

FIN-2017-70044

Client	Contract #	Amount	Description	Supplier Name	Procurement Process	Start Date	End Date
004 Office of the Premier	C16PREM1341	\$ 228,000.00	Provide Strategic and Personnel Advice	1048216 B.C. LTD.	Direct Award - Confidentiality	2016/02/01	2016/09/30

GENERAL SERVICE AGREEMENT



2 1
6 0
3 4
3 8
2
6
B

A
B
A

1
3
C
1
6
P
R
E

For Administrative Purposes Only

Ministry Contract No.: C16PREM1341
Requisition No.: 1341
Solicitation No.(if applicable):
Commodity Code: AB.AB01

Contractor Information

Supplier Name: 1048216 B.C. LTD.
Supplier No.: 2639538
Telephone No.:
E-mail Address:
Website:

Financial Information

Client: 004
Responsibility Centre: 36A10
Service Line: 36200
STOB: 6101/6102
Project: 3600000

Template version: December 1, 2013

3 6
6 1 3 3 0
0 0 6 6 ^
2 1 2 ^
/

TABLE OF CONTENTS

No.	Heading	Page
1.	Definitions	1
1.1	General.....	1
1.2	Meaning of "record"	2
2.	Services	2
2.1	Provision of services	2
2.2	Term	2
2.3	Supply of various items.....	2
2.4	Standard of care.....	2
2.5	Standards in relation to persons performing Services	2
2.6	Instructions by Province.....	2
2.7	Confirmation of non-written instructions.....	2
2.8	Effectiveness of non-written instructions	2
2.9	Applicable laws	2
3.	Payment	3
3.1	Fees and expenses	3
3.2	Statements of accounts	3
3.3	Withholding of amounts	3
3.4	Appropriation	3
3.5	Currency	3
3.6	Non-resident income tax	3
3.7	Prohibition against committing money.....	3
3.8	Refunds of taxes.....	3
4.	Representations and Warranties	4
5.	Privacy, Security and Confidentiality	4
5.1	Privacy	4
5.2	Security	4
5.3	Confidentiality.....	4
5.4	Public announcements.....	5
5.5	Restrictions on promotion.....	5
6.	Material and Intellectual Property	5
6.1	Access to Material	5
6.2	Ownership and delivery of Material	5
6.3	Matters respecting intellectual property	5
6.4	Rights relating to Incorporated Material.....	5
7.	Records and Reports	6
7.1	Work reporting	6
7.2	Time and expense records.....	6
8.	Audit	6

9.	Indemnity and Insurance	6
	9.1 Indemnity	6
	9.2 Insurance	6
	9.3 Workers compensation	6
	9.4 Personal optional protection.....	6
	9.5 Evidence of coverage	7
10.	Force Majeure	7
	10.1 Definitions relating to force majeure	7
	10.2 Consequence of Event of Force Majeure	7
	10.3 Duties of Affected Party	7
11.	Default and Termination	7
	11.1 Definitions relating to default and termination	7
	11.2 Province's options on default	8
	11.3 Delay not a waiver	8
	11.4 Province's right to terminate other than for default.....	8
	11.5 Payment consequences of termination	8
	11.6 Discharge of liability	8
	11.7 Notice in relation to Events of Default	8
12.	Dispute Resolution	9
	12.1 Dispute resolution process.....	9
	12.2 Location of arbitration or mediation.....	9
	12.3 Costs of mediation or arbitration	9
13.	Miscellaneous	9
	13.1 Delivery of notices.....	9
	13.2 Change of address or fax number	9
	13.3 Assignment	9
	13.4 Subcontracting	10
	13.5 Waiver.....	10
	13.6 Modifications	10
	13.7 Entire agreement	10
	13.8 Survival of certain provisions.....	10
	13.9 Schedules.....	10
	13.10 Independent contractor	10
	13.11 Personnel not to be employees of Province	10
	13.12 Key Personnel	11
	13.13 Pertinent Information	11
	13.14 Conflict of interest	11
	13.15 Time.....	11
	13.16 Conflicts among provisions	11
	13.17 Agreement not permit nor fetter	11
	13.18 Remainder not affected by invalidity	11
	13.19 Further assurances	11
	13.20 Additional terms	11
	13.21 Governing law	12
14.	Interpretation	12
15.	Execution and Delivery of Agreement	12

SCHEDULE A – SERVICES

- Part 1 - Term**
- Part 2 - Services**
- Part 3 - Related Documentation**
- Part 4 - Key Personnel**

SCHEDULE B – FEES AND EXPENSES

- Part 1 - Maximum Amount Payable**
- Part 2 - Fees**
- Part 3 - Expenses**
- Part 4 - Statements of Account**
- Part 5 - Payments Due**

SCHEDULE C – APPROVED SUBCONTRACTOR(S)

SCHEDULE D – INSURANCE

SCHEDULE E – PRIVACY PROTECTION SCHEDULE

SCHEDULE F – ADDITIONAL TERMS

SCHEDULE G – SECURITY SCHEDULE

THIS AGREEMENT is dated for reference the 1st day of February, 2016.

BETWEEN:

1048216 B.C. Ltd. ("the Contractor") with the following specified address and fax number:
#202 – 65 Songhees Road
Victoria, BC V9A 6T3
Fax: N/A

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented
by the Premier (the "Province") with the following specified address and fax number:
PO Box 9041, Stn Prov gov't
Victoria, BC V8W 9E1
250-356-7258

The Province wishes to retain the Contractor to provide the services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those services, on the terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

1 DEFINITIONS

General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced or provided by the Contractor or a Subcontractor and includes the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

Meaning of "record"

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

2 SERVICES

Provision of services

2.1 The Contractor must provide the Services in accordance with this Agreement.

Term

- 2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

Supply of various items

- 2.3 The Province will provide the materials, equipment, tools and facilities and the Contractor must supply and pay for all labour, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule;
 - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and
 - (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

Refunds of taxes

- 3.8 The Contractor must:
- (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and
 - (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.

4 REPRESENTATIONS AND WARRANTIES

4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:

- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
 - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
 - (ii) Subject to section 2.3, if required and agreed to in writing the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual or other agreements in place and available to enable the Contractor to fully perform the Services and to grant any licenses under this Agreement, and
 - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
- (b) if the Contractor is not an individual,
 - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
 - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

5.1 The Contractor must comply with the Privacy Protection Schedule attached as Schedule E.

Security

5.2 The Contractor must:

- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
- (b) comply with the Security Schedule attached as Schedule G.

Confidentiality

5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:

- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
- (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
- (c) if it is information in any Incorporated Material.

Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:

- (a) Received Material that the Contractor receives from the Province; and
- (b) Produced Material, other than any Incorporated Material.

Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - (b) the right to sublicense or assign to third-parties any or all of the rights granted to the Province under section 6.4(a).

7 RECORDS AND REPORTS

Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by:
- (a) any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement; or
 - (b) any representation or warranty of the Contractor being or becoming untrue or incorrect.

Insurance

- 9.2 The Contractor must comply with the Insurance Schedule attached as Schedule D.

Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
 - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

10 FORCE MAJEURE

Definitions relating to force majeure

10.1 In this section and sections 10.2 and 10.3:

- (a) "Event of Force Majeure" means one of the following events:
 - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
 - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
 - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
 - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
- (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure

10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

Duties of Affected Party

10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

11.1 In this section and sections 11.2 to 11.4:

- (a) "Event of Default" means any of the following:
 - (i) an Insolvency Event,
 - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
 - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
- (b) "Insolvency Event" means any of the following:
 - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
 - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
 - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
 - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
 - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
 - (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
 - (b) pursue any remedy or take any other action available to it at law or in equity; or
 - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
 - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

12 DISPUTE RESOLUTION

Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;

- (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the Mediate BC Society; and
- (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Arbitration Act*.

Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

13 MISCELLANEOUS

Delivery of notices

- 13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:
- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
 - (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
 - (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

Change of address or fax number

- 13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights or obligations under this Agreement without the Province's prior written consent. Upon providing written notice to the Contractor, the Province may assign to any person any of the Province's rights under this Agreement and may assign to any "government corporation", as defined in the *Financial Administration Act*, any of the Province's obligations under this Agreement.

Subcontracting

- 13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:
- (a) any person retained by the Contractor to perform obligations under this Agreement; and
 - (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

Waiver

- 13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

Modifications

- 13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

Entire agreement

- 13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

Survival of certain provisions

- 13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.

Schedules

- 13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

Independent contractor

- 13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:
- (a) an employee or partner of the Province; or
 - (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

Personnel not to be employees of Province

- 13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

Key Personnel

- 13.12 If one or more individuals are specified as “Key Personnel” of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor’s behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

Pertinent information

- 13.13 The Province must make available to the Contractor all information in the Province’s possession which the Province considers pertinent to the performance of the Services.

