

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

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*** Copyright © Government of British Columbia

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

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

` Date/Time	Who	On Behalf Of	Action	Next To Act
2013/03/07 16:19:59	Lee, May	Martin, Pamela A.	Saved	Martin, Pamela A.
	s.15	Pamela.Martin@gov.bc.ca		Pamela.Martin@gov.bc.ca
	May.Lee@gov.bc.ca			
2013/03/07 16:22:20	Lee, May	Martin, Pamela A.	Saved	Martin, Pamela A.
	s.15	Pamela.Martin@gov.bc.ca		Pamela.Martin@gov.bc.ca
	May.Lee@gov.bc.ca			
2013/03/08 10:25:45	Lee, May	Martin, Pamela A.	Notified	Martin, Pamela A.
	s.15	Pamela.Martin@gov.bc.ca		Pamela.Martin@gov.bc.ca
	May.Lee@gov.bc.ca			
2013/03/08 13:29:59	Martin, Pamela A.		Saved	Martin, Pamela A.
	s.15			Pamela.Martin@gov.bc.ca
	Pamela.Martin@gov.bc.ca		,	
2013/03/08 13:30:12	Martin, Pamela A.		Saved	Martin, Pamela A.
	s.15			Pamela.Martin@gov.bc.ca
	Pamela.Martin@gov.bc.ca	,		, amountainegoviboloa
2013/03/08 13:31:39	Martin, Pamela A.		Initiated	Leamy, Michelle
0.0000000000000000000000000000000000000	s.15	•	miliated	Michelle.Leamy@gov.bc.ca
	Pamela.Martin@gov.bc.ca			Wichelle.Learijy@gov.bc.co
2013/03/14 16:20:34	Leamy, Michelle		Αρητονοί	SFSA MIN OFF, FIN
.010/00/14 10.20.04			Whitever	•
	s.15			FINFSAMINOFF@gov.bc.d
	Michelle.Leamy@gov.bc.ca			

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

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

Lee, May PREM:EX

From:

HeliJet Reservations [passengerservices@helijet.com]

Sent:

Friday, February 8, 2013 8:51 AM

To: Subject:

Lee, May PREM:EX 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

JAMES 11 AMERICAN STATE OF THE	
RESERVATION CONFIRMATION Passenger	Sacciones
Name Reservation #	
MARTIN PAMELA (PREMIER'S OFFICE) s.17, s.22	
ltinerary.	1
Leg Date From To Flight Status	

2 | 19 Feb 2013 | 16:30 - VICTORIA HARBOUR | 17:05 - VANCOUVER HARBOUR | 728 | CONFIRMED | THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT. PLEASE READ FULLY.

1 19 Feb 2013 08:40 - VANCOUVER HARBOUR 09:15 - VICTORIA HARBOUR

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.

705 | CONFIRMED

Itinerary Status Codes:

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

Passenger Travel Information:

For detailed Travel Information visit 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

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.helljet.com or by calling 1.800.665.4354 (within North America).

HELLJET INTERNATIONAL INC 455 WATERFRONT ROAD VANCOLVER, BC

Term ID: 28356442

Purchase

MASTERCARD

Entry Method: C

Total: \$

18.00

2013/02/19

8:2:16 9019014749 112917

Appr Code: Resp Code: 81/827 Sed #:

MasterCard AGG000G041010 23 45 BF F1 28 4B D5 1D 00 30 90 80 90 E8 00 20 11 90 57 58 D5 6E 2D

APPROVED Thank You

Verified By Pin

Merchant Copy

- IMPORTANT - retain this copy for your records

Cash Sale

10.00 15:57:56

VICTORIA'S FIRST CHOICE THANK YOU!

Canto Helize

BLUEBIRO CABS LTD.
2612 QUENERA ST. ZND FLOOR
VICTORIA, BE VST 9E4
256-382-2222

TERM ID: BA342463

Total:

19-Feb -13



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

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.



Where ideas work

Travel Voucher (Restricted Use)

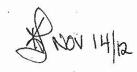
Control No.

E113798

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.

