



Where ideas work

Ministry of Finance

INVOICE CODING SHEET

FS

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

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

Link to Invoice Coding Sheet completion instructions:

PAYEE NAME HARBOUR AIR LTD. * SUPPLIER # 2247800 * SITE 001

CONTRACT/PO # _____ INVOICE DATE 31-MAR-2012 INVOICE # S17 120331
DD-MMM-YYYY

DATE INVOICE RECEIVED 20-APR-2012 DATE GOODS/ SERVICES REC'D 30-MAR-2012 RECEIPT # _____
DD-MMM-YYYY DD-MMM-YYYY

NAME &/OR ADDRESS OVERRIDE: _____ DESCRIPTION FOR CHEQUE STUB: _____

DATE CHQ/EFT REQ'D _____ GL DATE (if applicable) _____ PAY ALONE? YES
(ONLY IF URGENT) DD-MMM-YYYY DD-MMM-YYYY

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 11%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57	OFA STOB & ASSET #
Not Responsive									
176.10	157.23	12%	004	36A10	36200	5711	3600000	JIM SHEPARD S22	
Not Responsive									
Not Responsive									
Not Responsive									TOTAL

* EXPENSE AUTHORITY (EA) INFORMATION:
* MICHELLE LEAMY
EA PRINTED NAME
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
Note: This is also the line description displayed on GL detail reports.
* Michelle Leamy ✓

* QUALIFIED RECEIVER (QR) CERTIFICATION:
* ALISHA OLSON
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).
* [Signature]
QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ALISHA OLSON (250) 356-2605

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



STATEMENT

Harbour Air Ltd.

4760 Inglis Drive
Richmond BC V7B 1W4

Phone: (604) 233-3531 Ext. 000 Fax: (604) 278-9897

Website:
Email: brandhawa@harbourair.ca
GST #: R842955858

Date:	3/31/2012
Account:	S17

Amount Paid:	
--------------	--

PREMIER'S VICTORIA OFFICE
JUDY MCCALLUM
Office of the Premier
PO Box 9041 Stn Prov Govt
VICTORIA BC V8W 9E1

RECEIVED

APR 12 2012

OFFICE OF THE PREMIER
SCHEDULING BRANCH

Please return this portion with your payment

Invoice Number	Date	Code	Description	Amount
			Not Responsive	
HA03202057	3/6/2012	INV	Shepard, James	✓ \$ 176.10 ✓
			Not Responsive	
<i>Goods and services received</i>				
<i>Wanda Apr 19/12.</i>				
				Amount Due:
				Not Responsive

Codes: INV Sales / Invoices

CR = Credit Notes

PMT = Payments
FIN-2012-00140
Page 2

Not Responsive

James Shepard (Premiers Office)

Invoice # HA03282057

Flight #215/Twin Otter
Tuesday, March 6, 2012 @ 12:40 PM
Vancouver Harbour -> Victoria Harbour

1.00	Sked 200	: Carbon Offset	\$0.50	CDN
1.00	Sked 200	: Fuel Surcharge	\$5.00	CDN
1.00	Sked 200	: Regular Fare	\$151.73	CDN

Account: S17

Harmonized Sales Tax \$18.87 CDN ✓

Reference: S22

Grand Total \$176.10 CDN



Harbour Air Seaplanes GST# 842955858 RT0001
4760 Inglis Drive, Richmond, B.C. V7B 1W4



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Ministry of Finance
INVOICE CODING SHEET

FS

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

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

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME HELIJET INTERNATIONAL INC * SUPPLIER # 155172 * SITE 001

CONTRACT/PO # _____ INVOICE DATE 28-MAR-2012 INVOICE # ITR1443381
DD-MMM-YYYY

DATE INVOICE RECEIVED 18-APR-2012 DATE GOODS/ SERVICES REC'D 28-MAR-2012 RECEIPT # _____
DD-MMM-YYYY DD-MMM-YYYY

NAME &/OR ADDRESS OVERRIDE: _____ DESCRIPTION FOR CHEQUE STUB: _____

DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES
DD-MMM-YYYY DD-MMM-YYYY

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 13%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57	OFA STOB & ASSET #
Not Responsive									

208.32	/	186.00	12%	004	36A10	36200	5711	3600000	JIM SHEPARD S22	<input checked="" type="checkbox"/>
Not Responsive										
Not Responsive										
Not Responsive										
Not Responsive									TOTAL	<input checked="" type="checkbox"/>

* **EXPENSE AUTHORITY (EA) INFORMATION:**

* MICHELLE LEAMY
EA PRINTED NAME

* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
Note: This is also the line description displayed on GL detail reports.

* *Michelle Leamy* ✓

* **QUALIFIED RECEIVER (QR) CERTIFICATION:**

* ALISHA OLSON
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).

* *Alisha Olson* ✓
QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:
Cost of tickets used by Dana Hayden & Maureen Yelovatz to be JV'ed back to PREM from JTI (background attached)

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:
ALISHA OLSON (250) 356-2605

ACCOUNTS DATE STAMP

APR 19 2012

CORPORATE AND
MINISTRY SUPPORT SERVICES
FIN-2012-00140
Page 4

RECEIVED

APR 05 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

Invoice No. ITR1443381
Invoice Date 28/3/12
Print Date 2/4/12
Account No. S17
GST Reg. R102 321 165

Attention: Tamara Davidson

For services provided from 19/3/12 to 28/3/12

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	
✓ 1-613-4080782650	JB0720 YWH/CXH Mar 12	186.00	0.00	22.32	0.00	0.00	0.00	0.00	✓ 208.32

Not Responsive

Not Responsive

Page Total:

Not Responsive

Woodward services received

Tamara Apr 17/12

RECEIVED
APR 18 2012
DEPUTY MINISTER'S OFFICE
OFFICE OF THE PREMIER

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

Invoice Total CAD

RECEIVED

APR 05 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. ITR1443381
Invoice Date 28/3/12
Print Date 2/4/12
Account No. S17
GST Reg. R102 321 165

For services provided from 19/3/12 to 28/3/12 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

1-613-4080782650	JB0720 YWH/CXH Mar 12	186.00	0.00	22.32	0.00	0.00	0.00	0.00	0.00	208.32
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Not Responsive

Page Total: Not Responsive

Total :	Fare	Freight	GST	Other Tax	Commission			Net Amount
					Aln	Agt	GST	
				not responsive				

Invoice Total CAD not responsive

QUICK TICKET

613 4080 782 650 0

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME JIM SHEPARD		DATE FEB 22/12	
FROM YWH	FLIGHT NO. 700	CLASS Y	TIME 14:05
TO CXH	ACCOUNT NO. S17		
SIGNATURE AUTHORIZING CHARGES		RESERVATION REFERENCE NO. S22	

S17

ISSUED BY:

Helijet

INTERNATIONAL INCORPORATED

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS

1-800-665-4354

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

G.S.T. #R102320165

186-02
BDD

Not Responsive



Where ideas work

Ministry of Finance
INVOICE CODING SHEET

FS

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

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

Link to Invoice Coding Sheet completion Instructions.

PAYEE NAME HELIJET INTERNATIONAL INC * SUPPLIER # 155172 * SITE 001
 CONTRACT/PO # _____ INVOICE DATE 15-MAR-2012 INVOICE # ITR1442345
DD-MMM-YYYY
 DATE INVOICE RECEIVED 27-MAR-2012 DATE GOODS/ SERVICES REC'D 15-MAR-2012 RECEIPT # _____
DD-MMM-YYYY DD-MMM-YYYY

NAME &/OR ADDRESS OVERRIDE: _____ DESCRIPTION FOR CHEQUE STUB: _____

DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES
DD-MMM-YYYY DD-MMM-YYYY

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 11%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # IF STOB 57	OFA STOB & ASSET #
Not Responsive									
312.48	279.00	12%	004	36A10	36200	5711	3600000	JIM SHEPARD S22	✓
Not Responsive									
Not Responsive									
Not Responsive									
Not Responsive									
Not Responsive									
Not Responsive									
Not Responsive									
Not Responsive									

Not Responsive **TOTAL**

* **EXPENSE AUTHORITY (EA) INFORMATION:**
 * MICHELLE LEAMY
 EA PRINTED NAME
 * **BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:**
 Note: This is also the line description displayed on GL detail reports.
 * *Michelle Leamy*

* **QUALIFIED RECEIVER (QR) CERTIFICATION:**
 * ALISHA OLSON
 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).
 * *Alisha Olson*
 QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER: *mar 28/12*
 ALISHA OLSON (250) 356-2605

RECEIVED

ACCOUNTS DATE STAMP
 MAR 23 2012
 CORPORATE AND
 MINISTRY SUPPORT SERVICES
 F S A
 FIN-2012-00140
 Page 8

RECEIVED

MAR 22 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: Judy McCallum/Tamara

Invoice No. ITR1442345
Invoice Date 15/3/12
Print Date 16/3/12
Account No. S17
GST Reg. R102 321 165

For services provided from 1/3/12 to 15/3/12

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

1-613-4080782649	JB0728 YWH/CXH	Mar 8	279.00	0.00	33.48	0.00	0.00	0.00	0.00	312.48
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Not Responsive

Page Total:

Not Responsive

Goods and services received Sandra Mar 23/12.


RECEIVED
MAR 27 2012
DEPUTY MINISTER'S OFFICE
OFFICE OF THE PREMIER

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

Not Responsive

Invoice Total CAD

not responsive

QUICK TICKET		613 4080 782 649 6
SUBJECT TO TERMS AND CONDITIONS ON REVERSE		
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY		
PRINT PASSENGER NAME <i>Tom Shepard</i>	DATE MARCH 8/12	
FROM VICTORIA	FLIGHT NO. 728	CLASS TIME Y/1630
TO	ACCOUNT NO.	
SIGNATURE AUTHORIZING CHARGES <i>[Signature]</i>	RESERVATION REFERENCE NO.	
VALID FOR REGULAR ECONOMY FARES ONLY		
RESERVATIONS 1-800-665-4354		
		S17
		 USED ISSUED BY: Helijet INTERNATIONAL INCORPORATED
PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE		FIN-2012-00140 Page 10 G.S.T. #R102320165



Where ideas work

Ministry of Finance
INVOICE CODING SHEET

FB

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

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

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME HELIJET INTERNATIONAL INC. * SUPPLIER # 155172 * SITE 001

CONTRACT/PO # _____ INVOICE DATE 29-FEB-2012 INVOICE # ITR1441676 ✓
DD-MMM-YYYY

DATE INVOICE RECEIVED 09-MAR-2012 DATE GOODS/ SERVICES REC'D 29-FEB-2012 RECEIPT # _____
DD-MMM-YYYY DD-MMM-YYYY

NAME &/OR ADDRESS OVERRIDE: _____ DESCRIPTION FOR CHEQUE STUB: _____

DATE CHQ/EFT REQ'D _____ GL DATE (if applicable) _____ PAY ALONE? YES
(ONLY IF URGENT) DD-MMM-YYYY DD-MMM-YYYY

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 11%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57	OFA STOB & ASSET #
903.84 ✓	807.00	12% ✓	004	36A10	36200	5711 ✓	3600000	JIM SHEPARD S22 ✓	
Not Responsive									
Not Responsive		TOTAL							

* EXPENSE AUTHORITY (EA) INFORMATION:
* MICHELLE LEAMY
EA PRINTED NAME

* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
Note: This is also the line description displayed on GL detail reports.

* Michelle Leamy ✓
EA SIGNATURE

* QUALIFIED RECEIVER (QR) CERTIFICATION:
* ALISHA OLSON
QR PRINTED NAME

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* [Signature]
QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:
ALISHA OLSON (250) 356-2605

RECEIVED

ACCOUNTS DATE STAMP

CORPORATE AND
MINISTRY SUPPORT SERVICES
FSA

FIN-2012-00140
Page 11

RECEIVED

MAR 08 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: Judy McCallum/Tamara

Invoice No. ITR1441676
Invoice Date 29/2/12
Print Date 1/3/12
Account No. S17
GST Reg. R102 321 165

For services provided from 17/2/12 to 29/2/12

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	
1-613-4080782646	JB0701 CXH/YWH Feb 21 15	279.00	0.00	33.48	0.00	0.00	0.00	0.00	312.48 ✓
Not Responsive									
1-613-4080818191	JB0709 CXH/YWH Feb 28 15	249.00	0.00	29.88	0.00	0.00	0.00	0.00	278.88 ✓
1-613-4080818192	JB0730 YWH/CXH Feb 28 15	279.00	0.00	33.48	0.00	0.00	0.00	0.00	312.48 ✓
Not Responsive									

Page Total:

Not Responsive

Goods and services received *Maudsra mar 8/12.*

RECEIVED
MAR 09 2012
DEPUTY MINISTER'S OFFICE
OFFICE OF THE PREMIER

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

Invoice Total CAD Not Responsive

QUICK TICKET

613 4080 782 646 3

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME <i>Jim Shepard</i>		DATE <i>Feb 21, 2012</i>	
FROM <i>VER</i>	FLIGHT NO.	CLASS Y	TIME
TO <i>VIETNAM</i>	ACCEPT NO.		
SIGNATURE AUTHORIZING CHANGES <i>[Signature]</i>	RESERVATION REFERENCE NO.		

Y ✓

S17

ISSUED BY:

VALID FOR REGULAR/ECONOMY FARES ONLY

RESERVATIONS
1-800-665-4354

USED

Helijet
INTERNATIONAL INCORPORATED

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

G.S.T. #R102320165

Not Responsive

QUICK TICKET

613|4080|818|191|2

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME <i>Jim Shepard</i>	DATE <i>Feb 28/12</i>
FROM <i>VCR</i>	FLIGHT NO. CLASS TIME <i>Y</i>
TO <i>NYC JOR 4A</i>	ACCOUNT NO.
SIGNATURE AUTHORIZING CHARGES <i>[Signature]</i>	RESERVATION REFERENCE NO.

S17

B

ISSUED BY:

Helijet
INTERNATIONAL INCORPORATED

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1-800-665-4354

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

G.S.T. #R102320165

QUICK TICKET

613|4080|818|192|3

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME <i>Jim Shepard</i>	DATE
FROM <i>Vietoria</i>	FLIGHT NO. CLASS TIME <i>Y</i>
TO	ACCOUNT NO.
SIGNATURE AUTHORIZING CHARGES <i>[Signature]</i>	RESERVATION REFERENCE NO.

S17

Y

USED

Helijet
INTERNATIONAL INCORPORATED

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1-800-665-4354

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

G.S.T. #R102320165

Not Responsive

**MINISTRY OF FINANCE AND SUPPORTED ENTITIES
REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES**

INVOICE #
S22

FORM USAGE

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

CHEQUE INFORMATION

Payee Name: Jim Shepard Vendor #: _____ Loc. Code: _____
 Cheque Mailing Address: Suite 740 999 Canada Place, Vancouver, V6C 3E1

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
JAN. 23. 12	Parking at event	\$ 21.25

Cheque Total **\$ 21.25**

[Signature] Feb. 23. 12
 Signature of Individual Receiving Reimbursement Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

CODING

Client: 004 Resp: 36A10 Service Line: 36200 STOB: 6501 Project: 3600000

Michelle Looney Feb 27/12
 Expense Authority Signature Date

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.



Vancouver International Airport

EP: Cashier Lane 6

ASTHR127267383

www.yvr.ca

604-276-7739

Parking@yvr.ca

Rcpt#:03379

01/23/12 16:20 LH 6 AM 22 Txn#183502

01/23/12 09:55 In 01/23/12 16:20 Out

Fkt# 048100

Ecomay \$ 15.68

Parking Tax \$ 3.29

HST \$ 2.28

Total Fee \$ 21.25

VISA \$ 21.25-

XXXXXXXXXX S22

Approval No.:041474

Reference No.:1227

Change Due \$ 0.00

Thank You.