Conflict of interest

- 13.14 The Contractor must not provide any services to any person in circumstances which, in the Province’s reasonable opinion, could give rise to a conflict of interest between the Contractor’s duties to that person and the Contractor’s duties to the Province under this Agreement.

Time

- 13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

Conflicts among provisions

- 13.16 Conflicts among provisions of this Agreement will be resolved as follows:
- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
 - (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

- 13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

Additional terms

- 13.20 Any additional terms set out in the attached Schedule F apply to this Agreement.

Governing law

- 13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

14 INTERPRETATION


14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

15 EXECUTION AND DELIVERY OF AGREEMENT

- 15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

<p>SIGNED on the <u>19</u> day of <u>Feb</u>, 20<u>16</u> by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p></p> <p>Signature(s)</p> <p><u>Steve Carr</u></p> <p>Print Name(s)</p> <p><u>SENIOR ADVISOR</u></p> <p>Print Title(s)</p>	<p>SIGNED on the <u>19</u> day of <u>Feb</u>, 20<u>16</u> on behalf of the Province by its duly authorized representative:</p> <p></p> <p>Signature</p> <p><u>Dan Doyle</u></p> <p>Print Name</p> <p><u>Chief of Staff</u></p> <p>Print Title</p>
---	---

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on February 1, 2016 and ends on September 30, 2016.

PART 2. SERVICES:

The Contractor will provide strategic and personnel advice and oversee implementation of government's strategic objectives.

The Contractor agrees that they will be providing their services in a confidential capacity as provides for in s. 15(1)(a) of the *Public Service Act [RSBC 1996] Chapter 385*, and agrees to comply with all the requirements of:

- a. the Political Staff Oath Regulation; and
- b. the Standards of Conduct for Political Staff Regulation.

Through the delivery of the Services the Province wishes to realize the following outcomes and, without limiting the obligation of the Contractor to comply with other provisions of this Part, the Contractor must use commercially reasonable efforts to achieve them:

Strategic and personnel advice and implementation of government's strategic objectives.

The parties acknowledge that the Contractor does not warrant that these outcomes will be achieved.

Reporting requirements

The Contractor reports directly to the Premier.

PART 3. RELATED DOCUMENTATION:

1. The Contractor must perform the Services in accordance with the obligations set out in this Schedule A including any engagement letter, Solicitation document excerpt, proposal excerpt or other documentation attached as an Appendix to, or specified as being incorporated by reference in, this Schedule.
2. The following are Appendices to this Schedule A:

Appendix 1 – Engagement Letter	NOT APPLICABLE
Appendix 2 – Solicitation document excerpt	NOT APPLICABLE
Appendix 3 – Proposal excerpt	NOT APPLICABLE
Appendix 4 – Group 2 Rates – Expenses for contractors	ATTACHED
Appendix 5 – Service Contractor Travel Expense Claim	ATTACHED
Appendix 6 – Sample Invoice	ATTACHED
Appendix 7 – Ministry Invoice Payment Policy	ATTACHED
Appendix 8 – Lobbying Notice to Contractors	ATTACHED

PART 4. KEY PERSONNEL:

1. The Key Personnel of the Contractor are as follows:

(a) Steve Carr

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$228,000.00 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

2. FEES:

Fees: The “maximum Amount” of fees payable is \$188,000.

Daily Rate

Fees: at a rate of \$1114.10 per day (based on a day of 7 hours, 5 days a week) for those days during the Term when the Contractor provides the Services. If the Contractor provides the Services for less than the required hours on any day, then fees for that day will be reduced proportionally. If the Contractor provides the Services for more than the required hours on any day, then fees for that day will be increased proportionally.

3. EXPENSES:

Expenses: The maximum amount of expenses payable \$40,000.00

Expenses:

Travel, accommodation and meal expenses for travel greater than 32 kilometers away from Victoria on the same basis as the Province pays its Group III employees when they are on travel status; and

excluding goods and services tax (“GST”) or other applicable tax paid or payable by the Contractor on expenses described above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of the month to and including the last day of that month (each a “Billing Period”), the Contractor must deliver to the Province on a date after the Billing Period (each a “Billing Date”), a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor’s legal name and address;
- (b) the date of the statement, and the Billing Period to which the statement pertains;
- (c) the Contractor’s calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked on each day during the Billing Period;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any GST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;

- (e) the Contractor's calculation of any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 30 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the Province as required to obtain the discount.

Schedule C – Approved Subcontractor(s)

Not applicable

Schedule D – Insurance

Not Applicable

Schedule E – Privacy Protection Schedule

Definitions

1. In this Schedule,
 - (a) “**access**” means disclosure by the provision of access;
 - (b) “**Act**” means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (c) “**contact information**” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) “**personal information**” means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the “control of a public body” within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the Province to comply with the Province’s statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor’s statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor’s collection of personal information.

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 Business Days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
- (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases “foreign demand for disclosure” and “unauthorized disclosure of personal information” will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase “unauthorized disclosure of personal information” will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor’s premises to inspect any personal information in the possession of the Contractor or any of the Contractor’s information management policies or practices relevant to the Contractor’s management of personal information or the Contractor’s compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Schedule F – Additional Terms

1. Despite section 9 and Schedule D of this Agreement, the Contractor and the Province agree that section 9.1 of this Agreement is deleted, and following clause is added:

To the extent that Steven^{s.22} Carr is not covered by any applicable insurance or arrangements for indemnity, the Province will indemnify and save harmless Steven^{s.22} Carr from and against any losses, claims, actions causes of action, costs and expenses that Steven^{s.22} Carr may sustain, incur, suffer or be to at any time, either before or after this Agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by Steven^{s.22} Carr in the performance of the Services set out in Schedule A of this Agreement, except where such loss arises from the Steven^{s.22} Carr willful misconduct, gross negligence, default, or any act or omission outside the scope of the Services.

Schedule G – Security Schedule

Not applicable

Appendix 1 – Engagement Letter – not applicable

Appendix 2 – Solicitation document excerpt – Not Applicable

Appendix 3 – Proposal excerpt – Not Applicable

Appendix 4 – Group 3 Rates – Expenses

MINISTER'S OFFICE TRAVEL ALLOWANCES – QUICK REFERENCE GUIDE

Group 3: ADMs, DMs, DM equivalent, ML 9-12, Ministerial Assistants and Executive Assistants.

Group 4: Ministers, Parliamentary Secretaries and MLAs travelling on behalf of a Minister (to attend a government function). Original receipts and/or proof of payment must accompany all claims.

EAs and MAs must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

1) Meal Allowances:

The following meal allowances can be claimed without receipts. Daily claims cannot exceed \$51.50 or \$61.00. For Group 3, deductions must be made for meals provided at public expense.

	Group 3	Group 4
Full Day	\$51.50	\$61.00
Half Day	\$25.75	N/A
Breakfast Provided	\$10.50	N/A
DEDUCT		
Lunch Provided DEDUCT	\$10.50	N/A
Dinner Provided DEDUCT	\$18.25	N/A

2) Mileage Rates When Using Private Vehicle (Group 3 and 4):

Effective April 1, 2013 \$0.52 per km

Receipts are not required. This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3) Taxi and Parking (Group 3 and 4):

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

4) Car Rentals (Group 3 and 4):

Approved car rental agencies and the maximum rates for each community are listed at http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Members should ask for the government rate. Car rental agreements and proof of payment are required. PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5) Accommodation (Group 3 and 4):

a) *Hotel/motel* (Original receipt and proof of payment required). Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at <http://csa.pss.gov.bc.ca/businesstravel/>. Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If you cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from

the minister (the pre-approval can be by email or by the minister approving the hotel receipt upon return).

b) Private lodging (Group 3 and 4) (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6) Airfare (Group 3 and 4):

Economy airfare should be obtained. If bonus points are collected (not recommended) they must be used for government travel only. The used air tickets or a copy of the air invoice should be included in the receipt envelope when submitting a claim.

7) Miscellaneous Travel Expenses (Group 3):

Gratuities, laundry (within Canada), portage and personal phone calls cannot be claimed. Reasonable laundry expenses can be claimed when travelling out-of-Canada (receipt required). Ferry charges and highway tolls can be claimed (receipt required). Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can be claimed (receipt required).

8) Miscellaneous Travel Expenses (Group 4):

Reimbursement for reasonable out of pocket expenses (e.g. ferry tolls, ferry reservation fees, highway tolls, bus/taxi services, parking charges, reasonable laundry and dry cleaning). Receipts are required. Gratuities, portage and personal phone calls cannot be claimed. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can be claimed (receipt required).

9) Out-of-Province Travel (Travel Authorization Form Required):

Ministers: Out-of-Canada travel requires pre-approval by the Premier. EAs and MAs: Out-of-BC and out-of-Canada travel require pre-approval by the Minister.