Name Martin, Pamela A. Client Organization Office of the Premier		JUD I	เมษ	D .22 Outread	h	j		Phone N (604) 77 Travel G 2		
5. Date Completed 2012/11/05	6. Fiscal Ye	ar	7. Sp	ecial C	heq	ue issue	i	8. Chequ	e Stub Infor	mation
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45. Employee Signature - Certified this travel exp disbursements made an a result of travel on gove for which I have not bee party.	pense claim is a tru id/or allowances to ernment business a	e stateme which I ar as detailed	m entiti	e and	Pri	int Name		TO EMPL	OYEE · Date Signed	\$ 254.35
56. Spending Authority - Certified correct pursuand Administration Act and r	ant to section 32 &	udit Trail 33 of the) Financ	ial		int Name		-	Date Signed	
57. Payment Authority: - Requisition for paymer Administration Act.	Signature (See Au at pursuant to section	on 32 of th				int Name			Date Signed	1 ADCS 4240 00

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



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 .Lee. Mav 2012/11/05 10:27:54 Martin, Pamela A. Saved Martin, Pamela A. Pamela.Martin@gov.bc.ca Pamela.Martin@gov.bc.ca s.15 May.Lee@gov.bc.ca Martin, Pamela A. Pamela.Martin@gov.bc.ca Lee, May 2012/11/05 10:44:14 Martin, Pamela A. Saved Pamela.Martin@gov.bc.ca May.Lee@gov.bc.ca Lee, May 2012/11/05 15:14:28 Martin, Pamela A. Notified Martin, Pamela A. Pamela.Martin@gov.bc.ca Pamela.Martin@gov.bc.ca s.15 May.Lee@gov.bc.ca Martin, Pamela A. 2012/11/07 11:10:17 Leamy, Michelle Michelle.Leamy@gov.bc.ca Pamela.Martin@gov.bc.ca Leamy, Michelle 2012/11/09 14:12:58 ApprovedFSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca Michelle.Leamy@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: Subject:

Lee, May PREM:EX 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: helifet.com

	Name	Reservation #	Total Charges	Total Taxes	Total Amount	Total Payments	Balance Due
MARTIN PAME	LA (PREMIER'S OFFICE)	s.17, s.22	518,00	62.16	580.16	580.16	0.00
tinerary							
.eg Date	From		To		Flight Stat	us	
1 30 Oct 2012 2 31 Oct 2012			15 - VICTORIA I 5 - VANCOUVER	-	705 CONFI		
Charges			VANCOUVER	TARBOOK	726] CONFII	KINED]	
Date	Passenger		Description A	lmount Taxe	s Total		
1 29 Oct 2012 I	MARTIN, PAMELA (PREM	IER'S OFFICE)	B - Full Fare	259.00 31.0	3 290.08		
30 Oct 2012 1	MARTIN, PAMELA (PREM	IER'S OFFICE)	B - Full Fare	259.00 31.08	3 290.08	3	
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30 Oct 2012 Oulck Ticket	MARTIN PAMELA (PREMIER'S OFFICEL	OTAT DOG AS	1 244000	4

30 Oct 2012 | Quick Ticket | MARTIN, PAMELA (PREMIER'S OFFICE) | QTKT | 290.08 | 311206 |
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 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

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:

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Transportation upon arrival:

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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 or by calling 1.800.665.4354 (within North America).

Oab 40 Camosus

BLUEBIRD CARS LID.
CAR 09
2612 GUADRA ST. ZAV FLOOR
VICTORIA, BC VST 464
SEG-2822

TERM ID: R4342463

Sale INV#: ©@@@@@@@

Chip SEOH: 108861001663 ADD: A00000000001612 TVR:00 00 03 90 02 TSI:ES 00

Amount: Tip:

Total: CAD\$

10:19:08 APPROVED 131908

CLISTONER COSTS VERMINE FIRST CHOICE THANK YOU

Purchase

Term ID: 28356468

HELIJET INTERNATIONAL INC 455 WATERFRONT ROAD VANCOUVER, BC

Entry Nethod: C

TASTERCARD

18.00

Total:

08:15:58 Appr Code: 111558

Resp Code: 01/027

電子電話電

2012/10/30

MusterCand Addo00000001610 AF FA 19 9F 66 DØ 43 D8 00 69 90 88 90 78 EF 73 E4 94 20 E3 89

Thank You APPROVED

Customer Copy

- IMPORIANT -retain this copy for your records

"Westshore Car No. PER_ THE SUM OF (G.S.T. RICLUPED) "Victoria's Driving Force" OFFICIAL RECEIPT. RECEIVED FROM GST #105528269 TAXI FROM DATE 5

CAB 79 2612 QUADRA ST. 2ND FLOOR VICTORIA, BC V8T 4E4 250-382-222 BLUEBIRD CABS LTD.

