Thursday, September 20, 2012 2:25 PM  
To: Lee, May PREM:EX  
Subject: HeliJet ITINERARY



Victoria Harbour: 79 Dallas Road, Victoria BC V8V 1A1  
Vancouver Airport: 5911 Airport Road South, Richmond BC V7B 1B5  
Vancouver Harbour: 455 Waterfront Road W, Vancouver BC V6B 5E8

Reservations: 1.800.665.4354 | website: [helijet.com](http://helijet.com)

## RESERVATION CONFIRMATION

### Passenger

Name	Reservation #
MARTIN   PAMELA (PREMIER'S OFFICE)	s.17, s.22

### Itinerary

Leg	Date	From	To	Flight	Status
1	28 Sep 2012	14:30 - VANCOUVER HARBOUR	15:05 - VICTORIA HARBOUR	721	CONFIRMED
2	28 Sep 2012	14:30 - VICTORIA HARBOUR	15:05 - VANCOUVER HARBOUR	722	CONFIRMED

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT. PLEASE READ FULLY.**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the HeliJet International administration offices. Carriage hereunder is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

### Itinerary Status Codes:

C - Confirmed / W - Waitlist / X - Cancelled / S - Standby

### Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call HeliJet Reservations 1.800.665.4354

### Passenger Check-In:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time.

### Aircraft Type:

All flights are operated by 12 passenger Sikorsky S-76, twin-engine helicopters.  
All sightseeing tour/charters are operated by 5 passenger Bell Longranger 206L3

### Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights.

### Changes/Cancellations & No Show Penalty:

Failure to show up, change or cancel a scheduled flight or sightseeing tour results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. Please ensure you are aware of the applicable fare rules for your scheduled-services or charter-services flight. Visit: [helijet.com](http://helijet.com)

### Baggage Allowance:

Baggage on scheduled service is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. No carry-on cabin baggage is allowed. Please visit <http://www.catsa-acsta.gc.ca/> for information on how to Pack Smart and avoid delays.

### Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

### Transportation upon arrival:

HeliJet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria and Vancouver Harbour, ask the driver for drop off locations. Taxis may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is as pleasant as possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354.

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. For carriage of small pets and animals please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).



Where green ideas work

## SMARTTEC Travel Confirmation

Traveller: Pamela Martin  
Prepared By: May Lee

Purpose of Travel: Business Sept.26.12 - Sept.27.12

SMARTTEC Confirmation Number: TEC1012000390421

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#
2012/09/26	Car/Taxi - Gasoline	Vancouver	Vancouver	0.6	0.1	
2012/09/26	Helijet (Van - Vic)	Vancouver Harbour	Victoria Harbour	99.0	44.3	

### Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/09/28	Car/Taxi - Gasoline	Victoria	Victoria	1.3	0.3	
2012/09/28	Car/Taxi - Gasoline	Victoria	Victoria	3.8	0.9	
2012/09/28	Helijet (Van - Vic)	Victoria Harbour	Vancouver Harbour	99.0	44.3	
2012/09/28	Car/Taxi - Gasoline	Vancouver	Vancouver	0.6	0.1	

### Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2012/09/26	s.15	Vancouver Victoria	2	25.2

Total CO2 Equivalent Emissions: 115.2 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.





FS

FOREIGN CURRENCY?  
(if yes, enter "\$")

[Link to Invoice Coding Sheet completion instructions.](#)

RECEIVED  
JAN 11 2013  
CORPORATE AND MINISTRY  
SUPPORT SERVICES  
FSA

**BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:**

ALISHA OLSON (250) 356-2605

ACCOUNTS DATE STAMP

\* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.



# RECEIVED

JAN 08 2013

OFFICE OF THE PREMIER  
SCHEDULING BRANCH

**Helijet**

## INVOICE

Charge To: Premier Clark  
Office of the Premier  
PO Box 9041 Stn Prov Govt  
Victoria  
BC  
V8W 9E1

Attention: Tamara Davidson

Invoice No. ITR1450358  
Invoice Date 31/10/12  
Print Date 1/11/12  
Account No. 101640  
GST Reg. R102 321 165

For services provided from 16/10/12 to 31/10/12

Terms: Due and payable within 10 days of invoice.