10) Capital City Allowance (Ministers only)

A claim can be made in the miscellaneous column for a capital city allowance for each day worked in Victoria. A minister may claim \$61.00 when an overnight stay is required or when returning to their home. The Capital City Living Allowance is based on an option that the ministers have made. The claims differ for each minister. Further instructions are available from the Executive Financial Clerks, MOSS.

General Reminders

- Ministers' travel vouchers must include every day of the week. On some days there will be no \$ claim, but on most days there will be either capital city allowance or travel expenses.
- Claims should be submitted weekly, every 2 weeks, & at least once a month.
- GST is paid by the traveller and then included in their travel claim.
- Obtain the necessary approval(s) prior to travelling.
- Keep receipts for everything.
- Ensure expenses are reasonable.
- Keep a record of kilometres when using a personal vehicle.
- Pay all expenses personally or use your Corporate Travel Card.
- Do not claim expenses for anyone else.
- Do not accept offers to have any travel expenses paid on your behalf.
- Include the Smartec Confirmation sheet in your receipt envelope when submitting a claim.

FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL		PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM RATE	BUS/TAXI/ AIR/FERRY COSTS	MEALS:			ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS
M	D				B	L	D			
		FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$	\$	
		Example								
		1000	100	1.50	150					150
		2000	200	1.50	300					300
		3000	300	1.50	450					450
		4000	400	1.50	600					600
		5000	500	1.50	750					750
		6000	600	1.50	900					900
		7000	700	1.50	1050					1050
		8000	800	1.50	1200					1200
		9000	900	1.50	1350					1350
		10000	1000	1.50	1500					1500
		11000	1100	1.50	1650					1650
		12000	1200	1.50	1800					1800
		13000	1300	1.50	1950					1950
		14000	1400	1.50	2100					2100
		15000	1500	1.50	2250					2250
		16000	1600	1.50	2400					2400
		17000	1700	1.50	2550					2550
		18000	1800	1.50	2700					2700
		19000	1900	1.50	2850					2850
		20000	2000	1.50	3000					3000
		21000	2100	1.50	3150					3150
		22000	2200	1.50	3300					3300
		23000	2300	1.50	3450					3450
		24000	2400	1.50	3600					3600
		25000	2500	1.50	3750					3750
		26000	2600	1.50	3900					3900
		27000	2700	1.50	4050					4050
		28000	2800	1.50	4200					4200
		29000	2900	1.50	4350					4350
		30000	3000	1.50	4500					4500
		31000	3100	1.50	4650					4650
		32000	3200	1.50	4800					4800
		33000	3300	1.50	4950					4950
		34000	3400	1.50	5100					5100
		35000	3500	1.50	5250					5250
		36000	3600	1.50	5400					5400
		37000	3700	1.50	5550					5550
		38000	3800	1.50	5700					5700
		39000	3900	1.50	5850					5850
		40000	4000	1.50	6000					6000
		41000	4100	1.50	6150					6150
		42000	4200	1.50	6300					6300
		43000	4300	1.50	6450					6450
		440								

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

If company letterhead is NOT used, the invoice must be signed by the contractor.

Payee Name and Mailing Address: The name and the address of the contractor must match the full legal name and address shown on the contract. There is a legal requirement to make cheques payable to the name shown on the contract.

ABC Consulting Ltd

INVOICE

123 Anywhere St
Anytown, BC V6H 3H1

Billing Address: This is usually the government mailing address on the contract. Make sure the billing address includes the branch name, the Ministry name and the correct mailing address. Mark the invoice to the attention of the Ministry contact.

To: Ministry of Finance and Corporate Relations
Financial Services Branch
PO Box 9418 STN PROV GOVT
Victoria, BC V8Y 1X4
Attn: John Smith

Invoice Date: April 16, 1999
Invoice #: 9912345
Contract #: C00ERP01234
Vendor Number: 987654

Must be included on ALL invoices.

Include vendor number if known.

Description of the services provided.

Period the invoice covers.

Services performed from April 1, 1999 to April 15, 1999:

- Preparation of a draft "Policy and Procedures" document pursuant to the above noted contract.

The date(s) service was performed.

Jane Smith: April 1, 6, 7, 8, 9, 12, 13, 14, 15

9 days @ \$550.00

\$3,850.00

Mary Jones: April 1, 6, 7, 8, 9, 14, 15

7 days @ \$600.00

\$4,200.00

If work is performed by more than one individual, the invoice must identify the name of the person working the hours.

Breakdown of fees being charged.

Total fees to be paid.

Total Fees \$8,050.00

Travel expenses from April 6 to 7 for Jane Smith as per attached claim form

\$140.00

Total Expenses \$140.00

The total amount to be paid on invoice.

GRAND TOTAL \$8,190.00

Contractors are encouraged to use the "Travel Expenses Claim For Service Contractors" form and use it as backup to their invoice. If this form is not used, similar information is required.

Please note that GST is included on expense claim because ABC Consulting Ltd is not eligible to claim GST reimbursement from Revenue Canada.

Please remit payment to the address above.

GST: If the invoice includes GST (i.e., GST is included on receipts for expenses) the invoice must have this statement.

To Note: Contractors registered with the Canada Revenue Agency (CRA) for GST purposes are entitled to claim input tax credits for the GST paid on their travel expenses and need to deduct this before they invoice ministries. Eg: Ferry Receipt: \$224.00 less GST charged: \$10.00 (Vendor must claim ITC from CRA) = \$214.00.

Contractors that are Small Suppliers for CRA purposes (with total annual revenues from taxable supplies not exceeding \$20,000) are not required to, but can voluntarily register with the CRA for GST purposes to claim input tax credits.

INVOICE PAYMENT POLICY FOR SERVICE CONTRACT INVOICES

The Ministry of Finance pays service contract invoices as follows:

- These time frames apply to **correctly submitted** invoices only. Refer to "Invoice Instructions for Contractors" for a listing of invoice requirements.
- It is our expectation that your monthly invoice will be **processed by the program area in 5 working days**. It will then be forwarded to the central Accounts Office for payment processing. Contractors should expect to receive a cheque in the mail approximately 30 days from the date the invoice is received in the Accounts Office.
- Payments are processed by the central Accounts Office on a "first in, first out" basis. Requests for special treatment cannot be accommodated.
- Cheques will be mailed directly to the contractor at the address shown on the invoice. Note that this address must match the address on the contract.

Billing Frequency

Contractors must submit invoices no more than once a month.

Interest

Interest is automatically paid effective 61 days after the date the invoice or services are received (whichever is later) at the government mailing address shown on the contract. Interest under \$5.00 will not be paid. Interest is paid at provincial government rates.

Direct Deposit of Cheques

Service contractors may complete an application form for "EFT" (Electronic Funds Transfer) so that cheques are automatically deposited to their bank account. However, the EFT process may add up to 3 working days to the time frames shown above. This extra time is required by financial institutions to ensure EFT payments are processed.

Prepared by Financial Services and Administration,
Ministry of Finance
November 6, 2003



NOTICE TO CONTRACTORS

As a contractor with the Province, it is your responsibility to abide by all applicable laws. This is to bring to your attention that if you are conducting services for the province, and you also fall within the parameters of the Lobbyists Registration Act, then it is your responsibility to make this determination and register if necessary.

May 30, 2008



FS17FINGOVII

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

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

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

Page 38 of 235 FIN-2017-70044

INVOICE

For the period of February 2016

1048216 B.C. Ltd.Unit 202 - 65 Songhees Road
Victoria, BC V9A 6T3
Canada

BILL TO
Ministry of Finance and Corporate Relations, Financial Services Branch,
 Attn: Michelle Leamy
 PO Box 9418 STN PROV GOVT
 Victoria, British Columbia V8V 1X4
 Canada

Invoice Number: 2**Invoice Date:** March 22, 2016**Payment Due:** March 23, 2016**Amount Due (CAD):** \$25,471.19

Items	Amount
Transportation February 2016	\$796.93
Meals February 2016	\$282.25
Accommodation February 2016	\$951.15
Parking at hotel February 2016	\$44.76
Contractor services February 1,2,3,4,5,9,10,11,12,15,16,17,18,19,22,23,24, 25,26,29 20 days @ \$1114.10	\$22,282.00


Subtotal: \$24,357.09**GST 5%:** \$1,114.10**Total:** \$25,471.19**Amount Due (CAD) :** \$25,471.19**Notes**

Expenses and Contractor Services for February 2016
 Please see attached forms for expense claims.
 GST calculated only on contractor services.

Contractor services - provide strategic and personnel advice and oversee implementation of government's strategic objectives

Steve Carr

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.