BATCHIT: 186 SHIFTH: 001 TERM ID: BS342463

Sale INV#: @@@@@@@4

Chis SEGH: 1860018910094 APD11catton Label: MasterCard AID: 40008209094510 TVR:06 00 00 80 80 E

Amount: Tip:

19.30 Total:CAD\$

APPROVED 15570S 31-05-12/

CHELLY STREET CAPITOR PARTY OF THE PARTY OF

Page 12 F N-2013-00087

Ms Pamela Martin Room : 1036 Arrival Date : 10/30/12 s.22 Invoice No. : 242681 Folio No. s.17, s.22 Conf. No. Cashier No. : 48 **Billing Date** 10/31/12 Office of the Premier A/D Number

			A/R Number	: ()	
Date	Description			Debit	Credit
10/30/12					- Orcan
10/30/12		s.22			
10/30/12	Room Unarge		:	00.00	
10/30/12	Destination Marketing Fee			90.00	
10/30/12	Municipal Tax			0.90	
10/30/12	Room HST			1.82	
10/31/12	Mastercard	s.22	XX/XX	11.13	
	Total - 11.13	Total		Not Respo	onsive
ALOTE III	22 s.15	Balance		7 0.00	



SMARTTEC Travel Confirmation

Traveller: Prepared By: Pamela Martin

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	Мо	de
			_

Date 2012/10/30 2012/10/30 2012/10/30	Travel Mode Car/Taxi - Gasoline Helijet (Van - Vic) Car/Taxi - Gasoline	From Vancouver Vancouver Harbour Victoria	To Vancouver Victoria Harbour Victoria	Distance 6.0 99.0 8.5	CO2e kg 1.5 44.3 2.1	Flight#	
Return Tri	p						
Date	Travel Mode	From	То	Distance	CO2e ka	Flight#	
2012/10/31	Car/Taxi - Gasoline	Victoria	Victoria	5.8	1.4	i ngitti	
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		
Accommo	dations						
Date	Accommodation Provider		Address		Nights	CO2e ka	
2012/10/30	s.15		Victoria		1	12.6	
					•	12.0	

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 SMARTTool.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E113564

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.

Martin, Pamela A. Collent Organization Director of Outreach S.22 (604) 775-1600 Travel Group Code Collent Organization Director of Outreach Travel Group Code Collent Organization Colle
Office of the Premier
Start Completed Complete
Type of Travel Province Rusiness Headquarters Vancouver Rusiness Vancouver Vancouver Rusiness Vancouver Vancouver Rusiness Vancouver
12. Mailing Address for Cheque 740-999 Canada Place Vancouver, BC V6C 3E1 16.
Totals Totals Totals Totals Totals Totals Total Totals To
Travel Dates Places Travelled Dates Personal Vehicle Use Transport Cost Co
Dates Date
Destination Start End 2359 0.00
O9/26
O9/27 Victoria O700 O7
TOTALS OF COLUMNS 36. 37. 38. 39. 40. Claim Total \$0.00 \$0.00 \$107.50 \$320.76 \$38.00 \$466.26
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Client Code Resp. Service Line STOB Project Supplier Code Amount 004 36A10 36200 5701 3600000 \$ 466.26 004 004 \$.22 \$.22
004 36Å10 36200 / 5701 3600000 \$ 466.26 004 004
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Less Travel Advance 004 54.
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A named taken make makens makens makens
AMOUNT DUE TO EMPLOYEE \$ 466.26
45. Employee Signature (See Audit Trail) Print Name Date Signed
- 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.
56. Spending Authority Signature (See Audit Trail) Print Name Date Signed
- Certified correct pursuant to section 32 & 33 of the Financial
Administration Act and related policies.
57. Payment Authority Signature (See Audit Trall) Print Name Date Signed
- Requisition for payment pursuant to section 32 of the Financial
Administration Act.