A service charge of 2.00% per month will be charged on overdue account

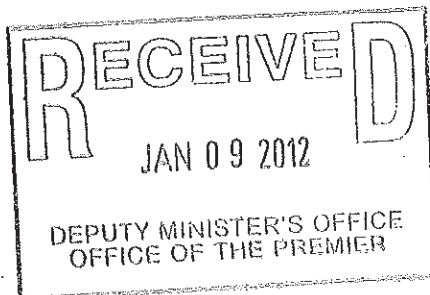
Document	Description	Fare	Freight	GST	Other Tax	Commission			Net Amount	
						Aln	Agf	GST		
Not Responsive										
Pamela	1-613-4080660709	JB0705 CXH/YWH	Oct 30	259.00	0.00	31.08	0.00	0.00	0.00	290.08✓
	1-613-4080660710	JB0726 YWH/CXH	Oct 31	259.00	0.00	31.08	0.00	0.00	0.00	290.08✓
Not Responsive										

Page Total:

Not Responsive

Copy-original never received.

*[Signature]* Jan 15/13



*[Signature]* Jan 8/13

	Fare	Freight	GST	Other Tax	Commission			Net Amount
					Aln	Agt	GST	
Total :					Not Responsive			

Invoice Total CAD Not Responsive

1 of 1

GST = HST

Helijet International Inc. || 5911 Airport Road South || Richmond, BC || V7B 1B5

Phone: 604.273.4688 || Fax: 604.273.5301 || Web: helijet.com

Page 24

FIN 2013 00087

# QUICK TICKET

61340807826474

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME P. MARTIN.		DATE 28 SEP/12	
FROM	FLIGHT NO.	CLASS Y	TIME
TO	ACCOUNT NO.		
SIGNATURE AUTHORIZING CHARGES <i>Pamela Martin</i>		RESERVATION REFERENCE NO.	

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS  
1-800-665-4354

ISSUED BY:  
**Helijet**  
INTERNATIONAL INCORPORATED

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

G.S.T. #R102320165

# QUICK TICKET

61340807826485

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME PAMELA MARTIN		DATE 26 SEPT	
FROM VANCOUVER	FLIGHT NO. 721	CLASS Y	TIME
TO VICTORIA	ACCOUNT NO.		
SIGNATURE AUTHORIZING CHARGES <i>Pamela Martin</i>		RESERVATION REFERENCE NO. s.17, s.22	

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS  
1-800-665-4354

ISSUED BY:  
**Helijet**  
INTERNATIONAL INCORPORATED

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

G.S.T. #R102320165



# INVOICE CODING SHEET

(if yes, enter "D")

(if yes, enter "\$")

[Link to Invoice Coding Sheet completion instructions.](#)

ALISHA OLSON (250) 356-2605

\* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

FIN FSA 017 REV. JUN/10

OCT 25/12

ACCOUNTS DATE STAMP

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OCT 25 2012

FORECAST Page 26 HISTORY

Page 26  
FINE 200600087

RECEIVED

OCT 04 2012

OFFICE OF THE PREMIER  
SCHEDULING BRANCH

## INVOICE

Charge To: Premier Clark  
Office of the Premier  
PO Box 9041 Stn Prov Govt  
Victoria  
BC  
V8W 9E1

Attention: Tamara Davidson

Invoice No. ITR1449365  
Invoice Date 28/9/12  
Print Date 1/10/12  
Account No. 101640  
GST Reg. R102 321 165

For services provided from 25/9/12 to 28/9/12

Terms: Due and payable within 10 days of invoice.

A service charge of 2.00% per month will be charged on overdue account

Document	Description	Fare	Freight	GST	Other Tax	Commission			Net Amount
						Aln	Agt	GST	
			Not Responsive						
1-613-4080782647	JB0722 YWH/CXH Sep 28	179.00	0.00	21.48	0.00	0.00	0.00	0.00	200.48✓
1-613-4080782648	JB0721 CXH/YWH Sep 26	179.00	0.00	21.48	0.00	0.00	0.00	0.00	200.48✓

Not Responsive

Page Total:

Not Responsive

RECEIVED  
OCT 15 2012  
DEPUTY MINISTER'S OFFICE  
OFFICE OF THE PREMIER

*Bandia*

Total :	Fare	Freight	GST	Other Tax	Aln	Commission			Net Amount
						Agt	GST		

Not Responsive

Invoice Total CAD

Not Responsive

GST = HST