Service Contractor's Signature

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

FIN FSA 035 REV January 2014

Service Contractor's Signature

Steve Carr

Record

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Sunday, January 31, 2016 6:33 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account:	Customer #	s.22
	Name	Steve Carr

Booking #50477

Monday, February 1, 2016	Invoice #45848	
	FARE-YWH-Full_Winter	\$265.71
712	+ GST	\$13.29
10:00 Victoria Harbour		
10:35 Vancouver Harbour	Billing	\$265.71
	Taxes	\$13.29
35 minutes	Grand Total	\$279.00

Confirmed

1 Passengers - Full-Fare
Steve Carr

[Add to Calendar](#)

Booking #50478

Monday, February 1, 2016	Invoice #45849	
	FARE-YWH-Full_Winter	\$265.71

719	+ GST	\$13.29
14:15 Vancouver Harbour		
14:50 Victoria Harbour	Billing	\$265.71
	Taxes	\$13.29
35 minutes	Grand Total	\$279.00

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

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 here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Peace

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Mr Steven Carr
E-mail: JULIA.PHILLIPS@GOV.BC.CA
Form of payment: s.17,s.22

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533

[International Reservations](#)

[Alert me of flight changes](#)
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8056	Victoria (YYJ)	Vancouver (YVR)	DH3	Economy (S)	Confirmed
<i>Operated by:</i>	Tue 02-Feb 2016	Tue 02-Feb 2016			
<i>Air Canada Express-Jazz</i>	08:00	08:26 - TERMINAL M -MAIN			
Seat number(s) requested:	s.15				
AC166	Vancouver (YVR)	Ottawa (YOW)	321	Economy (S)	Confirmed
	Tue 02-Feb 2016	Tue 02-Feb 2016			
	09:20 - TERMINAL M -MAIN	16:57			
Seat number(s) requested:	s.15				
AC189	Ottawa (YOW)	Vancouver (YVR)	321	Economy (H)	Confirmed
	Thu 04-Feb 2016	Thu 04-Feb 2016			
	17:55	20:38 - TERMINAL M -MAIN			
Seat number(s) requested:	s.15				

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8075	Vancouver (YVR)	Victoria (YYJ)	DH3	Economy (H)	Confirmed
Operated by:	Fri 05-Feb 2016	Fri 05-Feb 2016			
Air Canada Express- Jazz	17:00 - TERMINAL M -MAIN	17:26			
Seat number(s) requested:	s.15				

Passenger Information

		Passenger 1		
Name:	Mr Steven Carr	Ticket number:	014 2158 028351	
		FIM Ticket number(s):		
Frequent Flyer Pgm:	Air Canada Aeroplan	Program number:	s.17,s.22	

Purchase Summary

Passenger: 1 Ticket number 014 2158 028351

Date of issue	26-Jan 2016
Fare Amount in Canadian dollars:	1,139.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	16.80
Canada Airport Improvement Fee (SQ)	5.00
 Total Fare in Canadian dollars:	 352.80A
 Options	
Seat Fee(s) in Canadian dollars	10.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	0.50
Seat Fee(s) in Canadian dollars	20.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.00
Seat Fee(s) in Canadian dollars	20.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.00
Seat Fee(s) in Canadian dollars	10.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	0.50
Change fee in Canadian dollars	75.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	3.75

Ticket particularities:
AC ONLY/NON-REF/CHGE FEE

*Fare calculation:
02FEB16YYJ AC X/YVR Q23.00AC YOW R397.00AC X/YVR Q23.00AC YYJ
R696.00CAD1139.00 END ROE1.00 PD14.25CA41.86XG2.99RC38.00SQ
Canadian tax registration numbers:
XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287
XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Mr Steven Carr	
Air Canada baggage rules apply. For flight(s): AC8056,AC166	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): AC189	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): AC8075	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Policy

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
-----------------------	---------------	-----------------	----------------

MR Steve Carr
s.22

Room: s.15
Folio: s.22
Cashier: 26
Arrival: 02-02-16
Departure: 02-04-16
Reference:

Date	Description	Additional Information	Charges	Credits
02-02-16	Room Charge		169.00	
02-02-16	Destination Marketing Program (DMP)		5.07	
02-02-16	Rooms - HST		<22.63> not claimed	
02-03-16	Room Charge		169.00	
02-03-16	Destination Marketing Program (DMP)		5.07	
02-03-16	Rooms - HST		<22.63> not claimed	
02-04-16	Master Card	s.17,s.22	XX/XX	393.40

HST Summary	
Registration No	s.15
Room	45.26
F&B	0.00
Other	0.00
Total	45.26

Total	393.40	393.40
Balance Due	0.00	CAD

Guest Signature: _____

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

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, February 3, 2016 12:46 PM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 04-Feb: Vancouver - Victoria (booking ref: s.22 - seat selected

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



Itinerary/Receipt

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

Scan this barcode to check in at any Air Canada check in kiosk



Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference:

s.22

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

Main Contact:

Mr Steven Carr
julia.phillips@gov.bc.ca
Work: s.17

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

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

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8087 ¹	Vancouver, Vancouver Int'l (YVR) Thu 04-Feb 2016 23:30 - Terminal M	Victoria, Victoria Int'l (YYJ) Thu 04-Feb 2016 23:56	0	0hr26	DH3	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142158364601

Air Canada - s.17,s.22
Aeroplan :

Meal Preference : None

Payment Card: s.17,s.22

Special Needs: None

Seat Selection: AC8087^{s.15}

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

142.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

5.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

8.31

Air Travellers Security Charge (ATSC)

7.12

Total before options (per passenger)

174.43

Number of passengers

x 1

Total with options

174.43

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$174.43

Payment Information

Credit/Debit Card- Amount paid: **\$174.43**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$174.43 (Air Transp. Charges - per ticket)

Ticket number(s): 0142158364601

Fare Rules

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

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

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide Opens in New Window .

Carry-on Baggage Opens in New Window

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View



Job #

RECEIPT FOR CAB FARE

Amount

10 - Date Feb 4 - 6

From

To

Cab No.

Driver

H.S.T. included in meter fare



Job #

RECEIPT FOR CAB FARE

Amount

\$10.00

Date

4-2-16

From

To

Cab No.

Driver

H.S.T. included in meter fare



Job #

RECEIPT FOR CAB FARE

Amount

\$38.00

Date

Feb 04 '16

From

To

Cab No.

Driver

H.S.T. included in meter fare



250-381-2222

250-381-2242

Download Yellowcab taxi APP from App Store



Date:

03/02/16

Amount:

60.00

Driver:

G. M. S. 7

Car #:

52

From:

Airport

To:

South



TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract **Appendix 1** for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL 20 <u>16</u>	PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM RATE	BUS/TAXI/ AIR/FERRY COSTS	B L D ✓ ✓ ✓	MEALS:	ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$
06	06	VICTORIA Vancouver	100	50.00	71.00	35.50		156.50
06	06	Vic Ferry Van			145.-			145.-
06	07	In Vancouver			✓	30.50	222.76	44.76 Parking + Hotel
06	06	Vancouver Ferry			71.10	✓	33.25	104.35
06	15	Vic - Van HT 10:45			✓	22.75		22.75
06	15	Van - Vic HT 16:45			✓	22.75		22.75
06	17	Vic - Van HT 08:00			✓	22.75		22.75
06	17	Van - Vic HT 15:15			✓	22.75		22.75
		TOTALS			232.55	104.36	222.76	44.76
		CLAIM TOTAL						604.37

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

5

Service Contractor's Signature

FIN FSA 035 REV January 2014

Steele

PURCHASE
BCFerries

2016/02/06

Swartz Bay

To

Tsawwassen

PURCHASE

1	Adult	16.90
20	Undersize Vehi	55.40
1	ALT Premium	73.50
Fuel Rebate		0.80-

Total	145.00
Assured Loadin	145.00
CHANGE DUE	0.00

ASSURED LOADING TICKET
Expiry Date: 28 Feb 2018
Qty. Remaining: 9
Value Remaining: \$1,305.00

LANE 03

SMB 06 Feb 2016 10:29



1005048 250225
SEE REVERSE SIDE OF TICKET

PURCHASE

BCFerries

2016/02/08

Tsawwassen

To

Swartz Bay

AUTH ONLY

20	Undersize Vehi	55.40
3	Adult	50.70
Fuel Rebate		1.20-

Total	104.90
MasterCard	104.90
s.17.s.22	
005/01-66223131	
0018603130	
Approved: X02159	
CHANGE DUE	0.00

