FS13DEXEKLG 2



# Where ideas work

# **Travel Voucher (Restricted Use)**

Control No.

E112075

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.

collection, please contact you	r Ministry's Director/M	anager of Inform	ation and Priv	acy.	you have uny	juosilons n	sgaraning nino	
Name		Employee ID		Phor	ne Number			
Clark, Christy		S22			1) 775-1600		İ	
Client Organization		Job Title			el Group Code	!		
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5. Date Completed 2012/03/19	6. Fiscal Year 2012	7. Special Cl	ieque issue		8. Cheque Stu	ib informa	tion	
Type of Travel	14. Reason for Trav	rel			Headquarters			
In Province	Business	01			Vancouver	'		
12. Mailing Address for Che	gue	***************************************		·				
740 - 999 Canada Place Var	ncouver, BC V6C 3E1							
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\$ Apr 30/12



Page 2012-03-22

http://gww.eforms.gov.bc.ca/Libraries/PrintFormsShell.htm

# Audit Trail for Travel Voucher (Restricted Use) E112075 for Clark, Christy 4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2012/03/19 10:36:00	Lee, May S15	Clark, Christy Jessica.K.Webb@gov.bc.ca		Clark, Christy Jessica.K.Webb@gov.bc.ca
	May.Lee@gov.bc.ca			30
2012/03/22 10:25:15	Lee, May	Clark, Christy	Saved	Clark, Christy
	S15	Jessica.K.Webb@gov.bc.ca		Jessica.K.Webb@gov.bc.ca
	May.Lee@gov.bc.ca			
2012/03/22 14:58:36	Lee. Mav	Clark, Christy	Saved	Clark, Christy
	S15	Jessica.K.Webb@gov.bc.ca		Jessica.K.Webb@gov.bc.ca
	May.Lee@gov.bc.ca			
2012/03/22 15:29:24	Lee. Mav	Clark, Christy	Saved	Clark, Christy
	S15	Jessica.K.Webb@gov.bc.ca		Jessica.K.Webb@gov.bc.ca
	May.Lee@gov.bc.ca			

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#### Notes for Travel Voucher (Restricted Use) E112075 for Clark, Christy

Created On		Author	Note
2012/03/22 15:29:24	Lee, May S15	May.Lee@gov.bc.ca	
*			Not Responsive
			Mar.08-Mar.09 - Van- Ottawa via AC on purchasing card. Accommodations on MLA visa.
			Not Responsive

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# Lee, May PREM:EX

From: Sent:

Davidson, Tamara PREM:EX Friday, March 9, 2012 8:54 AM

To:

Lee, May PREM:EX

Subject:

FW: Air Canada - 08-Mar: Vancouver - Ottawa (booking ref: s.17, s.22 - seat selected

From: Air Canada [mailto:confirmation@aircanada.ca] Sent: Wednesday, February 29, 2012 10:09 AM

To: Davidson, Tamara PREM:EX

Subject: Air Canada - 08-Mar: Vancouver - Ottawa (booking ref: S.17, S.22 - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

# Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on

Scan this barcode to check in at any Air Canada check in klosk.

S17

Looking for Travel Insurance? Protect yourself and your family against unforeseen circumstances.

hotel in Ottawa? Competitive room pricing guaranteed. Earn Aeroplan Miles for every purchase.

Need ground transportation, sightseeing or attractions?



Need a car in Ottawa? Great rates and additional Aeroplan Miles. AVIS

Budget

# **Booking Information**

AIR CANADA (会)



**Booking Reference:** 

S.17, S.22

**Customer Care** 

1-888-247-2262

Air Canada

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Christina Clark tamara.davidson@gov.bc.ca Mobile: S22

Work: 1-250-3562089 **Online Services** 

Manage my booking online (view/change my booking; select seats\*). Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Flight Arrivals and Departures 1-888-422-7533

13 mil

FIN 2012 00114 Page 4

Check-in online and print my boarding pass.

## \* Can my booking be changed online?

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Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC166	Vancouver, Vancouver Int'l (YVR) Thu 08-Mar 2012 08:50 - Terminal M	Ottawa, Ottawa Int'l (YOW) Thu 08-Mar 2012 16:24	0	4hr34	<u>320</u>	<u>Executive</u> <u>Class</u> <u>Flexible</u> , C	B
	Ottawa, Ottawa	Vancouver, Vancouver Int'l			2.2	Evacutiva	tet à
AC189	Int'l (YOW) Fri 09-Mar 2012 17:35	(YVR) Fri 09-Mar 2012 20:00 - Terminal	0	5hr25	320	Executive Class Flexible, C	M