PST (Parking Sales Tax) 21%

HST 12%

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

S22

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Jim Shepard	TELEPHONE NO. (604) 7751600	DATE SUBMITTED
MINISTRY/DIVISION/BRANCH Office of the Premier	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2012/02/02
		END DATE OF EVENT 2012/02/02

SECTION 2 - NAME / NATURE OF EVENT

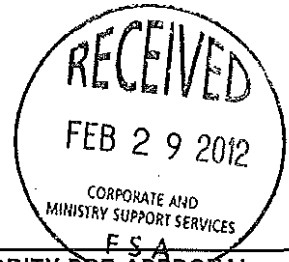
In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Business meeting

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Jim Shepard
not responsive



SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	004
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	53.31
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other:		

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 36-A-10	SERVICE LINE 36.200	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 36.00900
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. <i>Michelle Lecroy</i>		
PRINT NAME OF EXPENSE AUTHORITY Michelle Lecroy		DATE SIGNED 2012/02/27

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

Jim Shepard
Suite 740 - 999 Canada Place
Vancouver BC V6C 3E1

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPPM 4.3.2.
[Signature]

ESTIMATED TOTAL	\$	53.31	REIMBURSEMENT TOTAL	53.31
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S15

100022 DARRIN 2

36/1 GST 2

CHK 4927
FEB02 '12 12.55PM

not responsive

1 D+D HALF	18.00
1 COBB SALAD	22.00
2 CAPPUCCINO	7.60

FOOD	47.60
TAX.....	5.71
TOTAL DUE...	\$53.31


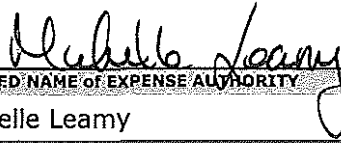

****GRATUITY IS NOT INCLUDED****
FOR COMMENTS OR SUGGESTIONS
PLEASE EMAIL OUR GENERAL MANAGER
IAN.PULLAN@FAIRMONT.COM

TIP\$ _____ TOTAL \$ *J. car*

ROOM # _____

PRINT LAST NAME _____

SIGNATURE _____

		
PRINTED NAME of QUALIFIED RECEIVER	PRINTED NAME of EXPENSE AUTHORITY	
Jennifer Chalmers	Michelle Leamy	

FIN 122/WEB Rev. 2011/02



Your Purchasing Card Statement

JENNIFER CHALMERS

→ Stmt. date: Dec. 3, 2011 → Acct. balance: Not Responsive

Details of your transactions

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

TRANSACTIONS FOR ACCOUNT NUMBER - S17

Not Responsive

9	Nov. 9	Nov. 11	TASF 40034712002 VANCOUVER BC	64.96 ✓
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Not Responsive

PLEASE PAY YOUR SCHEDULED PAYMENT AMOUNT

See over/next page

Contact us	Local calls	Toll-free calls Canada & USA	Please address any written enquiries to:
------------	-------------	---------------------------------	---

Enquiries: 1 800 263-2263	1 800 263-2263	MasterCard
Telephone Devices for the Deaf: N/A	1 866 859-2089	P.O.Box 300 Station M
Lost or stolen cards: 1 800 361-3361	1 800 361-3361	Toronto, ON M6S 4X2

Your account at a glance

S17

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

Your credit limit
Credit available, Dec. 3

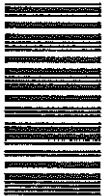
**STATEMENT ONLY
DO NOT PAY!**

Not Responsive

Helpful information

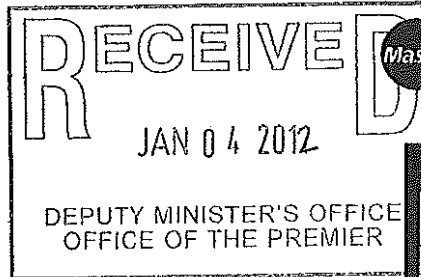
Transactions listed in this stat

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



HR100-01-7-DO

P.O. BOX 11064 STN CENTRE-VILLE
MONTREAL QC H3C 5A2



BMO Financial Group

→ Approved by:

Signature

Signature

Name

Name

Date

Date

MULTI - PAGE PURCHASING CARD TRANSACTION REGISTER

Cardholder:	Jennifer Chalmers	Statement Date (DD-MMM-YYYY):	03-Dec-2011	Clearing line to account:	CLIENT	RESP	SVS LINE	STOB	PROJ	TOTAL AMOUNT
Branch:	Office of the Premier	Supplier# - BMO:	2081565		4	36A10	36200	8530	3600000	
Description:	Pcard Dec/11 Chalmers	Invoice #:	S17							
Qualified Receiver:	Jennifer Chalmers	Telephone #:	250-356-0273							
Expense Authority:	Michelle Leamy									

TRANS NO.	DATE	SUPPLIER NAME	ITEMS PURCHASED	CLIENT	RESP	SVS LINE	STOB	PROJ	HST TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME (REQUIRED FOR STOB57)	EMPLOYEE'S SUPPLIER CODE	PRE-TAX AMOUNT	HST AMOUNT	TOTAL AMOUNT
1														
2														
3														
4														
5														
6														
7														
8	9-Nov-11	TASF (Hume Travel)	Airline Ticket	4	36A10	36200	5714 ✓	3600000	12.00%	Jlm Shepard ✓	s22	58.00	6.96 ✓	64.96
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														

Not Responsive

Not Responsive

TRANS NO.	DATE	SUPPLIER NAME	ITEMS PURCHASED	CLIENT	RESP	SVS LINE	STOB	PROJ	HST TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME (REQUIRED FOR STOB57)	EMPLOYEE'S SUPPLIER CODE	PRE-TAX AMOUNT	HST AMOUNT	TOTAL AMOUNT
25														
26														
27														
28														
29														

not responsive

FIN 124V



Hume Travel Corporation

#500-1525 Robson Street, Vancouver, BC V6G 1C3
Tel: 604.682.7581 Fax: 604.488.1138 Toll-free: 1.800.663.9787

AGENT NR/NR BOOKING REF s22
261684
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: NOV 09 2011 20490

	AIR FARE: CAD 2363.00
	OTHER TAXES: 319.93
SERVICE FEE: 58.00	TOTAL CAD 64.96
TAX DETAILS: GST/HST: 6.96	
SERVICE FEE DETAILS:	
	PAID BY MASTER CARD/THANKS CAD -64.96 (9)
	EXCHANGED E-TICKET 589-3541690686-687 CAD -2887.35
	FARE AND TAXES FORFEITED DUE TO REROUTING CAD 204.42
	INVOICE TOTAL CAD 0.00

TICKET PAYMENT: O/CCCAXXXXXXXXXX
SVC FEE PAYMENT: CA XXXXXXXXXXXX S17 1146

RESERVATION NUMBER(S) s22

ETKT: 9W 589 3541759877-78
SVC: 954 0034712002


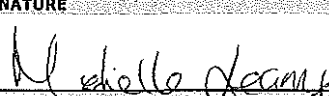
PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST 6 MONTHS AFTER YOUR SCHEDULED RETURN DATE. ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

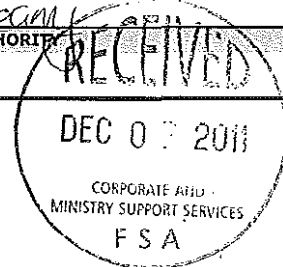
INVOICE NUMBER 0000261684

2/ 2

FS

PURCHASE CARD SUMMARY									
BRANCH NAME Office of the Premier					DESCRIPTION Pcard Nov/11 Chalmers ✓				
CARDHOLDER NAME Jennifer Chalmers					AREA CODE & PHONE 250-356-0273				
SUPPLIER# - BMO 2081565			STATEMENT DATE (DD-MMM-YYYY) 03-Nov-2011 ✓			INVOICE NUMBER S17			
AMOUNT		CL	RESP	SERVICE LINE	STOB	PROJECT			
Not Responsive	clearing line	4	36A10	36200	8530	3600000			
AMOUNT for 12% & 5% HST PURCHASES (INCLUDES HST)	PRE-TAX AMOUNT for OTHER PURCHASES	CL	RESP	SERVICE LINE	STOB	PROJECT	TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME AND SUPPLIER CODE (only required for STOB 57)	
Not Responsive									
580.16		4	36A10	36200	5711	3600000	12%	Jim Shepard	
168.00		4	36A10	36200	5714	3600000	12%	Jim Shepard S22	
1382.42	12,565.14	4	36A10	36200	5714	3600000		Jim Shepard	
Not Responsive									
Not Responsive					1575		HST amount for pre-tax amounts for other purchases xxx.xxOCG.00000.1575.xx00000.0.0		
0.00	TOTAL	(must be \$0)							
CARDHOLDER (QUALIFIED RECEIVER) CERTIFICATION: I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).					EXPENSE AUTHORITY CERTIFICATION: Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.				
SIGNATURE 			DATE 30 Nov 11		SIGNATURE 			DATE Dec 1/11	
PRINTED NAME OF QUALIFIED RECEIVER Jennifer Chalmers					PRINTED NAME OF EXPENSE AUTHORITY Michelle Leamy				

FIN 122/WEB Rev. 2010/06





Your Purchasing Card Statement

JENNIFER CHALMERS

→ Stmt. date: **Nov. 3, 2011** → Acct. balance: Not Responsive

Details of your transactions

Item no.	Trans date	Posting date	Description	Amount
TRANSACTIONS FOR CARD NUMBER - S17				
✓1	Oct. 5	Oct. 5	HARBOUR RICHMOND BC	123.76 ✓
✓2	Oct. 6	Oct. 6	HARBOUR RICHMOND BC	171.62 ✓
✓3	Oct. 6	Oct. 6	HARBOUR RICHMOND BC	171.62 ✓
✓4	Oct. 7	Oct. 7	HARBOUR RICHMOND BC	171.62 ✓

TRANSACTIONS FOR CARD NUMBER - S17				
Not Responsive				
✓6	Oct. 19	Oct. 20	Jet Airways 5893541690 Canada ON	2,887.35 ✓
✓7	Oct. 19	Oct. 20	CHINA SOU GUANG ZHOU GBR	4,202.94 ✓
✓8	Oct. 19	Oct. 20	CHINAEAST7813541690670 VANCOUVER BC	475.95 ✓
✓9	Oct. 19	Oct. 20	TASF 60034706768 VANCOUVER BC	168.00 ✓
✓10	Oct. 19	Oct. 21	LUFTHANSA 3541690675 VANCOUVER ON	6,267.98 ✓

Not Responsive				
✓15	Oct. 29	Oct. 29	HELJET INTERNATIONAL RICHMOND BC	535.36 ✓
✓16	Oct. 31	Nov. 1	HELJET INTERNATIONAL RICHMOND BC	44.80 ✓
17	Nov. 3	Nov. 3	INTEREST ADVANCES @ 00.00000% TO 03NOV	0.00
18	Nov. 3	Nov. 3	INTEREST PURCHASES @ 05.00000% TO 03NOV	0.00

PLEASE PAY YOUR SCHEDULED PAYMENT AMOUNT BY THE PAYMENT DUE DATE.

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

See over/next page

Your account at a glance

S17	
Previous balance	-
Payments - thank you	-
Other credits	-
Purchases	+
Cash advances/Cheques	+
Interest	+
Fees	+
Other charges	+
New account balance, Nov. 3	→
Your credit limit	
Credit available, Nov. 3	

**STATEMENT ONLY
DO NOT PAY!**

Helpful Information

Transactions listed in this statement :	
Airlines	
Hotel	
Car rental	
Restaurants	Not Responsive
Retail	
Cash advances/Cheques	
Other	



HF100-01-4-D0

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

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P.O. BOX 11064 STN CENTRE-VILLE
MONTREAL QC H3C 5A2



14642

JENNIFER CHALMERS
JENNIFER CHALMERS
STN PROV GOVT BOX 9041
VICTORIA BC
V8W 9E1

→ Approved by:

Signature	Signature
Name	Name
Date	Date

PURCHASING CARD TRANSACTION REGISTER

Cardholder:	Jennifer Chalmers	Statement Date (DD-MMM-YYYY):	11-Nov-2011	Clearing line to account:	CLIENT	RESP	SVS LINE	STOB	PROJ	TOTAL AMOUNT
Branch:	Office of the Premier	Supplier# - BMO:	2081565		4	36A10	36200	8530	3600000	Not Responsive
Description:	Card Nov/11 Chalmers	Invoice #:	S17							
Qualified Receiver:	Jennifer Chalmers	Telephone #:	250-356-0273							
Expense Authority:	Michelle Leamy									

TRANS NO.	DATE	SUPPLIER NAME	ITEMS PURCHASED	CLIENT	RESP	SVS LINE	STOB	PROJ	HST TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME (REQUIRED FOR STOB57)	EMPLOYEE'S SUPPLIER CODE	PRE-TAX AMOUNT	HST AMOUNT	TOTAL AMOUNT
1														
2														
3														
4														
5														
6	19-Oct-11	Hume Travel	Airline Ticket	4	36A10	36200	5714 ✓	3600000		Jim Shepard ✓		2,887.35 2,715.00	492.35	2,887.35
7	19-Oct-11	Hume Travel	Airline Ticket	4	36A10	36200	5714 ✓	3600000		Jim Shepard ✓		4,201.14	1.80	4,202.94
8	19-Oct-11	Hume Travel	Airline Ticket	4	36A10	36200	5714 ✓	3600000		Jim Shepard ✓	s22	475.95 465.00	29.95	475.95
9	19-Oct-11	Hume Travel	Airline Ticket	4	36A10	36200	5714 ✓	3600000	12.00%	Jim Shepard ✓		150.00	18.00	168.00
10	19-Oct-11	Hume Travel	Airline Ticket	4	36A10	36200	5714 ✓	3600000		Jim Shepard ✓		6,267.78 5,463.00	804.98	6,267.98
11														
12														
13														
14														
15	1-Nov-11	HeliJet	Airline Ticket	4	36A10	36200	5711 ✓	3600000	12.00%	Jim Shepard ✓	s22	478.00	57.36	535.36
16	1-Nov-11	HeliJet	Airline Ticket	4	36A10	36200	5711 ✓	3600000	12.00%	Jim Shepard ✓		40.00	4.80	44.80
17														0.00
18														0.00
19														0.00
20														0.00

Not Responsive

AGENT NR/NR BOOKING REF S22
 260975
 SHEPARD/JAMES S22 MR

 MINISTRY OF JOBS
 TOURISM AND INNOVATION
 SUITE 288 - 800 HORNBY STREET
 VANCOUVER BC V6Z 2C5
 ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

ASIANA AIRLINES	10NOV	BEIJING	SEOUL	1530	1825
OZ 334	THURSDAY	CAPITAL APT	INCHEON INTERN		
C BUSINESS		TERMINAL 3			
	NON SMOKING			NON STOP	
		RESERVATION CONFIRMED		1:55 DURATION	
	AIRCRAFT:	BOEING 777-200/300			
		SEAT 04K NO SMOKING CONFIRMED			
ASIANA AIRLINES	10NOV	SEOUL	DELHI	1925	0055
OZ 767	THURSDAY	INCHEON INTERN	INDIRA GANDHI		11NOV
C BUSINESS		TERMINAL 3			
	NON SMOKING			NON STOP	
		RESERVATION CONFIRMED		9:00 DURATION	
	AIRCRAFT:	AIRBUS INDUSTRIE A330-300			
		SEAT 05D NO SMOKING CONFIRMED			
JET AIRWAYS	12NOV	DELHI	MUMBAI	1210	1410
9W 2205	SATURDAY	INDIRA GANDHI	CHHATRAPATI SH		
C BUSINESS		TERMINAL 3	TERMINAL 1		
		LUNCH		NON STOP	
		RESERVATION CONFIRMED		2:00 DURATION	
		FLIGHT OPERATED BY JET AIRWAYS KONNECT			
	AIRCRAFT:	BOEING 737-800 (WINGLETS)			
JET AIRWAYS	14NOV	MUMBAI	BENGALURU	2025	2200
9W 477	MONDAY	CHHATRAPATI SH	BENGALURU INTL		
C BUSINESS		TERMINAL 1			
		DINNER		NON STOP	
		RESERVATION CONFIRMED		1:35 DURATION	
	AIRCRAFT:	BOEING 737-800			
		SEAT 02C NO SMOKING CONFIRMED			
KINGFISHER AIRLINES	15NOV	BENGALURU	DELHI	1720	2005
IT 206	TUESDAY	BENGALURU INTL	INDIRA GANDHI		
C BUSINESS			TERMINAL 3		
		SNACK		NON STOP	
		RESERVATION CONFIRMED		2:45 DURATION	
	AIRCRAFT:	AIRBUS INDUSTRIE A321			
		SEAT 02D NO SMOKING CONFIRMED			

INVOICE NUMBER 0000260975

1/ 3

AGENT NR/NR BOOKING REF S22
 260975
 SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
 TOURISM AND INNOVATION
 SUITE 288 - 800 HORNBY STREET
 VANCOUVER BC V6Z 2C5
 ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

JET AIRWAYS 16NOV DELHI AMRITSAR 0825 0925
 9W 7148 WEDNESDAY INDIRA GANDHI RAJA SANSI
 Y ECONOMY TERMINAL 3
 FOOD FOR PURCHASE NON STOP
 RESERVATION CONFIRMED 1:00 DURATION
 S2 0631 FLIGHT OPERATED BY S2 JET LITE
 AIRCRAFT OWNER: S2 JET LITE
 AIRCRAFT: BOEING 737-700

KINGFISHER AIRLINES 17NOV CHANDIGARH DELHI 0930 1035
 IT 2636 THURSDAY INDIRA GANDHI
 Y ECONOMY TERMINAL 3
 FOOD FOR PURCHASE NON STOP
 RESERVATION CONFIRMED 1:05 DURATION
 FLIGHT OPERATED BY KINGFISHER RED SERVICE
 AIRCRAFT: AEROSPATIALE/ALENIA ATR42/72
 SEAT 03C NO SMOKING CONFIRMED

AIR FARE: CAD 2455.00
 OTHER TAXES: 432.35
 PAID BY MASTER CARD/THANKS CAD -2887.35
 INVOICE TOTAL CAD 0.00

PAYMENT: CA XXXXXXXXXXXX S17

RESERVATION NUMBER(S)

s22

TKT: 9W 589 3541690686-87

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
 DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
 6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
 ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
 AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
 PLEASE QUOTE MEMBERSHIP CODE YVRC42121
 INVOICE NUMBER 0000260975

2/ 3



Hume Travel Corporation

#500-1525 Robson Street, Vancouver, BC V6G 1C3
Tel: 604.682.7581 Fax: 604.488.1138 Toll-free: 1.800.663.9787

AGENT NR/NR BOOKING REF S22
260975
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

PLEASE NOTE ADDITIONAL CHARGES MAY APPLY.