LANE 40

TSA 08 Feb 2016 15:51



1007096 199440
91778
SEE REVERSE SIDE OF TICKET

Room s.15
 Folio # s.22
 Confirmation No. : 2641727
 Page # : 1 of 1

Steve Carr
 P.O. Box 9319 Str Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 02-06-16
 Departure : 02-08-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
02-06-16	Parking - Hotel Guest (Valet)		48.00	
02-07-16	Room Charge		249.00	199.00
02-07-16	Destination Marketing Fee @ 1.5 %		3.22	2.01
02-07-16	Room GST 5%		12.61	9.95
02-07-16	Room Tax - 11 %		27.74	21.39
02-08-16	American Express	s.17, s.22		-340.57
Total			340.57	-340.57
Balance Due			0.00	

#48.00 - 3.22 GST = 44.78

#222.98 accommodation

#199.00 + DMF + Room tax
 (+ gst not included)

on PCART

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Monday, February 15, 2016 10:42 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #56003

Monday, February 15, 2016

712

11:30 Victoria Harbour

12:05 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

Invoice #48922

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time February 15, 2016 @ 10:41:44 AM
s.17,s.22

Summary

Expiration

Authorization 134142

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 here under is subject to the rules and limitations

on PCARD

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, February 19, 2016 10:19 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #56004



Monday, February 15, 2016	Invoice #48923	
723	FARE-YWH-PEAK_Winter	\$284.76
16:00 Vancouver Harbour	+ GST	\$14.24
16:35 Victoria Harbour	Billing	\$284.76
35 minutes	Taxes	\$14.24
Confirmed	Grand Total	\$299.00
1 Passengers - Peak	Mastercard	\$299.00
Steve Carr	Date / Time	February 15, 2016 @ 3:40:38 PM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	184037

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 here under is subject to the rules and limitations

Taxi charges for Steve Carr - Feb. 17th

★ Acct paid by Steve personally.

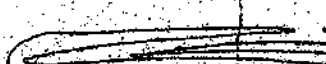

Bluebird Cabs	
Acct # ^{s.17}	CAB # 30
office of the Premier	DRIVER 1977
	MONTH 02 DAY 17 YEAR 2017
	ORIGIN Helmer
	DESTINATION Parliament Building
X CARDHOLDER SIGNATURE 250-382-2222 316294	AMOUNT 7 45
	TIPS 1
	TOTAL 7 45

Mobile App

GST # 12482 9686

COMPANY COPY

from HJ

Bluebird Cabs	
OFFICE OF PREMISER	CAB # 22
	DRIVER 624
	MONTH 02 DAY 17 YEAR 16
	ORIGIN 471 N3 N2 135
	DESTINATION HOU 1ST
X CARDHOLDER SIGNATURE 250-382-2222 345059	AMOUNT 9 00
	TIPS
	TOTAL 9 00

Mobile App

GST # 12482 9686

CUSTOMER COPY

to HJ

on PCARD

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, February 17, 2016 8:24 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #57329

Wednesday, February 17, 2016

708

08:40 Victoria Harbour

09:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

Steve Carr

Add to Calendar

Invoice #50257

FARE-YWH-PEAK_Winter \$284.76

+ GST \$14.24

Billing \$284.76

Taxes \$14.24

Grand Total \$299.00

Mastercard \$299.00

Date / Time February 17, 2016 @ 8:24:06 AM

Summary s.17,s.22

Expiration

Authorization 112405

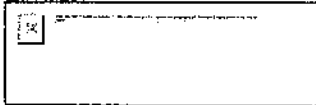
THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations

on PCard

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, February 19, 2016 10:18 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #57330

Wednesday, February 17, 2016	Invoice #50258	
719	FARE-YWH-Full_Winter	\$265.71
14:15 Vancouver Harbour	+ GST	\$13.29
14:50 Victoria Harbour		
35 minutes	Billing	\$265.71
	Taxes	\$13.29
	Grand Total	\$279.00
Confirmed	Mastercard	\$279.00
1 Passengers - Full-Fare	Date / Time	February 17, 2016 @ 1:47:04 PM
Steve Carr	Summary	s.17,s.22
<u>Add to Calendar</u>	Expiration	
	Authorization	164702

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 here under is subject to the rules and limitations

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract Appendix 1 for guidelines, allowable rates and receipt requirements.

[illegible]

Service Contractor's Signature

Steve Gurr

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 554
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Strn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 02-25-16
 Departure : 02-27-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
02-25-16	Room Charge - Provincial Govt		159.00	
02-25-16	Destination Marketing Fee		2.06	
02-25-16	Hotel Room Tax		17.72	
02-25-16	Room GST -- not claimed		8.05	
02-26-16	Room Charge - Provincial Govt		179.00	
02-26-16	Destination Marketing Fee		2.31	
02-26-16	Hotel Room Tax		19.94	
02-26-16	Room GST -- not claimed		9.07	
Total			397.15	0.00
Balance Due			397.15	

GST Summary

Room : 17.12
 F&B : 0.00
 Other : 0.00
 Total : 17.12

s.15

HST Summary

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

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, February 24, 2016 10:59 AM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 27-Feb: Vancouver - Victoria (booking ref: s.22) - seat selected

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

s.22

AIR CANADA 

Itinerary/Receipt

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

Scan this barcode to check in at any Air Canada check-in kiosk.



Opens in
New Window

Access your
personalized
Air Canada travel
information

[View your planner >](#)

Booking Information

Booking Reference: s.22

Customer Care

Air Canada
1-888-247-2262
**Flight Arrivals and
Departures**
1-888-422-7533

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

Main Contact:

Mr Steven Carr
julia.phillips@gov.bc.ca
Mobile: s.17

Online Services

Manage my booking online (view/change my booking, select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8071 ¹	Vancouver, Vancouver Int'l (YVR) Sat 27-Feb 2016 15:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Sat 27-Feb 2016 15:26	0	0hr26	DH3	Flex, Q	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142159228852

Frequent Flyer Prog : None

Meal Preference : None

s.17,s.22

Payment Card:

Special Needs: None

Seat Selection: AC8071^{s.15}

Purchase Summary

Fare Summary

Passenger Type **Adult**

Air Transportation Charges

Departing Flight - Flex **170.00**

Surcharges **12.00**

Taxes, Fees and Charges

Canada Airport Improvement Fee **5.00**

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) **9.71**

Air Travellers Security Charge (ATSC) **7.12**

Total before options (per passenger) **203.83**

Number of passengers **x 1**

Total with options **203.83**

Travel Insurance (declined) **0.00**

Grand Total - Canadian dollars \$203.83

not claimed.

Payment Information

s.17,s.22

Credit/Debit Card

Amount paid: **\$203.83**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$203.83 (Air Transp. Charges - per ticket)

Ticket number(s): 0142159228852

Fare Rules

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

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

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide Opens in New Window .

Carry-on Baggage Opens in New Window

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item

(max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details Opens in New Window.

Checked Baggage Opens in New Window

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight: Vancouver (YVR) To Victoria (YYJ) - Flex		
Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$35.00 CAD
		+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

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

Before You Go: A 'To-Do' List Opens in New Window

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to julia.phillips@gov.bc.ca because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the Travel documentation Opens in New Window page for important information on identification required for travel.

Check-in and boarding times



Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.
[Offset now](#) | [Learn more](#)

AIR CANADA 

A STAR ALLIANCE MEMBER 

FIND OUR
APP ON:



VANCOUVER-TAXI

AIRPORT • TOUR • DELIVERY

CAB No. 99

DATE: 25 Feb 2016

AMOUNT \$ 10.00

GST # 105485080

DRIVER'S

NAME (Print) DC

VICTORIA
INTERNATIONAL AIRPORT
LANE: Hourly Lot Entry 3-03

Paid On: 2016/02/27 13:57

Ticket#: 105698938

Paid: \$ 1.00

GST: \$ 0.05

CC: :

THANK YOU

Transaction: Approved

GST#10456-7276RT001

Book

Steve

Thursday, February 25, 2016

Passenger(s)

Flight #36071000 Other

Departs 16:00 PM Victoria Harbour

Arrives 16:30 PM Vancouver Harbour

Invoice #: s.17

1.00 Sked WCA 300 : VHEC Termi \$9.86 CDN

1.00 Sked WCA 300 : Web Fare \$185.23 CDN

1.00 Sked WCA 300 : Carbon Offs \$0.50 CDN

1.00 Sked 200 : Select Seat \$10.00 CDN

Goods and Services Tax \$10.28 GST

Grand Total \$215.87 CDN

Payment Information:

Master Card \$205.37 CDN

Date/Time 25/02/2016 3:33:46 PM

Station HYWHCS04

Terminal ID HYWHCC04

Action Purchase

Card Type M/C

Card Number s.17,s.22

Amount \$205.37

Authorization 003702

Trace Number 256001001028

Response 00-001/APPROVED 063702

Chit Application MASTERCARD

Chit Label MASTERCARD

Chit ID A0000000041010

IVR/TSI 0000008000/E800

Master Card \$10.50 CDN

Date/Time 25/02/2016 3:35:08 PM

Station HYWHCS04

Terminal ID HYWHCC04

Action Purchase/Telephone

Card Type M/C

Card Number s.17,s.22

Amount \$10.50

Authorization 052245

Trace Number 256001001029

Response APPROVED 052245



Bluebird Cabs Ltd.