B: Breakfast M: Meal (Non Specific)

## **Passenger Information**

1:																					

Frequent Flyer Pgm None Regular Meal Preference:

Credit Card: Special Needs: None XXXX-XXXX-XXXX S17

Seat Selection: AC166 1D , AC189 2C

# **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Departing Flight - Executive Class Flexible	2558.00
Return Flight - Executive Class Flexible	2558.00
Surcharges	46.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	35.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	625.55
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	5836.80
Number of passengers	1
Total	5836.80
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$5836.80

The following charges (tax inclusive) will appear on your credit card statement:

Air Canada: \$5836.80 (Airfare - per ticket)

Ticket number(s): 0142105327468

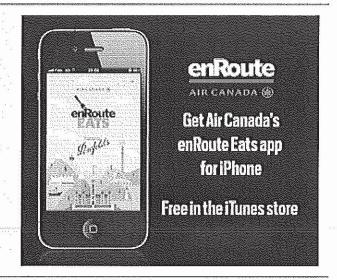
## enRoute City Guide

# Ottawa

Long tagged "the town that fun forgot,"
Canada's capital has made an art of
defending itself against its reputation. While
the postcard view - the Ottawa River,
Parliament Hill, the politicians - tends to
dominate the collective consciousness, that's
only the beginning...

# Read the complete guide

What do you think of our new City Guide feature?



#### **Fare Rules**

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Executive Class Flexible
Return Flight Ottawa (YOW) To Vancouver (YVR) - Executive Class Flexible

- Changes:
  - o Changes are permitted and a change fee does not apply.
  - o Same-day standby is permitted at no charge.
  - o Flights can only be used in sequence from the place of departure specified on the itinerary.
- · Cancellations:
  - o Tickets are fully refundable and non-transferable.
  - o **Cancellations** can be made up to 45 minutes prior to departure.
  - o However, when the original booking code is not available, the ticket may require an upgrade resulting in a higher fare. For travel between Canada and the USA, a higher fare may apply given that advance purchase may apply.
- Complimentary advance seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- · Priority check-in, boarding and baggage handling.
- Access to Maple Leaf Lounges.
- 150% Air Canada Status Miles.

Please read important information and notices regarding Air Canada's general conditions of carriage.

#### **Important Information**

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

#### Before You Go: A 'To-Do' List

All passengers are advised to view the <u>Travel documentation</u> page for important information on identification required for travel.

#### Baggage Policy

Carry-on baggage | Checked baggage

#### Flight confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your <u>flight status online</u> at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.

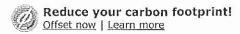
#### Travel insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

FIN 2012 00114
Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("Page")6
Alr Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC

Insurance.

Check-in and boarding times



Clark, Christy 740-999 Canada Place Vancouver, AB V6C 3E1 Page Number Guest Number Folio ID

S22

Invoice Nbr Arrive Date 1000077707

Depart Date

03-09-2012

No. Of Guest (1

Room Number

M Number

S22

Time

03-09-2012 07:10



	Control of the Contro	Invoice	
Date	Referenc	e Description	Charges Credits
		S.22	14
03-08-2012	RT1622	Room	\$197.00
03-08-2012	RT1622	Tax-HST Rooms	\$25.61
03-09-2012	VI	Visa	v N
		** Total	S.22
		** Balance	\$0.00

S15

I have agreed to delivery of The Globe and Mail. If refused, a \$1.00 (Mon to Fri) and \$2.00 (Sat) credit will be applied to my account.

5705 min 188



#### SMARTTEC Travel Confirmation

Traveller:

Christy Clark

Prepared By:

May Lee

Purpose of travel:

Business Mar.08.12 - Mar.09.12

SMARTTEC Confirmation Number; TEC0312000350579

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** 

Dat	e	Travel Mode	From	То	Distance	CO2e kg	Flight#
201	2/03/08	Truck/SUV - Gasoline	Vancouver	Vancouver Airport	15.3	5.5	-
201	2/03/08	Airplane	Vancouver Intl	Ottawa Intl	3,551.0	511.0	
Ref	turn Tri	p $\sqrt{}$					
Dat	e.	Travel Mode	From	То	Distance	CO2e kg	Flight#
201	2/03/09	Airplane	Ottawa Intl	Vancouver Intl	3,551.0	511.Õ	Ŭ
201	2/03/09	Truck/SUV - Gasoline	Vancouver Airport	Vancouver	15.3	5.5	
Δα	commo	dations					

Accommodation Provider Address Date Nights CO2e kg 2012/03/08 Ottawa 12.6 S.15

Total CO2 Equivalent Emissions: 1,045.5 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.