INVOICE NUMBER 0000260975

3/ 3

④
⑨

AGENT NR/NR BOOKING REF S22
260953
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

CHINA SOUTHERN AIRLIN 04NOV VANCOUVER BC GUANGZHOU 1300 1700
CZ 330 FRIDAY INTL BAIYUN 05NOV
C BUSINESS TERMINAL M
NON SMOKING NON STOP
RESERVATION CONFIRMED 13:00 DURATION
AIRCRAFT: BOEING 777-200/200ER
SEAT 02D NO SMOKING CONFIRMED

CHINA SOUTHERN AIRLIN 07NOV GUANGZHOU SHANGHAI 1300 1520
CZ 3525 MONDAY BAIYUN HONGQIAO INTL
F FIRST TERMINAL 2
NON SMOKING NON STOP
RESERVATION CONFIRMED 2:20 DURATION
AIRCRAFT: BOEING 777-200/300
SEAT 03C NO SMOKING CONFIRMED

AIR FARE: CAD 4000.00
OTHER TAXES: 201.14
GST/HST: 1.80
TOTAL CAD 168.00
SERVICE FEE: 150.00
TAX DETAILS: GST/HST: 18.00
SERVICE FEE DETAILS:
PAID BY MASTER CARD/THANKS CAD -168.00
PAID BY MASTER CARD/THANKS CAD -4202.94
INVOICE TOTAL CAD 0.00

⑨
③

TICKET PAYMENT: CA XXXXXXXXXXXXX S17
SVC FEE PAYMENT: CA XXXXXXXXXXXXX

RESERVATION NUMBER(S) s22

TKT: CZ 784 3541690669
SVC: 954 0034706768

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST 6 MONTHS AFTER YOUR SCHEDULED RETURN DATE. ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT
INVOICE NUMBER 0000260953

1/ 2



Hume Travel Corporation

#500-1525 Robson Street, Vancouver, BC V6G 1C3
Tel: 604.682.7581 Fax: 604.488.1138 Toll-free: 1.800.663.9787

AGENT NR/NR BOOKING REF S22
260953
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

INVOICE NUMBER 0000260953

2/ 2

8

AGENT NR/NR BOOKING REF S22
260954
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

CHINA EASTERN AIRLINE 08NOV SHANGHAI BEIJING 1600 1835
MU 5117 TUESDAY HONGQIAO INTL CAPITAL APT
F FIRST TERMINAL 2 TERMINAL 2
NON SMOKING DINNER NON STOP
RESERVATION CONFIRMED 2:35 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A330-300
SEAT 01G NO SMOKING CONFIRMED

AIR FARE:CAD 446.00
OTHER TAXES: 29.95
PAID BY MASTER CARD/THANKS CAD -475.95
INVOICE TOTAL CAD 0.00

PAYMENT: CA XXXXXXXXXXXX S17

RESERVATION NUMBER(S) s22

TKT: MU 781 3541690670

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

INVOICE NUMBER 0000260954

1/ 1

AGENT NR/NR BOOKING REF S22
260963
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

LUFTHANSA 18NOV DELHI FRANKFURT 0305 0705
LH 761 FRIDAY INDIRA GANDHI FRANKFURT INTL
C BUSINESS TERMINAL 3 TERMINAL 1
MEAL NON STOP
RESERVATION CONFIRMED 8:30 DURATION
AIRCRAFT: BOEING 747-400
SEAT 12G NO SMOKING CONFIRMED

LUFTHANSA 18NOV FRANKFURT VANCOUVER BC 1150 1320
LH 492 FRIDAY FRANKFURT INTL INTL
C BUSINESS TERMINAL 1 TERMINAL M
MEAL NON STOP
RESERVATION CONFIRMED 10:30 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A340-300
SEAT 04H NO SMOKING CONFIRMED

AIR FARE:CAD 5463.00
OTHER TAXES: 804.98
PAID BY MASTER CARD/THANKS CAD -6267.98
INVOICE TOTAL CAD 0.00

PAYMENT: CA XXXXXXXXXXXX S17

RESERVATION NUMBER(S) s22

TKT: LH 220 3541690675

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

INVOICE NUMBER 0000260963 1/ 1

(15) (16)

Chalmers, Jennifer PREM:EX

From: HeliJet Reservations [passengerservices@helijet.com]
Sent: Monday, October 31, 2011 6:47 PM
Subject: HeliJet International Inc. - Reservation # S22 Itinerary

HeliJet Passenger 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: www.helijet.com

RESERVATION INFORMATION

Name: SHEPARD, JIM
Reservation #: S22
Total Charges: 518.00
Total Taxes: 62.16
Total Amount: 580.16
Total Payments: 580.16
Balance: 0.00

ITINERARY

Date	Flight	From	To	Status
01 Nov 2011	703	07:50 - VANCOUVER HARBOUR	08:25 - VICTORIA HARBOUR	CONFIRMED
01 Nov 2011	732	17:40 - VICTORIA HARBOUR	18:15 - VANCOUVER HARBOUR	CONFIRMED

CHARGES

Description	Amount	Tax	Total
Y - Full Fare*	259.00	31.08	290.08
Y - Full Fare*	259.00	31.08	290.08
Total	518.00	62.16	580.16

PAYMENT INFORMATION

Transaction Date: 29 Oct 2011
Description: Master Card
Payer: Jennifer Chalmers
Method: MC
Amount: 535.36
PO Number:
Receipt: 280753
Authorization: S17

(15)

Transaction Date: 31 Oct 2011
Description: Master Card
Payer: Jennifer Chalmers

Method: MC
Amount: 44.80
PO Number:
Receipt: 280910
Authorization: S17

(16)

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

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Failure to show up, change or cancel a flight results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. For complete fare details please visit our website: helijet.com

Baggage Allowance:

Baggage 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:



Where ideas work

Ministry of Finance
INVOICE CODING SHEET

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

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

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME HARBOUR AIR LTD. * SUPPLIER # 873067 * SITE 001

CONTRACT/PO # _____ INVOICE DATE 31-OCT-2011 INVOICE # -111031
DD-MMM-YYYY

DATE INVOICE RECEIVED 23-NOV-2011 DATE GOODS/ SERVICES REC'D 25-OCT-2011 RECEIPT # _____
DD-MMM-YYYY DD-MMM-YYYY

NAME &/OR ADDRESS OVERRIDE: _____ DESCRIPTION FOR CHEQUE STUB: _____

DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES
DD-MMM-YYYY DD-MMM-YYYY

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 11%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57	OFA STOB & ASSET #
Not Responsive									
274.19	244.81	12%	004	36A10	36200	5711	3600000	JIM SHEPARD S22	
Not Responsive									
Not Responsive									TOTAL

* EXPENSE AUTHORITY (EA) INFORMATION:
 * MICHELLE LEAMY
 EA PRINTED NAME

* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
 Note: This is also the line description displayed on GL detail reports.

* *Michelle Leamy*

* QUALIFIED RECEIVER (QR) CERTIFICATION:
 * ALISHA OLSON
 QR PRINTED NAME

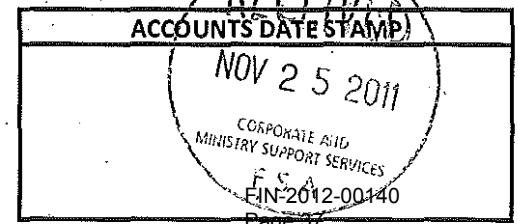
The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or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

* *[Signature]*
 QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS: _____

NOV 30/11

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:
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

STATEMENT

Harbour Air Ltd.

4760 Inglis Drive
Richmond BC V7B 1W4

Phone: (604) 233-3531 Ext. 000 Fax: (604) 278-9897

Website:

Email: brandhawa@harbourair.ca

GST #: R842955858

Date:	10/31/2011
Account:	S17

Amount Paid:	
--------------	--

PREMIER'S VICTORIA OFFICE
JUDY MCCALLUM
Office of the Premier
PO Box 9041 Stn Prov Govt
VICTORIA BC V8W 9E1

RECEIVED

NOV 14 2011

OFFICE OF THE PREMIER
SCHEDULING BRANCH

Please return this portion with your payment

Invoice Number	Date	Code	Description	Amount
----------------	------	------	-------------	--------

Not Responsive

HA03132503	10/17/2011	INV	Shepard, James	\$ 176.10 ✓
HA03144035	10/18/2011	INV	Shepard, James	\$ 98.09 ✓

Not Responsive

*****CONTINUED*****

Codes: INV = Sales / Invoices

CR = Credit Notes

FIN-2012-00140
PMT = Payments
Page 3

Not Responsive

James Shepard (Premiers Office)

Invoice # HA03132503

Flight #205
Monday, October 17, 2011 @ 07:40 AM
Vancouver Harbour -> Victoria Harbour

1.00 Sked 200 : Carbon Offset \$0.50 CDN
1.00 Sked 200 : Fuel Surcharge \$5.00 CDN
1.00 Sked 200 : Regular Fare \$151.73 CDN

Account: S17

Harmonized Sales Tax \$18.87 CDN

Reference: 083706

Grand Total \$176.10 CDN



Harbour Air Seaplanes GST# 84295 5858 RT0001
4760 Inglis Drive, Richmond, B.C. V7B 1W4

Not Responsive

Not Responsive

James Shepard (Premiers Office)

Invoice # HA03144035

Flight #1148
Tuesday, October 18, 2011 @ 17:00 PM
Nanaimo Harbour -> Vancouver Harbour

1.00	Sked 1100	:	Carbon Offset	\$0.40	CDN
1.00	Sked 1100	:	Fuel Surcharg	\$3.00	CDN
1.00	Sked 1100	:	Port Fee	\$1.65	CDN
1.00	Sked 1100	:	Regular Fare	\$82.53	CDN

Account: S17

Harmonized Sales Tax \$10.51 CDN

Reference: shepherd

Grand Total \$98.09 CDN



Harbour Air Seaplanes GST# 84295 5858 RT0001
4760 Inglis Drive, Richmond, B.C. V7B 1W4

Not Responsive

FS



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.
BEA-SHE110719

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE <i>Jim Shepard</i>	TELEPHONE NO. <i>(604) 775-1600</i>	DATE SUBMITTED <i>2011/10/25</i>
MINISTRY/DIVISION/BRANCH <i>Premier's Office - Executive Branch</i>	LOCATION (CITY) OF EVENT <i>Vancouver</i>	START DATE OF EVENT <i>2011/07/19</i>
		END DATE OF EVENT <i>2011/07/19</i>

SECTION 2 - NAME / NATURE OF EVENT

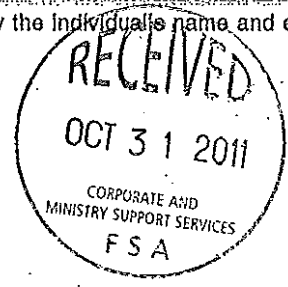
In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Business Mtg

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

J. Shepard
not responsive



SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	<i>79.86</i>
6. Event Planners, Speakers, etc.		<i>✓</i>
7. Travel Costs for Non-BC Government Participants		
8. Other:		
ESTIMATED TOTAL		\$ 79.86

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE <i>36A.10</i>	SERVICELINE <i>36.200</i>	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING <i>36.00.00</i>
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. <i>Michelle Leamy</i>		
PRINT NAME OF EXPENSE AUTHORITY <i>Michelle Leamy</i>		DATE SIGNED <i>2011/10/31</i>

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

*Jim Shepard
Premier's Vancouver Office
Ste 240 - 999 Canada Place
Vancouver BC V6C 3E1*

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CFPM 4.3.2.
[Signature]

REIMBURSEMENT TOTAL *79.86*

not responsive

S15

CHECK: 1356
 TABLE: 21/1
 SERVER: 1027 CHRIS
 DATE: 19JUL'11 12:55
 CARD TYPE: VISA
 ACCT #: XXXXXXXXXXXX S22
 EXP DATE: XX/XX
 AUTH CODE: 066450
 JAMES SHEPARD

SUBTOTAL: 69.44

Gratuity. S22

Total

Signature Jim Shepard

HOTEL COPY *SIGNATURE REQUIRED*

GUEST COPY

S15

1027 CHRIS

TBL 21/1 CHK 1356 GST 1
 19JUL'11 11:42

1 Virg Caesar 6.00
 1 Cran/Soda 6.00
 1 Cobb Salad 24.00
 1 Ahi Tuna Salad 26.00

SUB TOTAL 62.00
 HST 7.44

TOTAL \$69.44

HST # R100769686

*** FOR ROOM CHARGE ONLY ***

GRATUITY: S22

ROOM#: TOTAL

NAME: J. Shepard
(Please Print)

SIGNATURE: J. Shepard

**** PLEASE PAY SERVER ****
 ** Gratuities Not Included **

1590 - 10.42

179.86

**Meeting Confirmation
Notice**

Mr. Jim Shepard
Policy Advisor to Premier

Meeting: *Premier Christy Clark: BC Jobs Plan*
Thursday, September 22, 2011

S15

You are registered for the following:

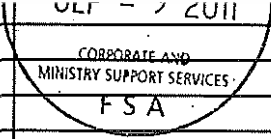

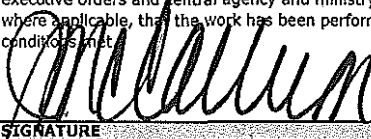
Function	Quantity	Rate	Amount
Regular	1	69.00	<u>69.00</u>
		Total	<u>77.28</u>
		Payment	<u>77.28</u>
		Balance	0.00

Registration: 11:45 a.m.
Program: 12-1:30 p.m.

FS

BUSINESS TRANSACTION ACCOUNT SUMMARY									
BRANCH NAME					DESCRIPTION				
Office of the Premier - EXEC					BTA AUG/11 JMCCALLUM ✓				
CARDHOLDER NAME					AREA CODE & PHONE				
Judy McCallum					250 387-1686				
SUPPLIER# - BMO			STATEMENT DATE (DD-MMM-YYYY)			INVOICE NUMBER			
2081565			03-Aug-2011 ✓			S17 ✓			
AMOUNT		CL	RESP	SERVICE LINE	STOB	PROJECT			
Not Responsive	clearing line	4	36A10	36200	8532 ✓	3600000			
AMOUNT for 12% & 5% HST PURCHASES (INCLUDES HST)	PRE-TAX AMOUNT for OTHER PURCHASES (EXCLUDES HST)	CL	RESP	SERVICE LINE	STOB	PROJECT	TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME AND SUPPLIER CODE (only required for STOB 57)	
Not Responsive									
327.04 ✓		4	36A10	36200	5711	3600000	12%	Jim Shepard ✓	S22

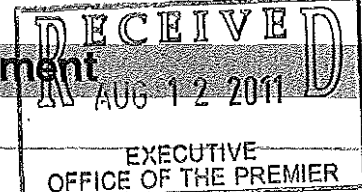
Not Responsive

									
0.00				1575		HST amount for pre-tax amounts for other purchases xxx.xxOCG.00000.1575.xx00000.0.0			
0.00		TOTAL		(must be \$0)					
CARDHOLDER (QUALIFIED RECEIVER) CERTIFICATION:					EXPENSE AUTHORITY CERTIFICATION:				
I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).					Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.				
SIGNATURE			DATE		SIGNATURE			DATE	
			Sept. 9/11					Sept 9/11	
PRINTED NAME of QUALIFIED RECEIVER					PRINTED NAME of EXPENSE AUTHORITY				
Judy McCallum					Michelle Leamy				

✓
NOV 2/11



Your Corporate Card Statement



JUDY MCCALLUM

→ Stmt. date: Aug. 3, 2011 → Acct. balance: S17

Details of your transactions

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

TRANSACTIONS FOR ACCOUNT NUMBER - S17

			Not Responsive	
2	Jun. 30 Jul. 1		HARBOUR RICHMOND BC	327.04 ✓

Not Responsive

Your account, at a glance

S17

Previous balance, Jul. 3	
- Payments - thank you	
- Other credits	
+ Purchases	
+ Cash advances/Cheques	
+ Interest	Not Responsive
+ Fees	
+ Other charges	
→ New account balance, Aug. 3	
Your credit limit	
Credit available, Aug. 3	

**STATEMENT ONLY
DO NOT PAY!**

Helpful Information

Transactions listed in this statement :

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

Not Responsive

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

Goods and services received
J. McCallum Aug. 26 11

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

Contact us	Local calls	Toll-free calls Canada & USA	Please address any written enquiries to:
------------	-------------	---------------------------------	---

Enquiries: 1 800 263-2263	1 800 263-2263	MasterCard
Telephone Devices for the Deaf: N/A	1 866 859-2089	P.O.Box 800 Station M
Lost or stolen cards: 1 800 361-3361	1 800 361-3361	Toronto, ON M6S 4X2

Registered trade-mark of Bank of Montreal. MasterCard and the MasterCard Brand Mark are registered trademarks of MasterCard International Incorporated.

P.O. BOX 11064 STN CENTRE-VILLE
MONTREAL QC H3C 5A2



→ Approved by:

Signature	Signature
Name	Name
Date	Date

JUDY MCCALLUM
OFFICE OF THE PREMIER / MLA'S
BX9041 STN PROV GOVT
VICTORIA BC
V8W 9E1

BUSINESS TRANSACTION ACCOUNT REGISTER

Cardholder:	Judy McCallum	Statement Date (DD-MMM-YYYY):	03-Aug-2011	Clearing line to account:	CLIENT	RESP	SVS LINE	STOB	PROJ	TOTAL AMOUNT
Branch:	Office of the Premier - EXEC	Supplier# - BMO:	2081565		4	36A10	36200	8532	3600000	S17
Description:	BTA AUG/11 JMCALLUM	Invoice #:	S17							
Qualified Receiver:	Judy McCallum	Telephone #:	250 387-1686							
Expense Authority:	Michelle Leamy									

TRANS NO.	DATE	SUPPLIER NAME	ITEMS PURCHASED	CLIENT	RESP	SVS LINE	STOB	PROJ	HST TAX CODE	EMPLOYEE'S FULL SUPPLIER NAME (REQUIRED FOR STOB57)	EMPLOYEE'S SUPPLIER CODE	PRE-TAX AMOUNT	HST AMOUNT	TOTAL AMOUNT
1														
2	1-Jul-11	Harbour Air	Flight	4	36A10	36200	5711 ✓	3600000	12.00%	Jim Shepard ✓		146.00	17.52	163.52
3	1-Jul-11	Harbour Air	Flight	4	36A10	36200	5711 ✓	3600000	12.00%	Jim Shepard ✓	S22	146.00	17.52	163.52
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														

Not Responsive

Not Responsive





YOUR SEAPLANE PROFESSIONALS

Reservations System

Booking Review

Please review the selected booking below.

To Return to your bookings press Back below

To Cancel this booking press Cancel below

To Change this booking press Change below

Booking S22	Sked 200 : Carbon Offset	\$0.50
Jennifer Chalmers	Sked 200 : Fuel Surcharge	\$5.00
Flight #209	Sked 200 : Web Fare - \$4.00	\$140.50
Thursday, June 30, 2011	+ Harmonized Sales Tax	\$17.52
Departs Vancouver Harbour, 09:40 AM		
Arrives Victoria Harbour, 10:15 AM		
1 Passenger(s)		
35 minutes	Billing	\$146.00
KK - Confirmed	Taxes	\$17.52
Passenger List:	Grand Total	\$163.52
■ Jim Shepard	Master Card : Payment	\$163.52
» Add to your Outlook Calendar	Date / Time	June 30, 2011 @ 9:00:47 AM
Cancel	Summary	#**** * S17
	Expiration	S17
	Authorization	

#2

Cancel

< Back

Change



YOUR SEAPLANE PROFESSIONALS

Reservations System

Booking Review

Please review the selected booking below.