2nd Fl. 2612 Quadra St.
Victoria, B.C. V8T 4E4

Accounts: 250-382-3611
Fax: 250-382-8931
Dispatch: 250-382-2222

ON ACCOUNT WITH:

OFFICE OF THE PREMIER
Linda Carey
Executive Branch
Room 156 West Annex Parliament Buildings
Victoria, BC V8W 9E1



STATEMENT/INVOICE

STATEMENT OF ACCOUNT

ACCOUNT # s.17

BLUEBIRD CABS LTD. G.S.T. # 124929696

DATE: 02/29/2016

Page 1

Balance From Previous Statement	0.00
Balance Carried Forward	0.00
Late payment charge	0.00

Current Charges

MM DD YY

	CAR #	CHARGE	GST	TOTAL
02/17/16	30	7.10	0.35	7.45
02/17/16	22	8.57	0.43	9.00
Total Current Charges		15.67	0.78	16.45
PLEASE PAY THIS AMOUNT				\$16.45

Current	1 - 30	Over 30	Interest	Total
\$16.45	-	-	-	\$16.45

*** WE ACCEPT ALL MAJOR CREDIT CARDS AND DEBIT CARDS ***

*** PLEASE INCLUDE ACCOUNT NUMBER WITH PAYMENT ***

*** CONTACT US AT 250 382 3611 or BLUEBIRDCABS@SHAW.CA ***

Arct # s.17

office of the
Premier

X
250-382-2222
316294

Bluebird Cabs

CAB #	JOB NO		
20			
DRIVER	MONTH	DAY	YEAR
1977	02	17	2017
ORIGIN			
The Capital			
DESTINATION			
Parliament Hill			
AMOUNT			
7.45			



TIPS	1
TOTAL	7.45

GST # 12492 9696

COMPANY COPY

s.17

OFFICE OF
PREMIER

X
250-382-2222
345059

Bluebird Cabs

CAB #	JOB NO		
22	4419335		
DRIVER	MONTH	DAY	YEAR
624	02	17	16
ORIGIN			
471 03 N 21 ST			
DESTINATION			
HILL JET			
AMOUNT			
9.00			



TIPS	
TOTAL	9.00

GST # 12492 9696

CUSTOMER COPY

s.17

BLUEBIRD CABS LTD.
2612 QUADRA ST. 2ND FLOOR

VICTORIA, BC V8T 4E4
(250) 382-2222

TERM ID: CM342463

BATCH#: 092
SHIFT#: 001

Sale

INV#: 000004070

MCARD

Manual

SEQ#: 092001001010

s.17,s.22

Total:CAD\$ 16.45

APPROVED 096381
001/00

X-----

04-Apr -16

15:06:56

MERCHANT COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

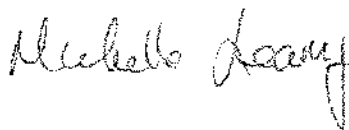
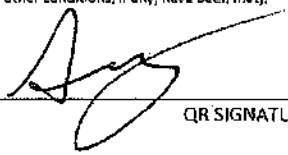
Ministry of Finance
INVOICE CODING SHEET

FS17DEXE CDM2

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

FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" or "W")

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

PAYEE NAME		1048216 B.C. LTD.		* SUPPLIER #		2639538		* SITE		001	
CONTRACT/PO #		C16PREM1341		INVOICE DATE		06-APR-2016		INVOICE #		3	
DATE INVOICE RECEIVED		16-APR-2007		DATE GOODS/ SERVICES REC'D		06-APR-2016		RECEIPT #		5716	
NAME &/OR ADDRESS OVERRIDE:		DESCRIPTION FOR CHEQUE STUB:									
DATE CHQ/EFT REQ'D (ONLY IF URGENT)		GL DATE (if applicable)		PAY ALONE? YES							
OFA STOB & ASSET # (if applicable) :											
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57	
24,565.91	23,396.10	0.00	1,169.81	GST	4	36A10	36200	6101	3600000		
7,356.73	7,356.73	0.00	0.00		4	36A10	36200	6102	3600000		
-24,565.91	-23,396.10	0.00	0.00		4	36A10	36200	6101	3600000		
24,565.91	23,396.10	0.00	0.00		4	36A10	36200	3074	3600000		
-7,356.73	7,356.73	0.00	0.00		4	36A10	36200	6102	3600000		
7,356.73	7,356.73	0.00	0.00		4	36A10	36200	3074	3600000		
31,922.64 TOTAL											
* EXPENSE AUTHORITY (EA) INFORMATION:						* QUALIFIED RECEIVER (QR) CERTIFICATION:					
MICHELLE LEAMY						STEPHANIE WRAY					
EA PRINTED NAME						QR PRINTED NAME					
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:						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).					
Note: This is also the line description displayed on GL detail reports.											
											
ADDITIONAL INFORMATION OR INSTRUCTIONS:						QR SIGNATURE					

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. JUL/14

INVOICE

1048216 B.C. Ltd.

Unit 202 - 65 Songhees Road
Victoria, BC V9A 6T3
Canada

BILL TO
Ministry of Finance and Corporate Relations, Financial Services Branch,
 Attn: Michelle Leamy
 PO Box 9418 STN PROV GOVT
 Victoria, British Columbia V8V 1X4
 Canada

Invoice Number: 3

Invoice Date: April 6, 2016

Payment Due: April 6, 2016

Amount Due (CAD): \$31,922.64

Items	Amount
Transportation	\$5,614.32
March 2016	
Meals	\$337.25
March 2016	
Accommodation	\$1,405.16
March 2016	
contractor services	\$23,396.10
March 1,2,3,4,7,8,9,10,11,14,15,16,17,18,21,22,23, 24,29,30,31 21 days @ 1114.10	
Subtotal:	\$30,752.83
GST 5%:	\$1,169.81
Total:	\$31,922.64
Amount Due (CAD) :	\$31,922.64

Notes

Expenses and Contractor Services for March 2016
 Please see attached forms for expense claims.
 GST calculated only on contractor services.

FORM USAGE

Page 72 of 235 FIN-2017-70044

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts

0567

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, March 2, 2016 3:30 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #61715

Wednesday, March 2, 2016

Invoice #54678

722

FARE-YWH-PEAK_Winter \$284.76

15:50 Victoria Harbour

+ GST \$14.24

16:25 Vancouver Harbour

Billing \$284.76

35 minutes

Taxes \$14.24

Grand Total \$299.00

Confirmed

American Express \$299.00

1 Passengers - Peak

Date / Time March 2, 2016 @ 3:27:32 PM

• Steve Carr

Summary s.17,s.22

Add to Calendar

Expiration

Authorization 180681

American Express (\$299.00)

Date / Time March 2, 2016 @ 3:28:20 PM

Summary s.17,s.22

Expiration	06 / 2017
Authorization	004820
Mastercard	\$299.00
Date / Time	March 2, 2016 @ 3:29:58 PM
Summary	s.17,s.22
Name	CARR/STEVEN
Expiration	s.17,s.22
Authorization	086229

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 here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 2520
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 03-02-16
 Departure : 03-04-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
03-02-16	Room Charge		249.00	
03-02-16	Destination Marketing Fee		3.22	
03-02-16	Room GST		12.61	
03-02-16	Room Tax		27.74	
03-03-16	Room Charge		249.00	
03-03-16	Destination Marketing Fee		3.22	
03-03-16	Room GST		12.61	
03-03-16	Room Tax		27.74	
03-04-16	American Express	s.17,s.22		585.14
Total			585.14	585.14
Balance Due			0.00	

GST Summary

Room : 25.22
 F&B : 0.00
 Other : 0.00
 Total : 25.22

s.15

HST Summary

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

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, March 4, 2016 1:59 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #62180

Friday, March 4, 2016	Invoice #55148	
719	FARE-YWH-Full_Winter	\$265.71
14:15 Vancouver Harbour	+ GST	\$13.29
14:50 Victoria Harbour	Billing	\$265.71
35 minutes	Taxes	\$13.29
Confirmed	Grand Total	\$279.00
1 Passengers - Full-Fare	Mastercard	\$279.00
Steve Carr	Date / Time	March 4, 2016 @ 1:58:08 PM
Add to Calendar	Summary	s.17,s.22
	Name	CARR/STEVEN
	Expiration	s.17,s.22
	Authorization	040781

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 here under is subject to the rules and limitations, relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

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

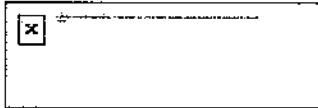
Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Thursday, March 10, 2016 1:21 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #62928