Ministry Payment Authority ARCS 1050-06



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

Date/Time	Who	On Behalf Of	Action	Next To Act
2012/10/04 16:04:50	Lee, May	Martin, Pamela A.	Saved	Martin, Pamela A.
	s.15 May.Lee@gov.bc.ca	Pamela.Martin@gov.bc.ca		Pamela.Martin@gov.bc.ca
2012/10/04 16:19:07	Lee, May	Martin, Pamela A.	Saved	Martin, Pamela A.
	s.15 May.Lee@gov.bc.ca	Pamela.Martin@gov.bc.ca		Pamela.Martin@gov.bc.ca
2012/10/24 11:10:42	Martin, Pamela A. s.15		Initiated	Leamy, Michelle Michelle.Leamy@gov.bc.ca
	Pamela.Martin@gov.bc.ca			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2012/10/24.11:57:24	Leamy, Michelle		Approved	SFSA MIN OFF, FIN
	s.15 Michelle.Leamy@gov.bc.ca			FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

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

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 : 0

09/28/12



Date	Description	Additional Information		Charges Credits	
09/26/12	Room Charge		30 - 30 - 30 - 30 - 30 - 30 - 30 - 30 -	139.00-	
09/26/12	Destination Marketing Fee			1.39	
09/26/12	Hotel Room Tax			2.81	
09/26/12	Room HST	at .		17.18	
09/27/12		. 00			
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	XX/XX		
				Not Responsive	
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Appearance on the Control of the Con

Balance Due

HST Summary

Room: 34.36

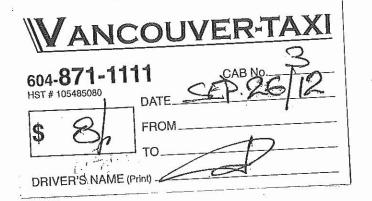
s.22

Other: 0.00

Total: Not Responsive

Dan Doyle, Chief of State

0.00



Yellow Cab		22 250-381-2242 181 anywhere in North America
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-800-665-7055	
SERVING GREATER VICTORIA SINCE 1946	250-382-3611 ACCOUNTS
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DRIVER'S NAM	E (Print)	

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 Alrport: 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	ş
Passenger	1
	1
Name Reservation #	
MARTIN PAMELA (PREMIER'S OFFICE) s.17. s.22	
Itinerary	ė
	ĺ
Leg Date From To Flight Status	
1 26 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	
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 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

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 or by calling 1.800.665.4354 (within North America).



SMARTTEC Travel Confirmation

Traveller:

Purpose of Travel:

Pamela Martin

Prepared By: May Lee

Business Sept.26.12 - Sept.27.12

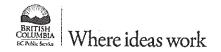
SMARTTEC Confirmation Number: TEC1012000390421

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 Date 2012/09/26 2012/09/26	Trip Travel Mode Car/Taxi - Gasoline Helijet (Van - Vic)	From Vancouver Vancouver Harbour	To Vancouver Victoria Harbour	Distance 0.6 99.0	CO2e kg 0.1 44.3	Flight#
Return Tri	р					
Date 2012/09/28 2012/09/28 2012/09/28 2012/09/28	Travel Mode Car/Taxi - Gasoline Car/Taxi - Gasoline Helijet (Van - Vic) Car/Taxi - Gasoline	From Victoria Victoria Victoria Harbour Vancouver	To Victoria Victoria Vancouver Harbour Vancouver	Distance 1.3 3.8 99.0 0.6	CO2e kg 0.3 0.9 44.3 0.1	Flight# ·
Accommo	dations	•				
Date 2012/09/26	Accommodation Provide s.15	er	Address Vanseuver Vuloria	•	Nights 2	CO2e kg 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.



Link to Invoice Coding Sheet completion instructions.

Ministry of Finance INVOICE CODING SHEET

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")

FS

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

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	PAYEE NAME	HELIJET IN	ITERNATION	VAL IN	C		* SUPF	PLIER#	155172	_ * SITE	001
	CONTRACT/PO	#		_ INV	OICE DATE	31-OCT-20		IVOICE#_	ITR	1450358	
	DATE INVOICE R		DD-MMM-YYYY	.3	DATE GOODS	S/ SERVICES R	EC'D	30-OCT-20		CEIPT#_	:
	NAME &/OR AD	DRESS OVERRIC	E:			DESCRIPTION	ON FOR CH	IEQUE STUB			, , , , , , , , , , , , , , , , , , , ,
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	* 50155 5 414 451	EA PRINTEI				The goods provid	ed or services de	QR PRINTE	D NAME	d and the sood	s or condens were
	* BRIEF PAYMEN Note: This is also the	T DESCRIPTION ne line description d				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).					s: as ordered.
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-	ADDITIONAL INF	ORMATION OR	INSTRUCTION	NS:	V	<u></u>		QR SIGN	ATURE		
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					•		JN 1316			01/311	/ T I

ALISHA OLSON (250) 356-2605

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

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices. FIN FSA 017 REV. JUN/10

Page 23

FIN 2013-00087

RECEIVED

JAN 0 6 2013



OFFICE OF THE PREMIER SCHEDULING BRANCH

Charge To:

Premier Clark

Office of the Premier

PO Box 9041 Stn Prov Govt

Victoria BC

V8W 9E1

Attention:

INVOICE

Invoice No.