To Return to your bookings press Back below

To Cancel this booking press Cancel below

To Change this booking press Change below

Booking s22	Sked 200 : Carbon Offset	\$0.50
Jennifer Chalmers	Sked 200 : Fuel Surcharge	\$5.00
WCA #376/Twin Otter	Sked 200 : Web Fare - \$4.00	\$140.50
Thursday, June 30, 2011	+ Harmonized Sales Tax	\$17.52
Departs Victoria Harbour, 17:00 PM		
Arrives Vancouver Harbour, 17:30 PM		
1 Passenger(s)		
30 minutes	Billing	\$146.00
KK - Confirmed	Taxes	\$17.52
Passenger List:	Grand Total	\$163.52
■ Jim Shepard	Master Card : Payment	\$163.52
» Add to your Outlook Calendar	Date /Time	June 30, 2011 @ 9:00:47 AM
Cancel	Summary	
	Expiration	S17
	Authorization	

#2

Cancel

< Back

Change...



Where ideas work

Ministry of Finance
INVOICE CODING SHEET

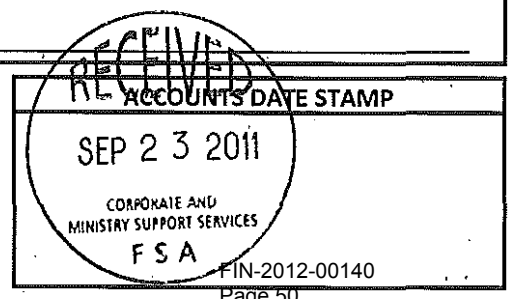
RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")

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

Link to Invoice Coding Sheet completion instructions.

Form containing fields for PAYEE NAME (BLACKCOMB HELICOPTERS LIMITED PARTNERSHIP), INVOICE DATE (20-SEP-2011), INVOICE # (105737), and a table with columns for AMOUNT, PRE-TAX AMOUNT, TAX RATE, CL, RESP, SERVICE LINE, STOB, PROJECT, NAME & SUPPLIER, and OFA STOB & ASSET #.

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:
ALISHA OLSON (250) 356-2605



BLACKCOMB AVIATION
 Charter Invoice # 105737
 Vancouver to Prince George to Vancouver

Amount	Cl.	Resp	Serv. Line	Stob	Project	Supplier	Passenger	Ministry
Not Responsive								
901.76	004	36A10	36200	6504	3600000		J Shepard	Office of Premier

Not Responsive

** JV to be prepared to transfer costs to passengers

BLACKCOMB

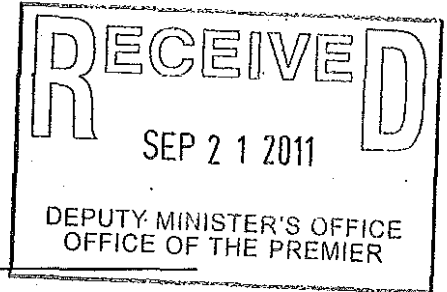
Aviation
HELICOPTER AND JET CHARTER SERVICES

September 20, 2011

Invoice No. 105737
Trip No. 5275
Cust. No. OOTP

Office of the Premier
PO Box 9041
Stn Prov Govt
Victoria, BC
V8W 9E1

Attn: Judy McCallum



Description

Service Date	Aircraft	Trip Sequence		Passengers
		Departure	Destination	
15-Sep-11	C-GGQF	Vancouver, BC	Prince Geo	Not Responsive
				J. Shepard
15-Sep-11	C-GGQF	Prince George, BC	Vancouver, BC	Same 6 Paxs

Aircraft	\$
Air Travellers Security Charge	
Int'l Processing Fees	
Fuel Surcharges	
Lay Over	
Crew Expenses	
Special Request Catering	Not Responsive
Third Party Exp.	

Discount	\$
Subtotal	\$
HST	\$
Total	\$

89422 0383RT

Terms : Due on Receipt

Thank you for your Business
Remit payment to:
Omega Air Corporation
#400 - 375 Water st.
Vancouver, BC V6B 5C6

*Shepard Services Received
McCallum Sept. 20/11*

Tel: (604) 273-5311 Fax: (604) 273-8991

FS12DEXEKL685



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E112091

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 Shepard, Jim	Employee ID S22	Phone Number (604) 775-1600
Client Organization Office of the Premier	Job Title Senior Policy Advisor	Travel Group Code 3

5. Date Completed 2012/03/20	6. Fiscal Year 2012	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	Van - Vic (HJ)	0720	2359		0.00			0.00	154.39		
02/21	Van - Vic (HJ)	0720	1405		0.00			0.00			
02/22	Vic - Van (HJ)	0700	1405		0.00			0.00			
02/28	Van-Vic-Van (HJ)	0930	1740		0.00			0.00		8.00	Taxi
03/06	Van - Vic (HJ)	1240	2359		0.00			0.00	154.39	27.80	Taxi
03/07	Victoria	0700	2359		0.00			0.00	154.39		
03/08	Vic - Van (HJ)	0700	1815		0.00			0.00		10.00	Taxi

TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 0.00	39. \$ 463.17	40. \$ 45.80	Claim Total \$ 508.97
--------------------------	--	--	--	-------------	-------------	-------------	---------------	--------------	-----------------------

48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200	51. STOB 5701	52. Project 3600000	45. Supplier Code S22	Amount \$ 508.97
---	--------------------	---------------------------	------------------	------------------------	------------------------------	---------------------

Less Travel Advance
004

AMOUNT DUE TO EMPLOYEE 54. **\$ 508.97**

45. Employee Signature (See Audit Trail) - 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
---	------------	-------------

56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
--	------------	-------------

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
---	------------	-------------

CM 12.03.26

Notes for Travel Voucher (Restricted Use) E112091 for Shepard, Jim

1 note(s) returned.

Created On	Author	Note
2012/03/20 09:17:06	Feb. Mar S15 May.Lee@gov.bc.ca	Feb.21-22 - Van - Vic - Van via Helijet QTs. Accommodation charged to personal visa. Feb.28.12 - Van - Vic - Van via Helijet QTs. Taxi charge to personal visa. Mar.06-08 - Van-Vic via Harbour Air QT. Vic - Van via Helijet QT. Accommodations and taxi charges on personal visa.

Production *** Copyright © Government of British Columbia



Where ideas work

Travel Voucher (Restricted Use)

Control No.

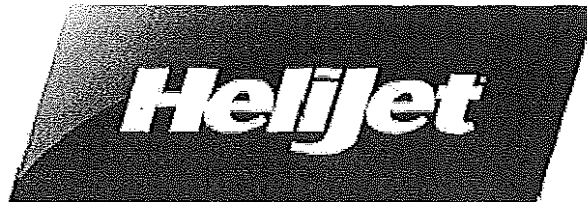
E112091

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 Shepard, Jim		Employee ID S22		Phone Number (604) 775-1600									
Client Organization Office of the Premier		Job Title Senior Policy Advisor		Travel Group Code 3									
5. Date Completed 2012/03/20		6. Fiscal Year 2012		7. Special Cheque Issue									
8. Cheque Stub Information		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	Costs	Cost	Cost	Describe	
2012	Van - Vic	0720	2359		0.00			0.00	154.39				
02/21	Vic - Van	0700	1405		0.00			0.00					
02/22	Van-Vic-Van	0930	1740		0.00			0.00				8.00	Taxi
03/06	Van - Vic	1240	2359		0.00			0.00	154.39			27.80	Taxi
03/07	Victoria	0700	2359		0.00			0.00	154.39				
03/08	Vic - Van	0700	1815		0.00			0.00				10.00	Taxi
TOTALS OF COLUMNS					36.	37.	38.	39.	40.	Claim Total			
					\$ 0.00	\$ 0.00	\$ 0.00	\$ 463.17	\$ 45.80	\$ 508.97			
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code			Amount					
004	36A10	36200	5701	3600000	S22			\$ 508.97					
004													
004													
004													
Less Travel Advance													
004													
										AMOUNT DUE TO EMPLOYEE		54.	
												\$ 508.97	
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.									Mar. 20. 12				
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 Trail)						Print Name			Date Signed				
- Requisition for payment pursuant to section 32 of the Financial Administration Act.													

Lee, May PREM:EX

From: Helijet Reservations [passengerservices@helijet.com]
Sent: Monday, February 20, 2012 1:12 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

RESERVATION CONFIRMATION

Passenger	
Name	Reservation #
SHEPARD JIM	S22

Itinerary

Leg	Date	From	To	Flight	Status
1	21 Feb 2012	07:20 - VANCOUVER HARBOUR	07:55 - VICTORIA HARBOUR	701	CONFIRMED
2	22 Feb 2012	09:30 - VICTORIA HARBOUR	10:05 - VANCOUVER HARBOUR	710	CONFIRMED

Cancelled.

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.

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 flight results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. For complete fare details please visit our website: helijet.com

Baggage Allowance:

Baggage 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.

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).

Lee, May PREM:EX

From: Helijet Reservations [passengerservices@helijet.com]
Sent: Wednesday, February 22, 2012 10:18 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

RESERVATION CONFIRMATION

Passenger	
Name	Reservation #
SHEPARD JIM	S22

Itinerary					
Leg	Date	From	To	Flight	Status
1	22 Feb 2012	13:30 - VICTORIA HARBOUR	14:05 - VANCOUVER HARBOUR	720	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.

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 flight results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. For complete fare details please visit our website: helijet.com

Baggage Allowance:
Baggage 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).



Where green ideas work

SMARTTEC Travel Confirmation

Traveller: Jim Shepard
Prepared By: May Lee

Purpose of travel: Business Feb.21 - Feb.22

SMARTTEC Confirmation Number: TEC0312000349804

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#
2012/02/21	Helijet (Van - Vic)	Vancouver Harbour	Victoria Harbour	99.0	44.3	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/02/22	Helijet (Van - Vic)	Victoria Harbour	Vancouver Harbour	99.0	44.3	

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2012/02/21	s15	Victoria	1	12.6

Total CO2 Equivalent Emissions: 101.1 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.

Taxi to Helijet.

BLUEBIRD CABS LTD
2612 QUADRA STREET
VICTORIA, BC, V8T4E4
CAB 96

TERMINAL ID: 401470F5
MERCHANT #: 180030004014709

VISA EMU
***** S22 CHTP
EMU SALE
BATCH: 000131 INV: 000006
Feb 28, 12 15:58
VISA
AID: 00090000031010 ✓
TUR: 00 00 00 00 00
TSI: F8 00
RRN: 205956704488 AUTH: 050132

SALE AMT \$8.00
TIP \$2.00

TOTAL \$10.00

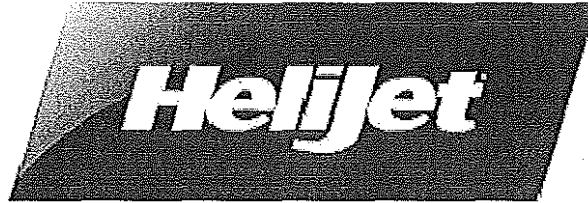
BY ENTERING A VERIFIED PIN, CARDHOLDER
AGREES TO PAY ISSUER SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S AGREEMENT WITH
CARDHOLDER

250-382-7777

CUSTOMER COPY

Lee, May PREM:EX

From: HeliJet Reservations [passengerservices@helijet.com]
Sent: Wednesday, February 15, 2012 2:04 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

RESERVATION CONFIRMATION

Passenger

Name	Reservation #	Total Charges	Total Taxes	Total Amount	Total Payments	Balance Due
SHEPERD, JAMES	S22	528.00	63.36	591.36	0.00	591.36

Itinerary

Leg	Date	From	To	Flight	Status
1	28 Feb 2012	09:30 - VANCOUVER HARBOUR	10:05 - VICTORIA HARBOUR	709	CONFIRMED
2	28 Feb 2012	17:05 - VICTORIA HARBOUR	17:40 - VANCOUVER HARBOUR	730	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.

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 flight results in a penalty fee equal to the one-way fare plus the cancellation of any onward/return flights. For complete fare details please visit our website: helijet.com

Baggage Allowance:

Baggage 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).



Where green ideas work

SMARTTEC Travel Confirmation

Traveller: Jim Shepard
Prepared By: May Lee

Purpose of travel: Business Feb.28.12

SMARTTEC Confirmation Number: TEC0312000349808

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#
2012/02/28	Helijet (Van - Vic)	Vancouver Harbour	Victoria Harbour	99.0	44.3	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/02/28	Car/Taxi - Gasoline	Victoria	Victoria	2.6	0.6	
2012/02/28	Helijet (Van - Vic)	Victoria Harbour	Vancouver Harbour	99.0	44.3	

Total CO2 Equivalent Emissions: 89.1 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.

Lee, May PREM:EX

From: reservation@harbourair.com
Sent: Thursday, March 1, 2012 4:03 PM
To: Lee, May PREM:EX
Subject: Reservations for James Shepard



Service : Always to a higher level

Please bring a copy of this confirmation with you to check in. Photo ID will be required at the time of check in

Flight Details

Please review the following reservation(s) and the additional comments regarding your booking(s):

Customer Information	HAS #	S22
	Name	James Shepard
	Company	Premiers Office
Comments	Thank you!	

Booking #4954958	Sked 200 : Carbon Offset	\$0.50
James Shepard	Sked 200 : Fuel Surcharge	\$5.00
Flight #215	Sked 200 : Regular Fare Sep 2011	\$151.73
Tuesday, March 06, 2012	+ Harmonized Sales Tax	\$18.87
Departs Vancouver Harbour, 12:40 PM	Billing	\$157.23
Arrives Victoria Harbour, 13:15 PM	Taxes	\$18.87
1 Passenger(s)	Grand Total	\$176.10
35 minutes		
KK - Confirmed		
Add to your Outlook Calendar		

To access the Terms and Conditions for the SuperSaver fares and Web fares, please click [here](#).

Please note: If you would like to take advantage of the Supersaver fares and Web fares, they are only available by booking online - reservations made or changed at the Terminals or through the Reservations Centre will be subject to regular fares.

BAGGAGE RESTRICTIONS

Vancouver to/from Victoria, Nanaimo, Comox, Sechart and the Gulf Islands: 25 pounds
Nanaimo to/from Sechart: 25 pounds
Richmond to/from Victoria and Nanaimo: 50 pounds
Richmond to/from Sechart: 25 pounds

1. Check in time is 25 minutes prior to flight time.

2. Unclaimed seats can be sold 15 minutes prior to flight time.
3. A no show fee of 100% will be charged 15 minutes prior to flight departure on unclaimed seats; any return portion will be automatically cancelled.
4. On all scheduled service flights: for group bookings of 4 or more, partial or whole cancellations made within 24 hours prior to departure will be subject to a 50% cancellation fee.
5. On scheduled service flights to and from Comox, Sechelt and the Gulf Islands (Saltspring Island, Pender Island and Maple Bay): partial or whole cancellations made within 1 hour prior to departure will be subject to a \$20 cancellation fee.
6. The passenger(s) reserved on the flight(s) is/are not an Unaccompanied Minor.
7. Luggage restriction of 25 pounds per person, unless stated otherwise. All luggage over 25 pounds will be transferred on a stand by basis.
8. Gulf Island (Saltspring Island, Pender Island, and Maple Bay) flights may have up to three stops; therefore, flight times are approximate.
 1. **For more accurate Gulf Islands departure times please contact our Reservations Department 30 minutes prior to your flight departure time at 1.800.665.0212.**
9. Waitlisted flights and tours are confirmed when the contact person receives the call; voicemails do not guarantee the seat(s). Please contact our reservations department at your earliest convenience.
10. On all scenic and packaged tours: partial or whole cancellations made within 24 hours prior to departure will be subject to a 100% cancellation fee.

Harbour Air Seaplanes is proud to offer complimentary shuttle service! Available from our Richmond location to the Main Terminal/YVR (drop-off only). In addition, shuttle service (drop-off only) is provided in downtown Victoria and Vancouver, which has a set route. Please ask our customer service associates at the terminals if you require this service.

TERMINAL LOCATIONS

Vancouver Harbour (CXH): 1075 West Waterfront Road, Vancouver, BC
 Richmond Terminal (YVR): 4760 Inglis Drive, Richmond, BC
 Victoria Harbour (YWH): 950 Wharf Street, Victoria, BC
 Nanaimo Harbour (ZNA): Unit 1A - 90 Front Street, Nanaimo, BC
 Sechelt Terminal (YHS): #1 5764 Wharf Road, Porpoise Bay, Sechelt, BC
 Comox (YQQ): 1805 Beaufort Avenue, Comox, BC
 Reservations Toll Free: 1-800-665-0212
 Jervis Inlet Inquiries: 604-885-8770
 Fax: 604-274-1200
 Website: www.harbourair.com www.westcoastair.com

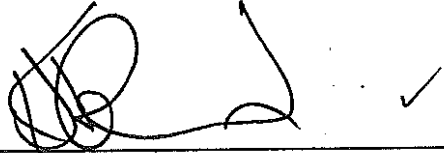
Thank you for choosing Harbour Air Seaplanes and Westcoast Air!