Tuesday, March 8, 2016

706

08:20 Victoria Harbour

08:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

Steve Carr

Add to Calendar

Invoice #55905

FARE-YWH-PEAK_Winter

+ GST

Billing

Taxes

Grand Total

Mastercard

Date / Time

Summary

Expiration

Authorization

March 8, 2016 @ 8:02:03 AM

s.17,s.22

060908

\$284.76

\$14.24

\$284.76

\$14.24

\$299.00

\$299.00

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Tuesday, March 8, 2016 2:35 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #62929

Tuesday, March 8, 2016	Invoice #55906	
721	FARE-YWH-Full_Winter	\$265.71
15:00 Vancouver Harbour	+ GST	\$13.29
15:35 Victoria Harbour	Billing	\$265.71
35 minutes	Taxes	\$13.29
Confirmed	Grand Total	\$279.00
1 Passengers - Full-Fare	Mastercard	\$279.00
Steve Carr	Date / Time	March 8, 2016 @ 2:34:06 PM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	021025

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts

Service Contractor's Signature

Steve Carr

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, March 11, 2016 7:33 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #64621

Friday, March 11, 2016	Invoice #57608	
704	FARE-YWH-PEAK_Winter	\$284.76
07:50 Victoria Harbour	+ GST	\$14.24
08:25 Vancouver Harbour	Billing	\$284.76
35 minutes	Taxes	\$14.24
Confirmed	Grand Total	\$299.00
1 Passengers - Peak	Mastercard	\$299.00
Steve Carr	Date / Time	March 11, 2016 @ 7:32:32 AM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	069428

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 here under is subject to the rules and limitations

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, March 11, 2016 3:36 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #64846

Friday, March 11, 2016	Invoice #57839	
	FARE-YWH-PEAK_Winter	\$284.76
723	+ GST	\$14.24
16:00 Vancouver Harbour		
16:35 Victoria Harbour	Billing	\$284.76
	Taxes	\$14.24
35 minutes	Grand Total	\$299.00
Confirmed	Mastercard	\$299.00
1 Passengers - Peak	Date / Time	March 11, 2016 @ 3:35:40 PM
Steve Carr	Summary	s.17,s.22
<u>Add to Calendar</u>	Expiration	
	Authorization	061387

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 here under is subject to the rules and limitations

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, March 23, 2016 4:39 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #62939

Monday, March 14, 2016

714

11:00 Victoria Harbour

11:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

Add to Calendar

Invoice #55916

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time March 14, 2016 @ 10:39:21 AM

Summary s.17,s.22

Expiration

Authorization 075954

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 here under is subject to the rules and limitations

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 654
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 03-14-16
 Departure : 03-15-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
03-14-16	Room charge		179.00	
03-14-16	Destination Marketing Fee		2.31	
03-14-16	Room PST		19.94	
03-14-16	Room GST		9.07	
03-15-16	Mastercard			210.32
Total			210.32	210.32
Balance Due			0.00	

GST Summary

Room : 9.07
 F&B : 0.00
 Other : 0.00
 Total : 9.07

HST Summary

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

s.15

Page 087

Withheld pursuant to/removed as

s.15

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, March 23, 2016 4:39 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #61737

Tuesday, March 15, 2016	Invoice #54700	
851	FARE-YWH-Full_Winter	\$265.71
07:00 Vancouver Harbour	+ GST	\$13.29
07:35 Victoria Harbour	Billing	\$265.71
35 minutes	Taxes	\$13.29
	Grand Total	\$279.00
Confirmed	Mastercard	\$279.00
1 Passengers - Full-Fare	Date / Time	March 15, 2016 @ 6:35:21 AM
Steve Carr	Summary	s.17,s.22
<u>Add to Calendar</u>	Expiration	
	Authorization	056204

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 here under is subject to the rules and limitations

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

Page 89 of 235 FIN-2017-70044

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Steve Gir

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Saturday, March 19, 2016 4:49 PM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 20-Mar: Victoria - Ottawa (booking ref: s.22 - seat selected)

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



Itinerary/Receipt

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

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



Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference:

s.22

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

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

Main Contact:

Mr Steven Carr

julia.phillips@gov.bc.ca

Mobile: s.17

Online Services

Manage my booking online (view/change my booking; select seats*).

Request an upgrade

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC190	Victoria, Victoria Int'l (YYJ) Sun 20-Mar 2016 06:30	Toronto, Pearson Int'l (YYZ) Sun 20-Mar 2016 14:00 - Terminal 1	0	6hr46	320	Latitude, B	<input checked="" type="checkbox"/>
AC456	Toronto, Pearson Int'l (YYZ) Sun 20-Mar 2016 15:10 - Terminal 1	Ottawa, Ottawa Int'l (YOW) Sun 20-Mar 2016 16:16	0		320	Latitude, B	

☒ F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142160263003

Frequent Flyer Prog : None

Meal Preference : None

s.17,s.22

Payment Card:

Special Needs: None

Seat Selection: AC190^{s.15} (Preferred) , AC456^{s.15} (Preferred)

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Latitude

1205.00

Surcharges

53.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

19.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

64.01

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

0.52

Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	1348.65
Number of passengers	x 1
Total with options	1348.65
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$1348.65

Payment Information

s.17,s.22

Credit/Debit Card - Amount paid: **\$1348.65**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$1348.65 (Air Transp. Charges - per ticket)

Ticket number(s): 0142160263003

Fare Rules

Departing Flight Victoria (YYJ) To Ottawa (YOW) - Latitude

• Changes:

- Changes are permitted and a change fee does not apply.
- Your total ticket price may increase if changes are made and the original fare you booked is no longer available, or if you call Air Canada Reservations, who may not have access to the original fare. Advance purchase may apply.
- Lower Latitude fares may be available only at aircanada.com for selected flights and dates. **Any changes not completed on aircanada.com may result in a higher Latitude fare** than would otherwise be available.
- **Same-day standby** is permitted at no charge.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are **fully refundable** and **non-transferable**.
Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown.
- **Cancellations** can be made up to 45 minutes prior to departure.
- **Complimentary Preferred seat selection** on Air Canada and Air Canada Express, subject to availability.
- Within Continental North America, a complimentary snack selection will be offered on most short haul flights between 1.5 and 2 hours (does not apply to Air Canada Express flights operated by Jazz; and a complimentary snack and sandwich selection will be offered on most flights of more than 2 hours (sandwich selection is not offered on Air Canada Express flights operated by Jazz).
- Flights operated by Air Canada: earn 125% Aeroplan Miles (Altitude Qualifying Miles).

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

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide Opens in New Window .

Room/Chambre s.15
 Folio # s.22
 Invoice # :
 Cashier/Cassier # : 612
 Page # : 1 of 2

Reference No.

Mr Steve Carr
 P.O. Box 9319 Str Prov Gov't
 Victoria BC
 V8W 9N3 Canada

Arrival/Arrivée : 03-20-16
 Departure/Départ : 03-22-16
 s.15
 s.22

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-20-16	Room Charge		199.00	
03-20-16	Destination Marketing Fee		5.97	
03-20-16	Room HST (13%)	s.15	26.65	
03-21-16	In Room Dining		281.00	
03-21-16	Banquets		37.04	
03-21-16	Banquets		565.00	
03-21-16	Room Charge		199.00	
03-21-16	Destination Marketing Fee		5.97	
03-21-16	Room HST (13%)		26.65	
03-22-16	MasterCard	s.17,s.22		994.86
03-22-16	MasterCard			351.42

MNGD

s.15

Room/Chambre s.15
Folio # s.22
Invoice # :
Cashier/Cassier # : 612
Page # : 2 of 2

Reference No.

Mr Steve Carr
P.O. Box 9319 Stn Prov Gov't
Victoria BC
V8W 9N3 Canada

Arrival/Arrivée : 03-20-16
Departure/Départ : 03-22-16
s.15
s.22

Date	Description	Additional Information/Supplémentaire	Charges	Credits
Total			1,346.28	1,346.28

Balance Due/Solde 0.00

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	53.30
F&B/Restauration	0.00	F&B/Restauration	32.86
Other/Autres	0.00	Other/Autres	65.00
Total	0.00	Total	151.16

s.15

s.15

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Monday, March 21, 2016 9:20 AM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 22-Mar: Ottawa - Victoria (booking ref: s.22) 1 - seat selected

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

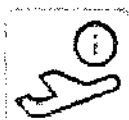
s.22

AIR CANADA 

Itinerary/Receipt

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

Scan this barcode to check in at any Air Canada check-in kiosk.



Opens in
New Window

Access your
personalized
Air Canada travel
information

[View your planner >](#)

Booking Information

Booking Reference: s.22

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

Main Contact:

Mr Steven Carr
julia.phillips@aov.bc.ca
Mobile: s.17

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select seats*).