ITR1450358

Invoice Date

31/10/12

Print Date Account No.

1/11/12 101640

GST Reg.

R102 321 165

Tamara Davidson

For services provided from 16/10/12

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

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	Document	Description		Pare	Freight	GST	Tax	Aln	Agt	GST	Amount
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Densela	1-613-4080660709	JB0705 CXH/YWH	Oct 30	259,00	0.00	31.08	0,00	0.00	0.00	0.00	290.08
hica inc.	1-613-4080660710	JB0726 YWH/CXH	Oct 31	259.00	0.00	31.08	0.00	0.00	0.00	0.00	200 ARZ
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Page Total:

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DEPUTY MINISTER'S OFFICE OFFICE OF THE PREMIER

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Dandsa Jan 8/13

Jan 15/13

* * *								
						Commissio	t)	
	Fare	Freight	GST	Other Tax	Aln	Agt	GST	Net Amount
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Total :				Not Res	ponsive			

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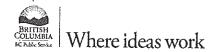
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	RESERVATIONS 1-800-665-4354		INTERNATIONAL INCORPORATED
PLE	EASE CHECK-IN 20 MINUTES PRIOR	TO DEPARTURE	G.S.T. #R102320165

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SUBJECT TO TERMS AND CONDITI PASSENGER TO COMPLETE AREA W	ONS ON REVERSE		
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VANCOUVER	721 Y		
VICTORIA	ACCOUNT NO.		
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VALID FOR REGULAR ÉCÓNOMY		Helleti	
RESERVATION 1-800-665-435		INTERNATIONAL INCORPORATED	
PLEASE CHECK-IN 20 MINUTES PRIO	R TO DEPARTURE	G.S.T. #R102320165	



FIN FSA 017 REV. JUN/10

Ministry of Finance INVOICE CODING SHEET

RETURN CHEQUE TO MINISTRY? (if yes, enter "D")

FOREIGN CURRENCY?



Link to Invoice Coding Sheet completion instructions.

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PAYEE NAME	HELIJET IN	TERNATION	IAL IN	C.	,	_ * su	PPLIER#	155172	* SITE	001	
CONTRACT/PO#	CONTRACT/PO # INVOICE DATE			28-SEP-20		INVOICE# _	ITR	1449365	····		
DATE INVOICE R	ECEIVED	15-OCT-201	2	DATE GOODS	/ SERVICES RE	EC'D _	04-OCT-2		EIPT#_		
NAME &/OR ADDRESS OVERRIDE:					DESCRIPTION FOR CHEQUE STUB:						
		,									
DATE CHQ/EFT R (ONLY IF URGENT)	REQ'D			GL DATE (if ap	plicable)			PAY AI	ONE? YE	s 🗍	
AMOUNT	PRE-TAX	TAX RATE			SERVICE	Ī	DD-MMM-YYYY	NAME O	k SUPPLIER	OFA STOB &	
(INCLUDING TAX)	AMOUNT	12%, 11%, 5%, 0%	CL	RESP	LINE	STOB	PROJEC		TOB 57	ASSET #	
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* MICHELLE LEAMY					*ALISHA OLSON						
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.					QR PRINTED NAME 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).						
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BRANCH BUSINES	S CONTACT NA	ME AND PH	ONE N	UMBER:		e()		ACCOUNTS D	ATE STAN	ſΡ	
ALISHA OLSON (250) 356-2605	5				<i>\</i>	-	RECE	VEN		
* Note: Fields with a	n asterisk do not	need to be co	mplete	ed for iProcureme	ent involces.	5		CCT 25	2012		



RECEIVED

Charge To:

Premier Clark

Office of the Premier

PO Box 9041 Stn Prov Govt

Victoria BC

V8W 9E1

Attention:

Tamara Davidson

OCT 0 4 2012

OFFICE OF THE PREMIER SCHEDULING BRANCH

INVOICE

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

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			•			Other	Commission			Net
	Description		Fare	Freight	GST	Tax	Aln	Agt	GST	Amount
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1-613-4080782647	JB0722 YWH/CXH S	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
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					P-2			
	Fare	Freight	GST	Other Tax	Aln	Agt	GST	Net Amount
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Not Responsive

1 of 1