Check-out Receipt

S15

Name: Jim Shepard
 Check-in: Mar 6, 2012
 Check-out: Mar 8, 2012
 Confirmation #: S22
 Invoice Number: R19N
 GST Number: s15

Jim Shepard
 Suite 740 999 Canada Place
 Vancouver BC Canada
 v6c 3e1
 may.lee@gov.bc.ca

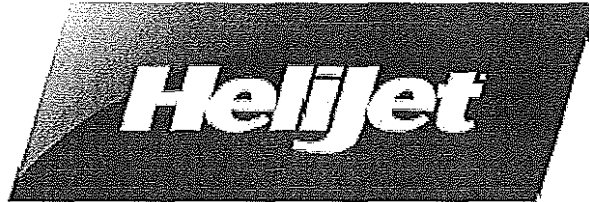
Date	Description of services - Folio 1 of 1	Cost (CAD)
2012/03/06 2012/03/07	s15	135.15 135.15
 K. Boessenkool, Chief of Staff		
		Sub-total 270.30 MRT 5.40 HST 33.08
		Total 308.78
		Visa : Mar 1, 2012 - 154.39 ✓ Visa : Mar 8, 2012 - s22 154.39 ✓
Amount Owing (CAD)		0.00

Guest assumes responsibility for any additional room charges, such as incidental purchases, damage to property or non-smoking violation.

Customer Signature: _____

Lee, May PREM:EX

From: HeliJet Reservations [passengerservices@helijet.com]
Sent: Monday, March 5, 2012 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

RESERVATION CONFIRMATION

Passenger

Name	Reservation #
SHEPARD JAMES	S22

Itinerary

Leg	Date	From	To	Flight	Status
2	08 Mar 2012	17:40 - VICTORIA HARBOUR	18:15 - VANCOUVER HARBOUR	732	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.

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 flight results in a penalty fee equal to the one way fare plus the cancellation of any onward/return flights. For complete fare details please visit our website: helijet.com

Baggage Allowance:

Baggage 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 more information.

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).

THANK YOU FOR RIDING WITH
 YELLOW CAB OF VICTORIA.
 DATE: 06-03-2012
 TIME: 14:09
 MDT ID: 14
 BADGE#: 14

JOB ID: 4487557
 METER: 3598

NAME: 2503560273 JIH
 PICKUP: 620 GOVERNMENT ST, VICTR
 DROPOFF: AS DIRECTED,

FARE:

7.50

TOTAL 7.50

THANK YOU FOR YOUR PATRONAGE
 (250-381-2222)

S22
 DO NOT WRITE ABOVE THIS LINE

03/13
 JAMES SHEPARD

D	DRIVER	DATE	06/03/12
AUTH/VRL #			
N	CAR #	230 Day	

EXP. DATE CHECKED C4999264

DESCRIPTION			AMOUNT
FROM:	4550 SW Main St		20.30
TO:	Franklin St		2.00
TIME	TO	WAITING	TOTAL
MIN/M	MIN/M	MIN/M	22.30

X CUSTOMER'S SIGNATURE *[Signature]*

TERMS AND CONDITIONS APPLICABLE TO THE SALES ARE IN ACCORDANCE WITH YOUR AGREEMENT WITH THE ISSUER OF YOUR CARD.

HST INCLUDED YELLOW MC VISA AMEX OTHER

Yellow Cab provides preferred service from the airport. **Company Ltd. 604-681-1111**
www.yellowcabonline.com

CUSTOMER COPY

HST #105528269

OFFICIAL RECEIPT _____ Car No. 91

RECEIVED FROM _____

THE SUM OF (H.S.T. INCLUDED) 10 - 00 ✓

TAXI FROM 22 320

TO DET

DATE 03/08/2012 PER _____

"Victoria's Driving Force"

"Westshore's Driving Force"



Where green ideas work

SMARTTEC Travel Confirmation

Traveller: Jim Shepard
Prepared By: May Lee
Purpose of travel: Business Mar.06.12 - Mar.08.12

SMARTTEC Confirmation Number: TEC0312000349815

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#
2012/03/06	Car/Taxi - Gasoline	Vancouver	Vancouver	10.9	2.7	
2012/03/06	Airplane - Float Plane	Vancouver Harbour	Victoria Harbour	99.0	21.1	
2012/03/06	Car/Taxi - Gasoline	Victoria	Victoria	2.5	0.6	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/03/08	Car/Taxi - Gasoline	Victoria	Victoria	2.6	0.6	
2012/03/08	Helijet (Van - Vic)	Victoria Harbour	Vancouver Harbour	99.0	44.3	

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2012/03/06	S15	Victoria	2	25.2

Total CO2 Equivalent Emissions: 94.5 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.

Check-in Receipt

Name: Jim Shepard
 Check-in: Feb 21, 2012
 Check-out: Feb 22, 2012
 Confirmation #: S22
 Invoice Number: R102
 GST Number:

S15

Jim Shepard
 Suite 740 999 Canada Place
 Vancouver BC Canada
 v6c 3e1
 may.lee@gov.bc.ca

Date	Description of services - Folio 1 of 1	Cost (CAD)
2012/02/21	s15	135.15
	S15	
	 K. Boessenkool, Chief of Staff	
	Sub-total	135.15
	MRT	2.70
	HST	16.54
	Total	154.39
	Visa : Feb 21, 2012	154.39
	Amount Owing (CAD)	0.00

CARD ***** S22
 CARD TYPE VISA
 DATE 2012/02/21
 TIME 0258 22:14:18
 RECEIPT NUMBER
 C30612076-001-388-018-0

PURCHASE TOTAL
\$154.39

VISA
 A0000000031010
 A3E2A3AC74CBESAC
 000000B000
 8CCBBE1BFB2D50VC

APPROVED

AUTH# 014822 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

Vehicle Licence _____
 Additional room charges, such as incidental purchases, damage to property or non-smoking violation.
 Customer Signature: _____

F3QDEXEKL677



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E111883

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 Shepard, Jim		Employee ID S22		Phone Number (604) 775-1600	
Client Organization Office of the Premier		JOB TITLE Senior Policy Advisor		Travel Group Code 3	
5. Date Completed 2012/02/23		6. Fiscal Year 2012		7. Special Cheque Issue	
Type of Travel Out of Province		14. Reason for Travel Business		8. Cheque Stub Information	
12. Mailing Address for Cheque 740 -999 Canada Place Vancouver, BC V6C 3E1					
16. Travel Dates 2012 02/03	17. Places Travelled Destination: Van - Cal - Van Start: 0538 End: 1848			18. Personal Vehicle Use Km: / Cost: 0.00	19. Other Transport Costs
				20. & 21. Meals Claim: / Cost: 0.00	22. Lodging Costs
					20. & 21. Miscellaneous Cost: 96.25 Describe: taxi and parking
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00
				38. \$ 0.00	39. \$ 0.00
					40. \$ 96.25
					Claim Total \$ 96.25
48. Client Code 004 ✓ 004 004 004	49. Resp. 36A10 ✓	50. Service Line 36200 ✓	51. STOB 5705 ✓	52. Project 3600000 ✓	45. Supplier Code S22
Amount \$ 96.25					
Less Travel Advance 004					
					54. AMOUNT DUE TO EMPLOYEE \$ 96.25
45. Employee Signature (See Audit Trail) - 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
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			Print Name		Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.			Print Name		Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

Mar 5/12

Notes for Travel Voucher (Restricted Use) E111883 for Shepard, Jim

1 note(s) returned.

Created On	Author	Note
2012/02/23 15:42:32	Lee, Mav S15 May.Lee@gov.bc.ca	Feb.03.12 - No flights claimed. Taxi and parking paid with personal visa. <i>no charge to govt</i>

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Notes for Travel Voucher (Restricted Use) E111883 for Shepard, Jim

1 note(s) returned.

Created On	Author	Note
2012/02/23 15:42:32	Lee, Mav S15 May.Lee@gov.bc.ca	Feb.03.12 - No flights claimed. Taxi and parking paid with personal visa.

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Travel Voucher (Restricted Use)

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E111883

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Type of Travel Out of Province		14. Reason for Travel Business		8. Cheque Stub Information	
12. Mailing Address for Cheque 740 -999 Canada Place Vancouver, BC V6C 3E1					
16. Travel Dates 2012 02/03	17. Places Travelled			18. Personal Vehicle Use Km Cost 0.00	19. Other Transport Costs
	Destination Van - Cal - Van	Start 0538	End 1848		
				20. & 21. Miscellaneous Cost 96.25	Describe taxi and parking
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00
				38. \$ 0.00	39. \$ 0.00
				40. \$ 96.25	Claim Total \$ 96.25
48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200	51. STOB 5706	52. Project 3600000	45. Supplier Code S22
Less Travel Advance 004					54. \$ 96.25
45. Employee Signature (See Audit Trail) - 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 Feb. 23.12
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name Date Signed

Vancouver International Airport
 EPL Cashier Lane 6
 HST#R127267383
 www.yvr.ca
 604-276-7739
 Parkings@yvr.ca
 Rcpt#107928
 02/03/12 18:48 LH 6 AH 51 Txn#190281
 02/03/12 05:38 In 02/03/12 18:48 Out
 Tkt# 209474
 Economy \$ 15.68
 Parking Tax \$ 3.29
 HST \$ 2.28
 Total Fee \$ 21.25
 VISA \$ 21.25-
 XXXXXXXXXXXX S22
 Approval No.:078805
 Reference No.:1969
 Change Due \$ 0.00
 Thank You.
 PST (Parking Sales Tax) 21%
 HST 12%

*Trip to
 Calgary &
 visit
 Imperial
 oil*

Thank You for choosing
ASSOCIATED CAB
 for all your transportation needs.
 Visit our counter at the
 Calgary International Airport
 International arrival door.

Air Canada International Arrival WestJet
 ASSOCIATED CAB

Driver _____ Date Feb 3/12
 Car # 109 Amount \$40.00
 GST Included # _____

Thank You for choosing
ASSOCIATED CAB
 for all your transportation needs.
 Visit our counter at the
 Calgary International Airport
 International arrival door.

Air Canada International Arrival WestJet
 ASSOCIATED CAB

Driver ADARS11 Date 3 Feb 2012
 Car # 331 Amount 35.00
 GST Included # _____



Where green ideas work

SMARTTEC Travel Confirmation

Traveller: Jim Shepard
Prepared By: May Lee

Purpose of travel: Business - Feb.03.12

SMARTTEC Confirmation Number: TEC0212000342839

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#
2012/02/03	Car/Taxi - Gasoline	Vancouver	Vancouver Airport	15.3	3.8	
2012/02/03	Airplane	Vancouver Intl	Calgary Intl	686.0	85.8	
2012/02/03	Car/Taxi - Gasoline	Calgary, Alta.	Calgary, Alta.	17.7	4.4	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/02/03	Car/Taxi - Gasoline	Calgary, Alta.	Calgary, Alta.	17.7	4.4	
2012/02/03	Airplane	Calgary Intl	Vancouver Intl	686.0	85.8	
2012/02/03	Car/Taxi - Gasoline	Vancouver Airport	Vancouver	15.3	3.8	

Total CO2 Equivalent Emissions: 187.8 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.

512 DE 138



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E111580

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 Shepard, Jim		Employee ID S22		Phone Number (604) 775-1600						
Client Organization Office of the Premier		Job Title Senior Policy Advisor		Travel Group Code 3						
5. Date Completed 2012/01/16		6. Fiscal Year 2012		7. Special Cheque Issue						
Type of Travel Out of Canada		14. Reason for Travel Business		8. Cheque Stub Information						
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	
2011										
11/10	Beijing - Delhi	0700	2359		0.00		0.00			
11/11	Delhi	0700	2359		0.00		0.00			
11/12	Delhi - Mumbai	0700	2359		0.00		0.00			
11/13	Mumbai	0700	2359		0.00		0.00			
11/14	Mumbai-Bengaluru	0700	2359		0.00		0.00			
11/15	Bengaluru- Delhi	0700	2359		0.00		0.00			
11/16	Delhi-Frank-Van	0700	2359		0.00		0.00	2700.59	see spreadsheet	
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total
				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 2700.59	\$ 2700.59
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount				
004	36A10	36200	5706	3600000	S22	\$ 2700.59				
004										
004										
004										
Less Travel Advance										
004										
								AMOUNT DUE TO EMPLOYEE		54. \$ 2700.59
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 Trail)				Print Name		Date Signed				
- Requisition for payment pursuant to section 32 of the Financial Administration Act.										

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-08

cont'd from E111560

Feb. 9/12
FIN 2012-00140
Page 2012-01-27

Notes for Travel Voucher (Restricted Use) E111580 for Shepard, Jim

1 note(s) returned.

Created On	Author	Note
2012/01/16 12:50:27	Lee May S15 May.Lee@gov.bc.ca	Asia Trades.Mission Continued from E111560. Nov.10.11 - Nov.16.11 - Transportation on purchasing card. Accommodations and miscellaneous on personal visa.

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E111580

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Name Shepard, Jim		Employee ID S22		Phone Number (604) 775-1600						
Client Organization Office of the Premier		Job Title Senior Policy Advisor		Travel Group Code 3						
5. Date Completed 2012/01/16		6. Fiscal Year 2012		7. Special Cheque Issue						
Type of Travel Out of Canada		14. Reason for Travel Business		8. Cheque Stub Information						
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	
2011										
11/10	Beijing - Delhi	0700	2359		0.00		0.00			
11/11	Delhi	0700	2359		0.00		0.00			
11/12	Delhi - Mumbai	0700	2359		0.00		0.00			
11/13	Mumbai	0700	2359		0.00		0.00			
11/14	Mumbai-Bengaluru	0700	2359		0.00		0.00			
11/15	Bengaluru- Delhi	0700	2359		0.00		0.00			
11/16	Delhi-Frank-Van	0700	2359		0.00		0.00	2700.59	see spreadsheet ✓	
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total
				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 2700.59	\$ 2700.59 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount			
004	36A10	36200	5706	3600000			\$ 2700.59			
004										
004										
004										
Less Travel Advance										
004										
									54.	\$ 2700.59
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.								Jan. 16. 12		
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 Trail)						Print Name		Date Signed		
- Requisition for payment pursuant to section 32 of the Financial Administration Act.										



BRITISH COLUMBIA
The Best Place on Earth

TRAVEL AUTHORIZATION

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

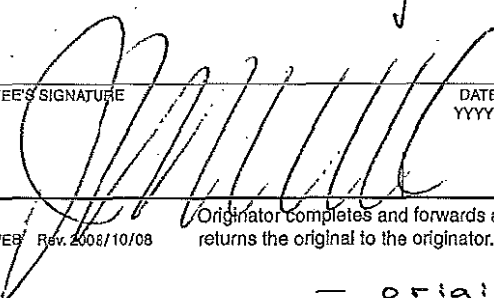
Out-of-Province Out-of-Canada In-Province

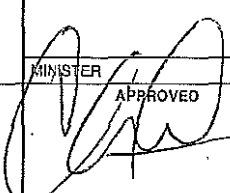
MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)		VOTE	
Office of the Premier			
EMPLOYEE NAME		EMPLOYEE ID.	
Jim Shepard		S22	
POSITION		BARGAINING UNIT / GROUP NO.	
Senior Policy Advisor			
BRANCH / LOCATION / REGION			
Office of the Premier			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2011/11/04	2011/11/16		
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS			
<input checked="" type="checkbox"/> N/A, OR:			
DESTINATIONS			
Guangzhou, Shanghai, Beijing, Delhi, Mumbai, Bengaluru			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	4000
Meals	1000
Lodging	4300
Overtime	
Fees	
Other	
SUB TOTAL	20300
Less Costs paid by others	
TOTAL COSTS	20300

METHOD OF TRAVEL
Air

PURPOSE OF TRAVEL
Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.
Trade Mission to China and India

EMPLOYEE'S SIGNATURE  DATE SIGNED
YYYY / MM / DD

SIGNATURES		
Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY		
DIRECTOR		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
ASSISTANT DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
		

FIN 99/WES Rev. 2008/10/08 Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

- original attached to E 111560.

Reset Form



Business Travel - Asia Trades Mission Jim Shepard

Date	Meal Claim	Amount (CNY / INR)	Hotel (CNY / INR)	Other (CNY / INR)	Items for other	Total (CNY / INR)	Exchange Rate	Total CDN
4-Nov-11							0.1638	
✓ 5-Nov-11			1265.00 CNY ✓			1265.00 CNY ✓	0.1638	207.21 ↓
✓ 6-Nov-11			1265.00 CNY ✓			1265.00 CNY ✓	0.1638	207.21 ✓
✓ 7-Nov-11			1725.00 CNY ✓			1725.00 CNY ✓	0.1673 (rate used on visa)	288.59 ✓
✓ 8-Nov-11	Dinner (Beijing) & Incidentals (Shanghai)	539.10 CNY ↓	1667.50 CNY ✓	105.00 CNY ✓	Broadband ✓	2311.60 CNY ✓	0.1673 (rate used on visa)	386.73 ✓
✓ 9-Nov-11	Lunch, Dinner & Incidentals (Beijing)	737.00 CNY ↓	1667.50 CNY ✓	146.83 CNY ✓	Laundry and Tele ✓	2551.33 CNY ✓	0.1673 (rate used on visa)	426.84 ✓
Total Expense								516.53 ✓
✓ 10-Nov-11			21131.25 INR ✓				0.02057	434.67 ✓
✓ 11-Nov-11	Dinner & Incidentals (Delhi)	3744.00 INR ✓	21131.25 INR ✓	750.00 INR ✓	Internet ✓	25625.25 INR ✓	0.02057 ✓	527.11 ✓
✓ 12-Nov-11			13946.30 INR ✓	250.00 INR + 1080 ✓	Internet ✓	15277.24 INR ✓	0.02057	314.25 ✓
✓ 13-Nov-11	Dinner & incidentals (Mumbai)	2954.50 INR ✓	13946.30 INR ✓			16900.80 INR ✓	0.02057	347.65 ✓
✓ 14-Nov-11	Lunch, Dinner & Incidentals (Mumbai)	4309.00 INR ✓	17923.26 INR ✓	70.56 INR ✓	Telephone	22302.82 INR ✓	22303.32 0.02057 ✓	458.77 ✓ 458.78
✓ 15-Nov-11	Lunch (Bangalore), Dinner (Delhi) & Incidentals	4913.20 INR ✓	25412.75 INR ✓			30325.95 INR ✓	0.0203832	618.14 ✓
Total Expense								2700.59 ✓

Currency	Guangzhou, China Renminbi (CNY)	Shanghai, China Renminbi (CNY)	Beijing, China Renminbi (CNY)	New Delhi, India Indian Rupee (INR)	Mumbai, India Indian Rupee (INR)	Bangalore, India Indian Rupee (INR)	Amritsar, India Indian Rupee (INR)	Chandigarh, India Indian Rupee (INR)	Frankfurt, Germany Euro (EUR)
Per Diem	565.00	797.00	740.00	4,780.00	3,315.00	3,824.00	3824.00	2,445.00	84.65
Incidentals	169.50	239.10	222.00	1,434.00	994.50	1,147.20	1147.20	733.50	25.40
Total	734.50	1,036.10	962.00	6,214.00	4,309.50	4,971.20	4971.20	3,178.50	110.05

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

	Guangzhou, China	Shanghai, China	Beijing, China	New Delhi, India	Mumbai, India	Bangalore, India	Amritsar, India	Chandigarh, India	Frankfurt, Germany
Breakfast	1.25.00	202.00	225.00	650.00 *		520.00	520.00	610.00	16.90
Lunch	165.00	240.00	215.00	1,820.00	1,355.00	1,456.00	1456.00	790.00	28.50
Dinner	275.00	355.00	300.00	2,310.00	1,960.00	1,848.00	1848.00	1,045.00	39.25

fxHistory Classic: Results

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

Time period: 11/10/11 to 11/16/11.

