



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E113444

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 MacIntyre, Sara		Employee ID s22		Phone Number (250) 387-1715	
Client Organization Office of the Premier		Job Title Director of Communications		Travel Group Code 3	
5. Date Completed 2012/09/20		6. Fiscal Year 2013		7. Special Cheque Issue	
				8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Business / Travel		Headquarters Victoria	
12. Mailing Address for Cheque					

16. Travel Dates 2012- 09/05 09/06	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
	Vic-Van	1645	2300		0.00	180.12	F-BL	30.50	195.60		
	Van-Vic	0700	2030		0.00	180.12	F-I	39.25			

TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 360.24	38. \$ 69.75	39. \$ 195.60	40. \$ 0.00	Claim Total \$ 625.59
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48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
004 ✓	994 36	36200 ✓	65015701	3600000		\$ 625.59
004						
004						
004						

Less Travel Advance	004					
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AMOUNT DUE TO EMPLOYEE						54. \$ 625.59 ✓
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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

Oct 17/12

## Audit Trail for Travel Voucher (Restricted Use) E113444 for MacIntyre, Sara

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2012/09/20 13:54:18	Haakstad, Kim s15 Louise.Ross@gov.bc.ca	MacIntyre, Sara Sara.MacIntyre@gov.bc.ca	Saved	MacIntyre, Sara Sara.MacIntyre@gov.bc.ca
2012/09/20 13:54:25	Haakstad, Kim s15 Louise.Ross@gov.bc.ca	MacIntyre, Sara Sara.MacIntyre@gov.bc.ca	Notified	MacIntyre, Sara Sara.MacIntyre@gov.bc.ca
2012/09/21 13:36:33	MacIntyre, Sara s15 Sara.MacIntyre@gov.bc.ca		Approved	Leamy, Michelle Michelle.Leamy@gov.bc.ca
2012/10/01 09:37:57	Leamy, Michelle s15 Michelle.Leamy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E113444 for MacIntyre, Sara

1 note(s) returned.

Created On	Author	Note
2012/09/20 13:54:18	Haakstad, Kim s15 Louise.Ross@gov.bc.ca	09/05/12 Vic-Van HA/FL#2220 \$180.12 / 1- Night ACC \$195.60 09/06/12 Van-Vic HA/FL#227 \$180.12

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s15

Room : s22  
 Folio # :  
 Invoice # :  
 Cashier # : s15  
 Page # : 1 of 1

Govt BC  
 Ms Sara Macintyre  
 Po Box 9041 Stn Prov Govt  
 Victoria BC V8W 9E1  
 Canada

Arrival : 09-05-12  
 Departure : 09-06-12

s15, s22

Date	Description	Additional Information	Charges	Credits
09-05-12	Room Charge		169.00	
09-05-12	Destination Marketing Fee*		2.22	
09-05-12	Hotel Room Tax		3.42	
09-05-12	Room HST		20.96	
09-06-12	s22	XXXXXXXXXXXXX s22 XX/XX		195.60
Total			195.60	195.60

Balance Due

0.00

GST Summary

Room : 0.00  
 F&B : 0.00  
 Other : 0.00  
 Total : 0.00

HST Summary

Room : 20.96  
 F&B : 0.00  
 Other : 0.00  
 Total : 20.96

s15

Dan Doyle, Chief of Staff ✓

s15

# Harbour Air Seaplanes

Vancouver (604) 274-1277  
 Victoria (250) 384-2215  
 Nanaimo (250) 714-0004

Toll-free 1-800-665-0212  
 Website: www.harbourair.com  
 05/09/2012 5:05:41 PM  
 GST: 84295 5858 RT0001

s15

s15

## CUSTOMER COPY

### Booking Information:

Louise Ross (Office Of The Premier)  
 Flight #2220 / 1 Passenger(s)  
 Wednesday, September 5, 2012  
 Departs Victoria Harbour @ 17:20 PM  
 Arrives Vancouver Harbour @ 17:55 PM

### Group list:

o MacIntyre, Sara

## Invoice #: 3538607

1.00 Sked 200 : Carbon Offset \$0.50 CDN  
 1.00 Sked 200 : Fuel Surcharge \$5.00 CDN  
 1.00 Sked 200 : Web Fare - \$ \$155.32 CDN

Louise Ross (Office Of The Premier)  
 Flight #227 / 1 Passenger(s)  
 Thursday, September 6, 2012  
 Departs Vancouver Harbour @ 19:00 PM  
 Arrives Victoria Harbour @ 19:35 PM

### Group list:

o MacIntyre, Sara

s15

s15

## Invoice #: 3538608

1.00 Sked 200 : Carbon Offset \$0.50 CDN  
 1.00 Sked 200 : Fuel Surcharge \$5.00 CDN  
 1.00 Sked 200 : Web Fare - \$ \$155.32 CDN

Harmonized Sales Tax - \$38.60 HST

Grand Total \$160.24 CDN

s15



Where green ideas work

## SMARTTEC Travel Confirmation

Traveller: Sara MacIntyre  
Prepared By: Louise Ross ✓

Purpose of Travel: Business/Travel

SMARTTEC Confirmation Number: s22

If there is an expense claim associated with this travel then attach this PDF to your iExpenses travel claim. The SMARTTEC PDF report must be saved with the default name assigned by the system before attaching it to your iExpenses claim. Any change to the file name will flag your claim as non-compliant when your Ministry reports on it.

### Outbound Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/09/05	Airplane - Float Plane	Victoria Harbour	Vancouver Harbour	99.0	21.1	2220

### Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2012/09/06	Airplane - Float Plane ✓	Vancouver Harbour	Victoria Harbour	99.0	21.1	227

### Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2012/09/05	s15	Vancouver	1	12.6

Total CO2 Equivalent Emissions: 54.8 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 SMARTTool.

FS

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

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

[illegible]

**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.

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FIN-2012-00305

# BLACKCOMB

## Aviation

HELICOPTER AND JET CHARTER SERVICES

September 25, 2012

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

Attn: Tamara Davidson

Invoice No. 106215  
Trip No. 6140  
Cust. No.  
Quote No. s17, s22

*Nautical miles*

1) 151 nm

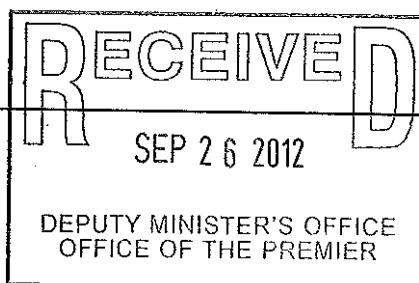
2) 151 nm  
302

### Description

		Trip Sequence		Passengers
Service Date	Aircraft	Departure	Destination	
20-Sep-12	C-FMCG	Vancouver, BC	Kelowna, BC	not responsive
				S. MacIntyre 507.84 not responsive
20-Sep-12	C-FMCG	Kelowna, BC	Vancouver, BC	Same 3 Pass

not responsive

Aircraft  
Air Travellers Security Charge  
Int'l Processing Fees  
Fuel Surcharges  
Landing Fees  
Crew Expenses  
Special Request Catering  
Third Party Exp.



\$

not responsive

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

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

*Bandra*