Daily averages:

11/10/2011	0.02063460	11/14/2011	0.02064480
11/11/2011	0.02054280	11/15/2011	0.02054280
11/12/2011	0.02054280	11/16/2011	0.02044080
11/13/2011	0.02067540		

Average (7 days): 0.02057³

High: 0.02068

Low: 0.02044

[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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TRY ALSO...

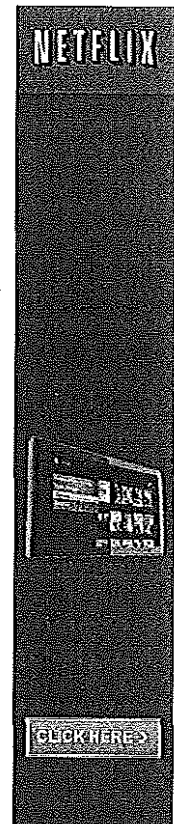
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[BlackBerry Currency Converter](#)
[iPhone Currency Converter](#)
[Exchange Rate Data Feed](#)
[OANDA Corporate Blog](#)

AGENT NR/NR BOOKING REF S22
 261684
 SHEPARD/JAMES S22 MR

 MINISTRY OF JOBS
 TOURISM AND INNOVATION
 SUITE 288 - 800 HORNBY STREET
 VANCOUVER BC V6Z 2C5
 ATTN: KELLY GOSSEN

DATE: NOV 09 2011 20490

ASIANA AIRLINES **10NOV** BEIJING SEOUL 1600 1855
 OZ 334 THURSDAY CAPITAL APT INCHEON INTERN
 C BUSINESS TERMINAL 3
 NON SMOKING NON STOP
 RESERVATION CONFIRMED 1:55 DURATION
 AIRCRAFT: BOEING 777-200/300
 SEAT 04K NO SMOKING CONFIRMED

ASIANA AIRLINES **10NOV** SEOUL DELHI 1955 0125
 OZ 767 THURSDAY INCHEON INTERN INDIRA GANDHI 11NOV
 C BUSINESS TERMINAL 3
 NON SMOKING NON STOP
 RESERVATION CONFIRMED 9:00 DURATION
 AIRCRAFT: AIRBUS INDUSTRIE A330-300
 SEAT 05D NO SMOKING CONFIRMED

JET AIRWAYS **12NOV** DELHI MUMBAI 1210 1410
 9W 2205 SATURDAY INDIRA GANDHI CHHATRAPATI SH
 C BUSINESS TERMINAL 3 TERMINAL 1
 LUNCH NON STOP
 RESERVATION CONFIRMED 2:00 DURATION
 FLIGHT OPERATED BY JET AIRWAYS KONNECT
 AIRCRAFT: BOEING 737-800 (WINGLETS)
 SEAT 01A NO SMOKING CONFIRMED

JET AIRWAYS **14NOV** MUMBAI BENGALURU 2025 2200
 9W 477 MONDAY CHHATRAPATI SH BENGALURU INTL
 C BUSINESS TERMINAL 1
 DINNER NON STOP
 RESERVATION CONFIRMED 1:35 DURATION
 AIRCRAFT: BOEING 737-800
 SEAT 02C NO SMOKING CONFIRMED

JET AIRWAYS **15NOV** BENGALURU DELHI 1640 1915
 9W 816 TUESDAY BENGALURU INTL INDIRA GANDHI
 Y ECONOMY TERMINAL 3
 SNACK NON STOP
 RESERVATION CONFIRMED 2:35 DURATION
 AIRCRAFT: BOEING 737-800

INVOICE NUMBER 0000261684 1/ 2

 P/card
 5714/min



Hume Travel Corporation

#500-1525 Robson Street, Vancouver, BC V6G 1C3
Tel: 604.682.7581 Fax: 604.488.1138 Toll-free: 1.800.663.9787

AGENT NR/NR BOOKING REF S22
261684
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: NOV 09 2011 20490

AIR FARE:CAD 2363.00
OTHER TAXES: 319.93
TOTAL CAD 64.96
SERVICE FEE: 58.00
TAX DETAILS: GST/HST: 6.96
SERVICE FEE DETAILS:
PAID BY MASTER CARD/THANKS CAD -64.96
EXCHANGED E-TICKET 589-3541690686-687 CAD -2887.35
FARE AND TAXES FORFEITED DUE TO REROUTING CAD 204.42
INVOICE TOTAL CAD 0.00

TICKET PAYMENT: O/CCCAXXXXXXXXXX S22
SVC FEE PAYMENT: CA XXXXXXXXXXXX 1146

RESERVATION NUMBER(S) s22

ETKT:9W 589 3541759877-78
SVC: 954 0034712002

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

INVOICE NUMBER 0000261684

2/ 2

P/card
5714/min

AGENT NR/NR BOOKING REF S22
260963
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

LUFTHANSA 18NOV DELHI FRANKFURT 0305 0705
LH 761 FRIDAY INDIRA GANDHI FRANKFURT INTL
C BUSINESS TERMINAL 3 TERMINAL 1
MEAL NON STOP
RESERVATION CONFIRMED 8:30 DURATION
AIRCRAFT: BOEING 747-400
SEAT 12G NO SMOKING CONFIRMED

LUFTHANSA 18NOV FRANKFURT VANCOUVER BC 1150 1320
LH 492 FRIDAY FRANKFURT INTL INTL
C BUSINESS TERMINAL 1 TERMINAL M
MEAL NON STOP
RESERVATION CONFIRMED 10:30 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A340-300
SEAT 04H NO SMOKING CONFIRMED

AIR FARE: CAD 5463.00
OTHER TAXES: 804.98
PAID BY MASTER CARD/THANKS CAD -6267.98
INVOICE TOTAL CAD 0.00

PAYMENT: CA XXXXXXXXXXXX S22

RESERVATION NUMBER(S)

s22

TKT: LH 220 3541690675

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST 6 MONTHS AFTER YOUR SCHEDULED RETURN DATE. ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

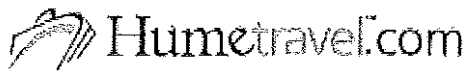
INVOICE NUMBER 0000260963

1/ 1

*P/card
5714/min*

Your itinerary has been affected by a schedule change. Your new flight details are confirmed below. Please review the document and contact us if necessary.

Thank you...



500-1525 Robson Street, Vancouver, BC V6G 1C3
 Tel: 604.682.7581/1.800.663.9787 Fax: 604.488.1138
 http://www.hume-travel.com

SHEPARD/JAMES

S22

MR 07NOV CAN

DATE 08NOVEMBER11
 AGENT NR/NR BOOKING REF s22
 SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
 TOURISM AND INNOVATION
 SUITE 288 - 800 HORNBY STREET
 VANCOUVER BC V6Z 2C5
 ATTN: KELLY GOSSEN

AIRLINE/FLT NO.	DATE	FROM	TO	DEPART	ARRIVE
ASIANA AIRLINES	10NOV	BEIJING	SEOUL	1600	1855
OZ 334	THURSDAY	CAPITAL APT	INCHEON INTERN		
C BUSINESS		TERMINAL 3			
		NON SMOKING		NON STOP	
		RESERVATION CONFIRMED		1:55 DURATION	
		AIRCRAFT: BOEING 777-200/300			
		SEAT 04K NO SMOKING CONFIRMED			

ASIANA AIRLINES	10NOV	SEOUL	DELHI	1955	0125
OZ 767	THURSDAY	INCHEON INTERN	INDIRA GANDHI		11NOV
C BUSINESS		TERMINAL 3			
		NON SMOKING		NON STOP	
		RESERVATION CONFIRMED		9:00 DURATION	
		AIRCRAFT: AIRBUS INDUSTRIE A330-300			
		SEAT 05D NO SMOKING CONFIRMED			

JET AIRWAYS	12NOV	DELHI	MUMBAI	1210	1410
9W 2205	SATURDAY	INDIRA GANDHI	CHHATRAPATI SH		
C BUSINESS		TERMINAL 3	TERMINAL 1		
		LUNCH		NON STOP	
		RESERVATION CONFIRMED		2:00 DURATION	
		FLIGHT OPERATED BY JET AIRWAYS KONNECT			
		AIRCRAFT: BOEING 737-800 (WINGLETS)			
		SEAT 01A NO SMOKING CONFIRMED			

JET AIRWAYS	14NOV	MUMBAI	BENGALURU	2025	2200
9W 477	MONDAY	CHHATRAPATI SH	BENGALURU INTL		
C BUSINESS		TERMINAL 1			
		DINNER		NON STOP	
		RESERVATION CONFIRMED		1:35 DURATION	
		AIRCRAFT: BOEING 737-800			
		SEAT 02C NO SMOKING CONFIRMED			

KINGFISHER AIRLINES 15NOV BANGALURU DELHI 1720 2005

P/card

IT 206
C BUSINESS

TUESDAY BENGALURU INTL INDIRA GANDHI
TERMINAL 3

SNACK NON STOP
RESERVATION CONFIRMED 2:45 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A321
SEAT 02D NO SMOKING CONFIRMED

LUFTHANSA
LH 761
C BUSINESS

16NOV DELHI FRANKFURT
WEDNESDAY INDIRA GANDHI FRANKFURT INTL
TERMINAL 3 TERMINAL 1

MEAL NON STOP
RESERVATION CONFIRMED 8:30 DURATION
AIRCRAFT: BOEING 747-400
SEAT 11D NO SMOKING CONFIRMED

LUFTHANSA
LH 492
C BUSINESS

16NOV FRANKFURT VANCOUVER BC
WEDNESDAY FRANKFURT INTL INTL
TERMINAL 1 TERMINAL M

MEAL NON STOP
RESERVATION CONFIRMED 10:30 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A340-300
SEAT 04D NO SMOKING CONFIRMED

RESERVATION NUMBER(S)

s22

ETKT:CZ 784 3541690669
ETKT:MU 781 3541690670
ETKT:9W 589 3541690686-87
ETKT:LH 220 3541690675

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
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CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:
WWW.CHECKMYTRIP.COM/CMTSERVLET?R=3IC3HJ&L=GB&N=SHEPARD

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NOEL RIVERA RAMIREZ
Senior Corporate Consultant
In the office Monday to Friday
from 8:00AM to 4:30PM

Hume Travel Corporation
Suite 500 - 1525 Robson Street,
Vancouver BC V6G 1C3
Tel:604.682.7581 Fax:604.488-1138
<http://www.hume-travel.com>

p/card
5/21/10
Page 89

Your itinerary has been affected by a schedule change. Your new flight details are confirmed below. Please review the document and contact us if necessary.

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SHEPARD/JAMES

S22

MR 07NOV CAN

DATE 08NOVEMBER11
 AGENT NR/NR BOOKING REF S22

SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
 TOURISM AND INNOVATION
 SUITE 288 - 800 HORNBY STREET
 VANCOUVER BC V6Z 2C5
 ATTN: KELLY GOSSEN

AIRLINE/FLT NO.	DATE	FROM	TO	DEPART	ARRIVE
ASTANA AIRLINES	10NOV	BEIJING	SEOUL	1600	1855
OZ 334	THURSDAY	CAPITAL APT	INCHEON INTERN		
C-BUSINESS		TERMINAL 3			
		NON SMOKING		NON STOP	
		RESERVATION CONFIRMED		1:55 DURATION	
		AIRCRAFT: BOEING 777-200/300			
		SEAT 04K NO SMOKING CONFIRMED			

ASTANA AIRLINES	10NOV	SEOUL	DELHI	1955	0125
OZ 767	THURSDAY	INCHEON INTERN	INDIRA GANDHI		11NOV
C-BUSINESS		TERMINAL 3			
		NON SMOKING		NON STOP	
		RESERVATION CONFIRMED		9:00 DURATION	
		AIRCRAFT: AIRBUS INDUSTRIE A330-300			
		SEAT 05D NO SMOKING CONFIRMED			

JET AIRWAYS	12NOV	DELHI	MUMBAI	1210	1410
9W 2205	SATURDAY	INDIRA GANDHI	CHHATRAPATI SH		
C BUSINESS		TERMINAL 3	TERMINAL 1		
		LUNCH		NON STOP	
		RESERVATION CONFIRMED		2:00 DURATION	
		FLIGHT OPERATED BY JET AIRWAYS KONNECT			
		AIRCRAFT: BOEING 737-800 (WINGLETS)			
		SEAT 01A NO SMOKING CONFIRMED			

JET AIRWAYS	14NOV	MUMBAI	BENGALURU	2025	2200
9W 477	MONDAY	CHHATRAPATI SH	BENGALURU INTL		
C BUSINESS		TERMINAL 1			
		DINNER		NON STOP	
		RESERVATION CONFIRMED		1:35 DURATION	
		AIRCRAFT: BOEING 737-800			
		SEAT 02C NO SMOKING CONFIRMED			

P/card
31/11/11

IT 206
C BUSINESS

TUESDAY BENGALURU INTL INDIRA GANDHI
TERMINAL 3

SNACK NON STOP
RESERVATION CONFIRMED 2:45 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A321
SEAT 02D NO SMOKING CONFIRMED

LUFTHANSA
LH 761
C BUSINESS

16NOV DELHI FRANKFURT 0305 0705
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TERMINAL 3 TERMINAL 1
MEAL NON STOP
RESERVATION CONFIRMED 8:30 DURATION
AIRCRAFT: BOEING 747-400
SEAT 11D NO SMOKING CONFIRMED

LUFTHANSA
LH 492
C BUSINESS

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WEDNESDAY FRANKFURT INTL INTL
TERMINAL 1 TERMINAL M
MEAL NON STOP
RESERVATION CONFIRMED 10:30 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A340-300
SEAT 04D NO SMOKING CONFIRMED

RESERVATION NUMBER(S)

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<http://www.hume-travel.com>

card
37149 min

Mr. James S22 Shepard

Page : 1 of 1
 Room No. : S22
 Guests : 1
 Arrival : 10-NOV-11 02:27:00
 Departure : 12-NOV-11 00:00:00
 Printed By : FOSSABHARWAL
 Bill No. :
 Rate : 21000 INR
 Printed on Date : 12-NOV-11 08:00:25

Canada

Guest Name : Mr. James S22 Shepard

Travel Agent :

Company : British Columbia

PAN No. :

Billing : DIRECT PAYMENT (BREAKFAST + AHA + CLUB SERVICES)

Date	Description	Reference	Debit	Credit
10/11/11	Room Charge		21,000.00	
10/11/11	Vat Comp B/F		131.25	
11/11/11	Internet Revenue Rooms	Room# : CHECK# 1	250.00	
11/11/11	S22	Room# : CHECK#		
11/11/11	Internet Revenue Rooms	Room# S22 : CHECK#		
11/11/11	Internet Revenue Rooms	Room# : CHECK# 1	250.00	
11/11/11	Internet Revenue Rooms	Room# : CHECK# 1	250.00	
11/11/11	Room Charge		21,000.00	
11/11/11	Vat Comp B/F		131.25	
12/11/11	Internet Revenue Rooms	Room# S22 : CHECK# 1	250.00	
12/11/11	Visa Card			

21131.25
 21131.25

Not Responsive

XXXXXXXXXXXX S15

XX/XX

Sign:

I ACCEPT THAT I HAVE BEEN OFFERED A CHOICE OF CURRENCIES FOR PAYMENT INCLUDING INR AND I ACCEPT THE CONVERSION RATE OFFERED. I AM AWARE THAT THE CURRENCY CONVERSION IS CONDUCTED BY THE MERCHANT BANK AND I EXPRESSLY AGREE TO THE TRANSACTION RECEIPT INFORMATION BY SIGNING THE (CONCEPT BOX) RECEIPT.

In Currency Card (com/fees (incl))
 CURRENCY CONVERSION RATE AS ON 2011-11-11
 EXCHANGE RATE CARD 1=INR46.6400
 Mart-Up: 0 %

* INR VALUE

TOTAL CARD

TIP CARD

AMOUNT CARD

1000.00

Not Responsive

DATE : 12/11/2011 TIME : 07:55:57
 MID : TID : 91201365
 BATCH NO : 000192 INVOICE NO : 001237
 CARD : **** * S22 SALE
 CARD TYPE : VISA SWIPE
 APPR CODE : 097711 EMP DATE : **/**/**
 RREF NUM : 007265

S15



A09/2011



A09/2011



G - 6000



Total in INR

Not Responsive

Balance in INR

0.00

I agree that my liability for this bill is not waived and agree to be held personally liable in event that the indicated person, company or association fails to pay for any part of the full amount of these charges.

Service

Mr. Jim Shepard

S22

Room No. S22
 Arrival 12/11/11
 Departure 14/11/11
 Folio No.
 Conf. No. 5564764
 Cashier No.
 Page No. 1 of 1
 Printed On. 13/11/11

INFORMATION INVOICE

Date	Description	Debits INR	Credits INR
12/11/11	Room Internet	980.00	1080.94 ✓
12/11/11	Room Internet Tax	100.94	
12/11/11	Room Charge	11,600.00	13946.30 ✓
12/11/11	Room Service Charge 10%	1,100.00	
12/11/11	Service Tax on Room	1,246.30	
13/11/11	Room Charge	11,600.00	13946.30 ✓
13/11/11	Room Service Charge 10%	1,100.00	
13/11/11	Service Tax on Room	1,246.30	
Total		28,973.54	0.00
Balance		28,973.54 INR	

I agree that my liability for this bill is not waived, and agree to be held personally liable in the event that the indicated person, company, or third party billed, fails to pay part or all of these charges.

S15

Guest Signature: _____

American Express Cards

American Express Cards

CUSTOMER COPY
 PLEASE RETAIN AS RECORD OF PUR

APPROVAL CODE: 04

JAMES SHEPARD

AL INR

R35006

13-11
 AUTH

S22

CH# 000067

FR480
 61001444

S15



Cards
 Welcom

S15

GUEST FOLIO

Mr. Jim Shepard

S22

Canada

Travel Agent :
 Company : British Columbia
 Group Name : British Columbia

INVOICE

Page : 1 of 1
 Room No. : S22
 Guests : 1
 Arrival : 14-NOV-11 22:21:00
 Departure : 15-NOV-11 11:56:00
 Cashier : APARNNA
 Folio No. : S22
 Rate : 17000 INR

Date	Description	Reference	Debit	Credit
14.11.11	Group Negotiated Rate		17,000.00 ✓	
14.11.11	L.Tax Rooms @12%		1,992.00	
14.11.11	Vat On F&B (14%)		56.00 ✓	
14.11.11	Service Tax - Rooms @ 5%		842.00 ✓	
14.11.11	Cess on Room (0.30%)		25.26 ✓	
15.11.11	Allow L.Tax Others 12%		-1,992.00	
	<i>L.tax exemption Letter</i>			
15.11.11	ISD Calls	Room# S22 ; CHECK# S22 09:05 Line# 2302 ; Dialed# 0017603415614	63.00 ✓	
15.11.11	L.Tax Telephone (12%)		7.56 ✓	
15.11.11	Visa (M) XXXXXXXXXXXX S22	XXXX		Not Responsive
Total in INR				
Balance in INR				0.00

✓ = \$17923.26

(63.00) = 70.56
7.56

Billing : BF.SPL RT.ALL CHARGES DP
 Bill To : Mr. Jim Shepard
 S22

Checkout B Aparnna Dev. 15-NOV-11 11:57:00
 I agree that my liability for this invoice is not waived and agree to be held personally liable in the event that the Indicated person, company or association fails to pay for any part or the full amount of these charges including minibar charges. Invoices are payable on presentation.

Guest Signature

Sign : _____
 SHEPARD/JIMES
 *** CUSTOMER COPY ***

TOTAL Rs
 SALE S22
 DATE : 5/11/2011
 TIME : 11:55
 TID : 90100
 INVOICE NO : 001507
 TYPE : VISA
 EXP DATE :
 REF NUM : 06/29/11
 UNIT Rs 18
 TIP Rs



Mr. James S22 Shepard

Page : 1 of 1
 Room No. : S22
 Guests : 1
 Arrival : 15-NOV-11 19:06:00
 Departure : 15-NOV-11 03:00:00
 Printed By : FOPMALIK
 Bill No. : 17303
 Rate : 21000 INR
 Printed on Date : 16-NOV-11 01:23:58

Canada

Guest Name : Mr. James S22 Shepard

Travel Agent :

Company : British Columbia

PAN No. :

Billing : DIRECT PAYMENT (BREAKFAST + AHA + CLUB SERVICES)

Date	Description	Reference	Debit	Credit
15/11/11	Room Charge		21,000.00	
15/11/11	Luxury Tax Rooms		3,200.00	
15/11/11	Service Tax 5.15% Rooms		1,081.50	
15/11/11	Vat Comp B/F		131.25	
15/11/11	Visa Card XXXXXXXXXXXX S22	XX/XX		25,412.75

Open to Service : 04.11.11

Sign: SHEPARD/JAMES
 *** CUSTOMER COPY ***

I ACCEPT THAT I HAVE BEEN OFFERED A CHOICE OF CURRENCIES FOR PAYMENT INCLUDING INR AND I ACCEPT THE CONVERSION RATE OFFERED. I AM AWARE THAT THE CURRENCY CONVERSION IS CONDUCTED BY THE MERCHANT BANK AND I EXPRESSLY AGREE TO THE TRANSACTION RECEIPT INFORMATION BY MARKING THE (ACCEPT BOX) BELOW.

Currency Card (com/fees or incl)
 CURRENCY CONVERSION RATE AS ON 2011-11-15
 EXCHANGE RATE CARD = INR@9.0600
 Mark-Up: 0%

INR VALUE 25412.75

DATE : 16/11/2011 TIME : 01:20:37
 MID : TID : 91291365
 BATCH NO : 000197 INVOICE NO : 001346
 SALE
 CARD TYPE : VISA EXP DATE : **
 APPR CODE : 011895 REF NUM : 00
 In Currency:
 CARD AMOUNT CARD SLIPE
 TIP CARD
 TOTAL CARD
 517.50



G - 5000



A08/2011



A08/2011



G - 5000



AC

Total in INR 25,412.75 25,412.75
 Balance in INR 0.00

I agree that my liability for this bill is not waived and agree to be held personally liable in event that the indicated person, company or association fails to pay for any part of the full amount of these charges.
 Service



Where green ideas work

SMARTTEC Travel Confirmation

Traveller: Jim Shepard
Prepared By: May Lee

Purpose of travel: Business Asia Trades Mission Nov.04.11 - Nov.16.11

SMARTTEC Confirmation Number: TEC0112000334868

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#
2011/11/04	Airplane	Vancouver Intl	Guangzhou, China	9,999.0	1,438.9	
2011/11/07	Airplane	Guangzhou, China	Shanghai, China	1,190.0	171.2	
2011/11/08	Airplane	Shanghai, China	Beijing, China	1,089.0	136.1	
2011/11/10	Airplane	Beijing	Seoul, South Korea	958.0	119.8	
2011/11/11	Airplane	Seoul, South Korea	Delhi, India	4,694.0	675.5	
2011/11/14	Airplane	Mumbai, India	Bangalore, India	836.0	104.5	
2011/11/15	Airplane	Bangalore, India	Delhi, India	1,737.0	250.0	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2011/11/16	Airplane	Delhi, India	Frankfurt, Germany	6,124.0	881.2	
2011/11/16	Airplane	Frankfurt, Germany	Vancouver Intl	8,076.0	1,162.1	

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2011/11/05		Guangzhou, China	2	25.2
2011/11/07		Shanghai, China	1	12.6
2011/11/08		Beijing, China	2	25.2
2011/11/10	S15	Delhi, India	2	25.2
2011/11/12		Mumbai, India	2	25.2
2011/11/14		Delhi, China	2	25.2

Total CO2 Equivalent Emissions: 5,077.7 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.

ES 129 ENEDITS 8



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E111560

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 Shepard, Jim		Employee ID S22		Phone Number (604) 775-1600	
Client Organization Office of the Premier		Job Title Senior Policy Advisor		Travel Group Code 3	
5. Date Completed 2012/01/11		6. Fiscal Year 2012		7. Special Cheque Issue	
Type of Travel Out of Canada		14. Reason for Travel Business		8. Cheque Stub Information	
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	
2011		Destination		Km	
11/04		Van - Guangzhou		0.00	
11/05		Guangzhou		0.00	
11/06		Guangzhou		0.00	
11/07		GZ - Shanghai		0.00	
11/08		Shanghai-Beijing		0.00	
11/09		Beijing		0.00	
				36. \$ 0.00	
				37. \$ 0.00	
				38. \$ 0.00	
				39. \$ 0.00	
				40. \$ 1781.58	
				Claim Total \$ 1781.58 ✓	
48. Client Code		49. Resp.		50. Service Line	
004		36A10		36200	
004					
004					
004					
				51. STOB 5706	
				52. Project 3600000	
				45. Supplier Code S22	
Less Travel Advance					
004					
				54. AMOUNT DUE TO EMPLOYEE \$ 1781.58 ✓	
45. Employee Signature (See Audit Trail) - 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	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	
				Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	
				Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

Feb. 9/12.

Notes for Travel Voucher (Restricted Use) E111560 for Shepard, Jim

1 note(s) returned.

Created On	Author	Note
2012/01/16 12:53:53	Lee, Mav S15 May.Lee@gov.bc.ca	Asia Trades Mission Nov.04.11-Nov.09.11 - Transportation on purchasing card. Accommodations and miscellaneous on personal visa. Nov.10.11 - Nov.16.11 continued on E111580. ✓

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TRAVEL AUTHORIZATION

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

Out-of-Province
 Out-of-Canada
 In-Province

ESTIMATED COSTS (IN CAN. \$)

Transportation	14000
Meals	1000
Lodging	4300
Overtime	
Fees	
Other	
SUB TOTAL 20300	
Less Costs paid by others	
TOTAL COSTS 20300	

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)		VOTE
Office of the Premier		
EMPLOYEE NAME	EMPLOYEE ID.	
Jim Shepard	S22	
POSITION	BARGAINING UNIT / GROUP NO.	
Senior Policy Advisor		
BRANCH / LOCATION / REGION		
Office of the Premier		

DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2011/11/04	2011/11/16		

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

N/A, OR:

DESTINATIONS

Guangzhou, Shanghai, Beijing, Delhi, Mumbai, Bengaluru

METHOD OF TRAVEL

Air

SIGNATURES

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

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

Trade Mission to China and India

DIRECTOR		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
ASSISTANT DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

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

FIN 99/WEB Rev. 2008/10/08

Reset Form



Business Travel - Asia Trades Mission Jim Shepard

Date	Meal Claim	Amount (CNY / INR)	Hotel (CNY / INR)	Other (CNY / INR)	Items for other	Total (CNY / INR)	Exchange Rate	Total CDN
4-Nov-11							0.1638	
✓ 5-Nov-11			1265.00 CNY ✓			1265.00 CNY ✓	0.1638	207.21 ↓
✓ 6-Nov-11			1265.00 CNY ✓			1265.00 CNY ✓	0.1638	207.21 ✓
✓ 7-Nov-11			1725.00 CNY ✓			1725.00 CNY ✓	0.1673 (rate used on visa)	288.59 ✓
✓ 8-Nov-11	Dinner (Beijing) & Incidentals (Shanghai)	539.10 CNY ↓	1667.50 CNY ✓	105.00 CNY ✓	Broadband ✓	2311.60 CNY ↓	0.1673 (rate used on visa)	386.73 ✓
✓ 9-Nov-11	Lunch, Dinner & Incidentals (Beijing)	737.00 CNY ↓	1667.50 CNY ✓	146.83 CNY ✓	Laundry and Tele ✓	2551.33 CNY ↓	0.1673 (rate used on visa)	426.84 ↓
Total Expense								516.58
✓ 10-Nov-11			21131.25 INR ✓				0.02057	434.67 ✓
✓ 11-Nov-11	Dinner & Incidentals (Delhi)	3744.00 INR ✓	21131.25 INR ✓	750.00 INR ✓	Internet ✓	25625.25 INR ✓	0.02057	527.11 ✓
✓ 12-Nov-11			13946.30 INR ✓	250.00 INR + 1080 ✓	Internet ✓	15277.24 INR ✓	0.02057	314.25 ✓
✓ 13-Nov-11	Dinner & Incidentals (Mumbai)	2954.50 INR ✓	13946.30 INR ✓			16900.80 INR ✓	0.02057	347.65 ✓
✓ 14-Nov-11	Lunch, Dinner & Incidentals (Mumbai)	4309.00 INR ✓	17923.26 INR ✓	70.56 INR ✓	Telephone ✓	22302.82 INR ✓	0.02057	458.77 ✓
✓ 15-Nov-11	Lunch (Bangalore), Dinner (Delhi) & Incidentals	4913.20 INR ✓	25412.75 INR ✓			30325.95 INR ✓	0.0203832	618.14 ✓
Total Expense								2700.59 ✓

	Guangzhou, China	Shanghai, China	Beijing, China	New Delhi, India	Mumbai, India	Bangalore, India	Amritsar, India	Chandigarh, Ind	Frankfurt, (
Currency	Renminbi (CNY)	Renminbi (CNY)	Renminbi (CNY)	Indian Rupee (INR)	Indian Rupee (INR)	Indian Rupee (INR)	Indian Rupee (INR)	Indian Rupee (INR)	Euro (EUR)
Per Diem	565.00	797.00 ✓	740.00 ✓	4,780.00 ✓	3,315.00 ✓	3,824.00 ✓		3824.00 ✓	2,445.00 ✓
Incidentals	169.50	239.10 ✓	222.00 ✓	1,434.00 ✓	994.50 ✓	1,147.20 ✓		1147.20 ✓	733.50 ✓
Total	734.50	1,036.10 ✓	962.00 ✓	6,214.00 ✓	4,309.50 ✓	4,971.20 ✓		4971.20 ✓	3,178.50 ✓

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

	Guangzhou, China	Shanghai, China	Beijing, China	New Delhi, India	Mumbai, India	Bangalore, India	Amritsar, India	Chandigarh, Ind	Frankfurt, (
Breakfast	125.00	202.00 ✓	225.00 ✓	650.00 ✓	520.00 ✓	520.00 ✓		520.00 ✓	610.00 ✓
Lunch	165.00	240.00 ✓	215.00 ✓	1,820.00 ✓	1,355.00 ✓	1,456.00 ✓		1456.00 ✓	790.00 ✓
Dinner	275.00	355.00 ✓	300.00 ✓	2,310.00 ✓	1,960.00 ✓	1,848.00 ✓		1848.00 ✓	1,045.00 ✓

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fxHistory Classic: Results

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

Time period: 11/05/11 to 11/10/11.
Daily averages:

11/05/2011	0.16320	11/08/2011	0.1638120
11/06/2011	0.1644240	11/09/2011	0.1633020
11/07/2011	0.1644240	11/10/2011	0.1636080

Average (6 days) ~~0.16380~~
High: 0.16442
Low: 0.16320

[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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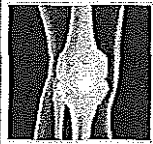
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Statement of Account

Printed: Oct 12, 2011

Statement Period: Oct 12, 2011 to Oct 12, 2011

VRHB Travel Clinic
L5 -601 West Broadway Vancouver BC V5Z 4C2
(604)736-9244 (604)736-3917(fax)

Bill To JAMES SHEPARD S22	Patient S22 SHEPARD, JAMES S22
Referring Doctor	Birth Date January 15, 1939 Insurer PRIVATE Identity# Claim# Occupation Employer
Injury Information	
Adjuster:	

Service Date	Invoice #	Description	Charges	Payments	Balance
		PREVIOUS BALANCE for PRIVATE			0.00
10/12/2011	2-0000001	PRIV	120.00	120.00 C	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
10/12/2011	1-0000002	PRIV	0.00	0.00	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
10/12/2011	1-0000003	PRIV	40.00	40.00 C	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
10/12/2011	1-0000004	PRIV	0.00	0.00	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
10/12/2011	1-0000005	PRIV	40.00	40.00 C	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
10/12/2011	1-0000006	PRIV	65.00	65.00 C	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
10/12/2011	1-0000007	PRIV	0.00	0.00	0.00
	S22		00838 (Dr. Suni Boraston)	11776 (Vancouver Coastal Health)	
		TOTAL DUE for PRIVATE			0.00

Summary Previous Balance: 0.00 Charges: 265.00 Payments: 265.00 Total Due: 0.00

APPROVED

AUTH# 055384 01-02Z
 THANK YOU

CARDHOLDER COPY
 IMPORTANT - RETAIN THIS RECEIPT

TRAVEL CLINIC #625
 L5 -601 WEST BROADWAY
 VANCOUVER BC

CARD ***** S22
 CARD TYPE VISA
 2011/10/12 08:25:18:53
 IPT NUMBER
 1555028-001-389-009-0
 HASE

\$265.00

000031010
 50452304E00
 38000
 31DBECF3696

Page 103 © 2009

Patient: :

AGENT NR/NR BOOKING REF S22
260953
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

CHINA SOUTHERN AIRLIN 04NOV VANCOUVER BC GUANGZHOU 1300 1700
CZ 330 FRIDAY INTL BAIYUN 05NOV
C BUSINESS TERMINAL M
NON SMOKING NON STOP
RESERVATION CONFIRMED 13:00 DURATION
AIRCRAFT: BOEING 777-200/200ER
SEAT 02D NO SMOKING CONFIRMED

CHINA SOUTHERN AIRLIN 07NOV GUANGZHOU SHANGHAI 1300 1520
CZ 3525 MONDAY BAIYUN HONGQIAO INTL
F FIRST TERMINAL 2
NON SMOKING NON STOP
RESERVATION CONFIRMED 2:20 DURATION
AIRCRAFT: BOEING 777-200/300
SEAT 03C NO SMOKING CONFIRMED

AIR FARE:CAD 4000.00
OTHER TAXES: 201.14
GST/HST: 1.80
TOTAL CAD 168.00
SERVICE FEE: 150.00
TAX DETAILS: GST/HST: 18.00
SERVICE FEE DETAILS:
PAID BY MASTER CARD/THANKS CAD -168.00
PAID BY MASTER CARD/THANKS CAD -4202.94
INVOICE TOTAL CAD 0.00

TICKET PAYMENT: CA XXXXXXXXXXXX S22
SVC FEE PAYMENT: CA XXXXXXXXXXXX

RESERVATION NUMBER(S) s22

TKT: CZ 784 3541690669
SVC: 954 0034706768

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT
INVOICE NUMBER 0000260953

Handwritten: P/card
5714/min

1/ 2

AGENT NR/NR BOOKING REF S22
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

..

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

INVOICE NUMBER 0000260953

2/ 2

*Card
5741min*

AGENT NR/NR BOOKING REF S22
260954
SHEPARD/JAMES S22 MR

MINISTRY OF JOBS
TOURISM AND INNOVATION
SUITE 288 - 800 HORNBY STREET
VANCOUVER BC V6Z 2C5
ATTN: KELLY GOSSEN

DATE: OCT 19 2011 20490

CHINA EASTERN AIRLINE 08NOV SHANGHAI BEIJING 1600 1835
MU 5117 TUESDAY HONGQIAO INTL CAPITAL APT
F FIRST TERMINAL 2 TERMINAL 2
NON SMOKING DINNER. NON STOP
RESERVATION CONFIRMED 2:35 DURATION
AIRCRAFT: AIRBUS INDUSTRIE A330-300
SEAT 01G NO SMOKING CONFIRMED

AIR FARE:CAD 446.00
OTHER TAXES: 29.95
PAID BY MASTER CARD/THANKS CAD -475.95
INVOICE TOTAL CAD 0.00

PAYMENT: CA XXXXXXXXXXXX S22

RESERVATION NUMBER(S) s22

TKT: MU 781 3541690670

PLEASE CHECK IN AT LEAST 3 HOURS PRIOR TO
DEPARTURE. PASSPORT VALIDITY MUST BE AT LEAST
6 MONTHS AFTER YOUR SCHEDULED RETURN DATE.
ENSURE YOU HAVE PROPER ENTRY VISA REQUIREMENT

DURING BUSINESS HOURS CALL US ON 1800 6639787
AFTER HOURS CALL HUME TRAVEL EMERGENCY SERVICE
PLEASE QUOTE MEMBERSHIP CODE YVRC42121
PLEASE NOTE ADDITIONAL CHARGES MAY APPLY

*card
5714/min*

INVOICE NUMBER 0000260954

1/ 1

Mr. James S22 Shepard
Canada

Room No. : S22
Arrival : 11/05/11
Departure : 11/07/11
Page No. : 1 of 1
Folio No. :
Cashier : FOSELINA 472
Printed : 06-NOV-11
Membership :

A/R Number :
Travel Agent :
Company Name : British Columbia Trade and Investment
INFORMATION INVOICE

Date	Description	Charges	Credits
11/05/11	Accommodation	1,100.00	1265.00
11/05/11	Room - Surcharge	165.00	
11/06/11	Accommodation	1,100.00	1265.00
11/06/11	Room - Surcharge	165.00	
11/06/11	Manual-Visa Card		2,530.00
Thank you for choosing S15		Total	2,530.00
		Amount Due CNY	0.00

Guest Signature:

If your bill is to be charged to any approved credit card, the signature above is deemed to have been made on the applicable credit card voucher. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or associated fails to pay for any part of the full amount of the charges.

持卡人存根
CARDHOLDER COPY
咨询电话: 95599

天誉威斯汀酒店
MID: 103440100078228 21:53:11
TEL: 12011011 06/11/2011
MEMBER: JAMES

中国农业银行
AGRICULTURAL BANK OF CHINA

卡号: 183300067041739FC
有效期: 09/09/2009
AID: R0000000031010
TSI: F800
ATC: 000E
APPLAB: 015H

交易日期: 11/05/11
交易金额: RMB 2530.00
商户号: 059495
商户名称: 天誉威斯汀酒店

name 姓名	: Mr. James S22 Shepard	membership 会员信息	:	
email address 电子邮件:		room 房号	:	S22
address 地址	:	arrival 入住日期	:	8-Nov-2011
	Canada	departure 离店日期	:	10-Nov-2011
company 公司	: Embassy of Canada	cashier 收银员	:	FOIRISD
travel agent 旅行社	:	printed date/page 打印日期/页数	:	10-Nov-2011 1 of 1

INVOICE

date 日期	description 项目	reference 描述	charges/credit 费用/可用余额
11/08/11	Room Charge		1,667.50
11/08/11	S22		Not Responsive
11/08/11	Broadband Charge		105.00
11/09/11	Room Charge		1,667.50
11/09/11	S22		Not Responsive
11/09/11	Guest Laundry Charge		138.00
11/09/11	Telephone International Call		8.83
11/10/11	Manual - Visa Card		Not Responsive

TOTAL 总计 : Not Responsive

BALANCE 余额: 0.00 RMB

If your bill is to be charged to any approved credit card, the signature below is deemed to have been made on the applicable credit card voucher. I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part of all those charges.

如阁下采用认可的信用卡结账，以下的签署应与信用卡单据上的相同。本人同意当有关人士，公司或社团未能支付部分或全部款项时，此账目的责任并将未免除并由本人承担。

signature | 客人签署

S15

宾客姓名: Shepard, James S22

Guest Name

房间号: S22

Room Number

收单银行: 中国银行

Bank of China

Acq. Bank

商户名称: S15

S15

Merchant

商户编号: 021211645000001

Merchant ID

终端编号: 88892371

Terminal ID

卡类别: VISA卡

Card Type

卡号: ***** S22 /M

Card Number

有效期: XX/XX

Exp. Date

批次号: 000121

Batch NO.

流水号: 006707

Trace NO.

日期时间: 2011-11-10 07:11:41

Date Time

参考号: 131323006707

Ref. NO.

授权码: 041958

Auth. Code

交易类型: DCC消费(DCC SALE)

Tran. Type

金额: Not Responsive

Amount (RMB)

汇率: ~~0.167300~~

DCC Rate (No Commission Fee)

交易金额: Not Responsive

Total Amount

Transaction Currency: CAD

兹申明交易之最终货币系本人之选择,并已了解此项服务非Visa所提供。

I declare that I have been offered a choice of payment currencies and my choice is final. I understand that the currency conversion is not provided by Visa.

持卡人签字 (CARDHOLDER SIGNATURE) : _____



Where green ideas work

SMARTTEC Travel Confirmation

Traveller: Jim Shepard
Prepared By: May Lee

Purpose of travel: Business Asia Trades Mission Nov.04.11 - Nov.16.11

SMARTTEC Confirmation Number: TEC0112000334868

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#
2011/11/04	Airplane	Vancouver Intl	Guangzhou, China	9,999.0	1,438.9	
2011/11/07	Airplane	Guangzhou, China	Shanghai, China	1,190.0	171.2	
2011/11/08	Airplane	Shanghai, China	Beijing, China	1,089.0	136.1	
2011/11/10	Airplane	Beijing	Seoul, South Korea	958.0	119.8	
2011/11/11	Airplane	Seoul, South Korea	Delhi, India	4,694.0	675.5	
2011/11/14	Airplane	Mumbai, India	Bangalore, India	836.0	104.5	
2011/11/15	Airplane	Bangalore, India	Delhi, India	1,737.0	250.0	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2011/11/16	Airplane	Delhi, India	Frankfurt, Germany	6,124.0	881.2	
2011/11/16	Airplane	Frankfurt, Germany	Vancouver Intl	8,076.0	1,162.1	

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2011/11/05		Guangzhou, China	2	25.2
2011/11/07		Shanghai, China	1	12.6
2011/11/08	S15	Beijing, China	2	25.2
2011/11/10		Delhi, India	2	25.2
2011/11/12		Mumbai, India	2	25.2
2011/11/14		Delhi, China	2	25.2

Total CO2 Equivalent Emissions: 5,077.7 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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PETTY CASH RECONCILIATION / REPLENISHMENT REPORT

INSTRUCTIONS: The petty cash holder is to complete all sections below and retain the canary copy. The Petty Cash Reconciliation/Replenishment Report, along with all original receipts, should be forwarded to Financial Services for processing. PLEASE TYPE OR PRINT. Forms are also available on the Intranet at: www.fn.gov.bc.ca/OCG/ocg/forms/forms.stm

MINISTRY, BRANCH, LOCATION
Jobs, Tourism and Innovation
301-865 Hornby St.
Vancouver BC, V6Z 2G3

NAME OF PETTY CASH HOLDER
Shane Ollenberger

PETTY CASH HOLDER'S SUPPLIER CODE

RECEIPT DATE YYYY/MM/DD	NAME OF SUPPLIER (Include description of goods and services if not itemized on receipt)	RESP. CENTRE	SERVICE LINE	STOB 5735 6531	PROJECT NUMBER	SUPPLIER CODE	AMOUNT INCLUDING HST	HST RATE*
2011/10/27	Chinese Visas	51561	22441		5143831		\$375.00	

Not Responsive

RECEIVED
NOV 14 2011
FINANCIAL OPERATIONS
MINISTRY OF COMMUNITY DEVELOPMENT &
MINISTRY OF TOURISM, CULTURE & THE ARTS

CASH ON HAND **If "Other", please enter actual dollar amount.*

X \$ 1.00 = _____

X \$ 2.00 = _____

Not Responsive

COIN = _____

TOTAL CASH ON HAND
\$ Not Responsive

PAYMENT REQUEST TOTAL (TOTAL EXPENDITURES INCLUDING HST)	▶	1
TOTAL CASH ON HAND	▶	2
SUB ADVANCES OUTSTANDING	▶	3
PREVIOUS CLAIMS SUBMITTED BUT NOT YET REIMBURSED	▶	4
LESS CASH OVER	▶ (5
AUTHORIZED PETTY CASH AMOUNT (MUST EQUAL SUM OF 1-5)	▶	

PETTY CASH HOLDER'S SIGNATURE
(certify accuracy of the figures indicated above.)
x Shane Ollenberger

DATE SIGNED
YYYY MM DD
2011 11 09

EXPENSE AUTHORITY SIGNATURE
Certified that the amount to be paid is correct, is in accordance with appropriate statute or other authority for payment and/or contract, and where applicable, that the work has been performed by the goods supplier, the service rendered and/or other conditions met.
DATE SIGNED
Greg Matysz 2011 11 09

11/07



PETTY CASH TRANSACTION RECORD

SEE REVERSE FOR SUBADVANCE PURPOSES

The Office of the Comptroller General (OCG) recommends that this form be used to document petty cash purchases made in accordance with CPPM B.2.4. Forms are also available on the intranet at: www.min.fin.gov.bc.ca/OCG/ocg/forms/forms.stm

NAME OF SUPPLIER - IF NOT ON ATTACHED RECEIPTS <i>Ken Ewan</i>	NAME OF DESIGNATED EMPLOYEE - IF ANY
---	--------------------------------------

PURPOSE <i>Chinese VISAs for MPB, TJ & PCC Official Delegates</i>	DATE OF TRANSACTION YYYY/MM/DD <i>Oct. 27, 2011</i>
--	---

DESCRIPTION	RESP.	SERVICE LINE	STOB	PROJECT NO.	SUPPLIER CODE	AMOUNT
<i>VISA fees</i>	<i>51561</i>	<i>22441</i>	<i>5735</i> 6531	<i>5143831</i>	<i>2125361</i>	<i>375.00</i>

EXPENSE AUTHORITY APPROVAL IF NOT ON ATTACHED SLIPS Certified that the amount to be paid is correct, is in accordance with appropriate statute or other authority for payment and/or contract and, where applicable, that the work has been performed, the goods supplied, the service rendered and/or other conditions met.	<i>Greg Matisz</i>	DATE SIGNED YYYY MM DD <i>12/21/11 10/8</i>	TOTAL EXPENDED ATTACH RECEIPTS <i>\$0.00</i>
---	--------------------	---	--

Greg Matisz

CASH RECEIVED:

CONSULATE GENERAL OF PR
1338 J...
UNIVERSITY BC
S22 *****
INTERAC
CHECKING
2011/10/27
09 10:04:54
RECEIPT NO. LR
C3087313 1-1-317-035-0

PURCHASE TOTAL
\$375.00

RECEIPT

11-031805
THE P. R. CHINA
NO 314496

加急费 Rush Fee)	其他 (Other)	合计 (Amount)
0	0	275
0	0	100

INTERAC
A0000002771010
5A9000000012037C
E0000008000
E080F097C8F57587

APPROVED
AUTH# 001855 00-001
THANK YOU

0 0 375

1633936



1633936

取证单

PICK UP FORM

姓名/Name: *Bell*
电话/Tel:

领事机关专用/FOR OFFICIAL USE ONLY

批注: *FH*

等级: <i>2</i>	份数: <i>1</i>
收件: 护照 <input type="checkbox"/> 公证书 <input type="checkbox"/> <i>登</i>	
<i>(商务:何)</i>	
收件人: <i>周</i>	收件日期: <i>2011.10.24</i>
取证日期 DATE FOR PICK UP	<i>2011.10.27</i>

Ollenberger, Shane JTI:EX

From: Ewan, Ken JTI:EX
Sent: Tuesday, November 8, 2011 10:09 AM
To: Ollenberger, Shane JTI:EX
Subject: RE: Names

Here you go Shane:

Not Responsive

\$ 75 each

James S22 Shepard - *Premier's office*

Thanks,
Ken

From: Ollenberger, Shane JTI:EX
Sent: Tuesday, November 8, 2011 9:38 AM
To: Ewan, Ken JTI:EX
Subject: Names

Hi Ken,

Can you provide me a list of all the names that you got the visa's for. Jacquie needs that to process my petty cash.

Regards
Shane

Shane Ollenberger
*Program Assistant
Ministry of Jobs, Tourism and Innovation
International Trade & Investment Attraction Division
301-865 Hornby St.
Vancouver, BC V6Z 2G3
Phone: 604-660-5262
Cell: 604-561-4430
Fax: 604-660-2520*



PETTY CASH RECONCILIATION / REPLENISHMENT REPORT

INSTRUCTIONS: The petty cash holder is to complete all sections below and retain the canary copy. The Petty Cash Reconciliation/Replenishment Report, along with all original receipts, should be forwarded to Financial Services for processing. PLEASE TYPE OR PRINT. Forms are also available on the Intranet at: www.fin.gov.bc.ca/OCG/ocg/forms/forms.stm

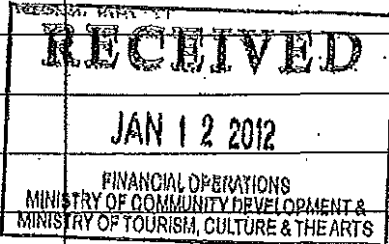
MINISTRY, BRANCH, LOCATION Ministry of Jobs, Tourism and Innovation International Relations and Business Development Vancouver	NAME OF PETTY CASH HOLDER Cindy Shang <hr/> PETTY CASH HOLDER'S SUPPLIER CODE 2107692
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RECEIPT DATE YYYYMMDD	NAME OF SUPPLIER <small>(Include description of goods and services if not identified on receipt)</small>	RESP. CENTRE	SERVICE LINE	STOB	PROJECT NUMBER	SUPPLIER CODE	AMOUNT INCLUDING HST	HST RATE*
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Not Responsive

2011/11/01	Janice Stevens - Chinese visas for Premier's Mission	51561	22441	5735	5143830		\$195.00	
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Not Responsive



CASH ON HAND **If "Other", please enter actual dollar amount.*

Not Responsive

TOTAL CASH ON HAND
\$ Not Responsive

PAYMENT REQUEST TOTAL (TOTAL EXPENDITURES INCLUDING HST)	1
TOTAL CASH ON HAND	2
SUB ADVANCES OUTSTANDING	3
PREVIOUS CLAIMS SUBMITTED BUT NOT YET REIMBURSED	4
LESS CASH OVER	5
AUTHORIZED PETTY CASH AMOUNT (MUST EQUAL SUM OF 1-5)	

PETTY CASH HOLDER'S SIGNATURE
I certify accuracy of the figures indicated above.

DATE SIGNED
YYYY MM DD

EXPENSE AUTHORITY SIGNATURE
Certified that the amount to be paid is correct, is in accordance with appropriate statute or other authority for payment and/or contract, and where applicable, that the work has been performed, the goods supplied, the service rendered and/or other conditions met.

X

20120105

PRINT NAME
Jennifer Leung

DATE SIGNED
YYYY MM DD
20120106

收据 RECEIPT

11-032291

CONSULATE GENERAL OF THE P. R. CHINA
IN VANCOUVER, CANADA

CONSULATE GENERAL OF PR
CHINA
1338 WEST BROADWAY
SUITE
VANCOUVER BC

№ 314982

Date: 2011.11.01

取证单号 (Pick up Form No.)	规费 (Regular Fee)	加急费 (Rush Fee)	其他 (Other)	合计 (Amount)
VISA x 2 1642985	125	70	0	195

CARD S22 *****
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2011/11/01
TIME 3354 10:36:37
RECEIPT NUMBER
C30873139-001-320-046-0

PURCHASE
TOTAL

\$195.00

Interac
A0000002771010
231A0A08B15B3B2A
8000008000
F4412E097C60CE70

APPROVED

AUTH# 190987 00-001
THANK YOU

总计 125 70 0 195
TOTAL



PETTY CASH TRANSACTION RECORD

SEE REVERSIS FOR SUBADVANCE PURPOSES

The Office of the Comptroller General (OCG) recommends that this form be used to document petty cash purchases made in accordance with CPPM B.2.4. Forms are also available on the Intranet at: www.mfn.gov.bc.ca/OCG/ocg/forms/forms.stm

NAME OF SUPPLIER - IF NOT ON ATTACHED RECEIPTS CONSULATE GENERAL OF THE P.R. CHINA	NAME OF DESIGNATED EMPLOYEE - IF ANY JANICE STEVENS
--	---

PURPOSE VISA'S FOR PREMIER'S MISSION	DATE OF TRANSACTION YYYY/MM/DD 2011/11/01
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DESCRIPTION	RESP.	SERVICELINE	STOB	PROJECT NO.	SUPPLIER CODE	AMOUNT
VISA'S	51561	22441	5735	5143830		195.00

EXPENSE AUTHORITY APPROVAL IF NOT ON ATTACHED SLIPS Certified that the amount to be paid is correct, is in accordance with appropriate statute or other authority for payment and/or contract; and, where applicable, that the work has been performed, the goods supplied, the services rendered and/or other conditions met.	DATE SIGNED YYY MM DD <i>[Signature]</i> 2011 11 01	TOTAL EXPENDED ATTACH RECEIPTS \$0.00 195.00
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CASH RECEIVED: J. Stevens