Request an upgrade

Select Seats

Alert me of flight status changes directly to my mobile phone or email.

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

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC163	Ottawa, Ottawa Int'l (YOW) Tue 22-Mar 2016 07:30	Vancouver, Vancouver Int'l (YVR) Tue 22-Mar 2016 10:13 - Terminal M	0	6hr56	320	Flex, M	YAC
AC8063 ¹	Vancouver, Vancouver Int'l (YVR) Tue 22-Mar 2016 11:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Tue 22-Mar 2016 11:26	0		DH3	Flex, M	

W/F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142160310135

Air Canada - s.17,s.22
Aeroplan :

Meal
Preference : None

Payment Card: s.17,s.22

Special Needs: None

Seat Selection: AC163 ^{s.15} (Preferred) Paid , AC8063 ^{s.15} (Preferred) Paid

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

1005.00

Surcharges

23.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	23.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	137.56
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	1195.68
Number of passengers	x 1
Total with options	1195.68

→ 84.45 HST (8 1/2%)
→ 52.91 GST (16%)

Seat Selection

Mr Steven Carr

AC163: s.15 Preferred Seat (Aisle)	26.00
AC8063 Preferred Seat (Aisle)	8.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	4.42
Total with options and seat selection fee:	1234.10
Travel Insurance (declined)	0.00

→ 2.72 HST
→ 1.70 GST

Grand Total - Canadian dollars

\$1234.10

Payment Information

s.17,s.22

Credit/Debit Card

- Amount paid: **\$1234.10**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$1195.68 (Air Transp. Charges - per ticket)

Air Canada: \$38.42 (Advance Seat Selection - for passenger 1)

Ticket number(s): 0142160310135

Fare Rules

Departing Flight Ottawa (YOW) To Victoria (YYJ) - Flex

• Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts

Service Contractor's Signature

FIN FSA 035 REV January 2014

[illegible]

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Friday, April 1, 2016 10:30 AM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) [Manage Flight](#) [Deals & Specials](#) [High Flyer Rewards](#) [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the Saltspring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Steven Carr

Booking #7222118

Wednesday, March 23, 2016

Flight #206

09:00 Victoria Harbour /

Map

09:35 Vancouver Harbour /

Map

35 minutes

KK- Confirmed Select Seat ^{s.1}₅

s.17	
Invoice	
Sked 200 : Carbon Offset	\$0.50
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200 : Web Fare-	\$185.23
+ Goods and Services Tax	\$9.78
Billing	\$195.59
Taxes	\$9.78
Grand Total	\$205.37

1 Passenger(s) - Regular Fare**Steven Carr****Add to Calendar**

Master Card	\$205.37
Date / Time	March 23, 2016 @ 8:35:28 AM
Summary	s.17,s.22
Expiration	
Authorization	058936

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are not an Unaccompanied Minor (11 and under).

Baggage allowance on all routes is 25 pounds confirmed, with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.


Cancellations:


- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flights to and from Comox, Sechelt, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20 cancellation fee.
- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.


Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.


Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.


Terminal Locations


 **Vancouver Harbour (CXH)**
Unit #1 Burrard Landing,
1055 Canada Place
Vancouver, BC V6C 0C3


 **Nanaimo Harbour (ZNA)**
Unit 1A - 90 Front Street
Nanaimo, BC


 **South Vancouver (YVR)**
4760 Inglis Drive
Richmond, BC


 **Sechelt Terminal (YHS)**
#1 5764 Wharf Road
Porpoise Bay, Sechelt, BC


 **Victoria Harbour (YWH)**
1000 Wharf Street
Victoria, BC

 **Comox (YQQ)**
1805 Beaufort Avenue
Comox, BC

 **Whistler (GLK)**
8069 Nicklaus North Blvd
Whistler, BC

 **Pitt Meadows (YQQ)**
18799 Airport Way
Pitt Meadows, BC

 **Maple Bay**
6145 Genoa Bay Road
Duncan, BC

 **Ganges Harbour**
3102-115 Fulford Ganges Road
Saltspring Island, BC

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

Get the 411 on everything you
need to know for your very first
Harbour Air flight!

GO!

Taking Flight: Seaplane Stories

News, insights and
perspectives from our
side of the cockpit.

READ NOW!

YOUR TRAVEL EXPERIENCE. ELEVATED.       

© 2013 . All rights reserved. Legal Notices, Privacy Policy.

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, April 1, 2016 10:29 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #67845

Wednesday, March 23, 2016

731

18:40 Vancouver Harbour

19:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

• Steve Carr

Add to Calendar

Invoice #60859

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time March 23, 2016 @ 6:06:42 PM

Summary s.17,s.22

Expiration

Authorization 091897

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

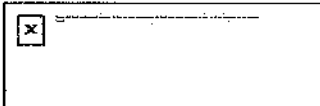
Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Thursday, March 24, 2016 5:10 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #68366

Thursday, March 24, 2016

728

17:30 Victoria Harbour

18:05 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

• Steve Carr

[Add to Calendar](#)

Invoice #61386

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time March 24, 2016 @ 5:09:52 PM

Summary s.17,s.22

Expiration

Authorization 085042

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 200
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 03-24-16
 Departure : 03-25-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
03-24-16	Room Charge		179.00	
03-24-16	Destination Marketing Fee		2.31	
03-24-16	Room PST		19.94	
03-24-16	Room GST		9.07	
03-25-16	Mastercard	s.17,s.22		210.32
Total			210.32	210.32
Balance Due			0.00	

GST Summary

Room : 9.07
 F&B : 0.00
 Other : 0.00
 Total : 9.07

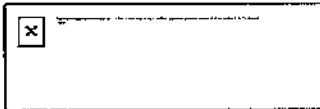
HST Summary

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

s.15

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, March 25, 2016 7:32 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #68413

Friday, March 25, 2016

781

08:00 Vancouver Harbour

08:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

• Steve Carr

Add to Calendar

Invoice #61435

FARE-YWH-OffPeak_Winter \$151.43

+ GST \$7.57

Billing \$151.43

Taxes \$7.57

Grand Total \$159.00

Mastercard \$159.00

Date / Time March 25, 2016 @ 7:31:37 AM

Summary s.17,s.22

Expiration

Authorization 040585

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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



Job #

RECEIPT FOR CAB FARE

Amount 36.00 Date Mar 10 2016

From

To

Cab No.

Driver

H.S.T. Included in meter fare



YOU ARE NOW LOGGED OUT

YOU ARE NOW TEMP LOGGED IN
Please Verify
Driver ID: 00050839

BLUE LINE TAXI

(613) 238-1111

TERMINAL ID: 324-332-181
VEHICLE ID: 1431
DRIVER ID: 00050839TRIP NUMBER: 1240
PASSENGERS: 103-22-2016
START: 06:12 END: 06:13

FARE AMOUNT: \$ 37.00

TOTAL: \$ 37.00

TIP AMOUNT: \$

GRAND TOTAL: \$

CASH RECEIPT

CUSTOMER SERVICE 1-800-443-2812

ENQUIRY@AXITAB.COM

TAXI113





Where ideas work

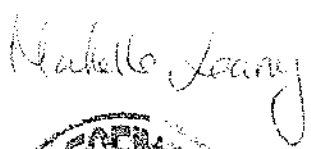
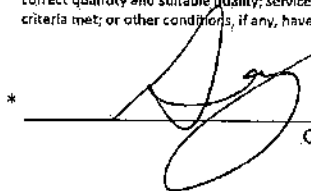
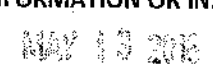
Ministry of Finance
INVOICE CODING SHEET

FS17DEXEC08

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" or "W")

FS

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

PAYEE NAME <u>1048216 B.C. LTD.</u>		* SUPPLIER # <u>2639538</u>		* SITE <u>001</u>						
CONTRACT/PO # <u>C16PREM1341</u>		INVOICE DATE <u>04-MAY-2016</u>		INVOICE # <u>4</u>						
DATE INVOICE RECEIVED <u>04-MAY-2016</u>		DATE GOODS/ SERVICES REC'D <u>04-MAY-2016</u>		RECEIPT # <u>5757</u>						
NAME &/OR ADDRESS OVERRIDE:		DESCRIPTION FOR CHEQUE STUB:								
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES <input type="checkbox"/>										
OFA STOB & ASSET # (if applicable): _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST, GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
24,565.91	23,396.10	0.00	1,169.81	GST	004	36A10	36200	6101	3600000	
4,628.16	4,628.16	0.00	0.00		004	36A10	36200	6102	3600000	
29,194.07	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>MICHELLE LEAMY</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. 					* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>STEPHANIE WRAY</u> 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).  QR SIGNATURE					
ADDITIONAL INFORMATION OR INSTRUCTIONS: 										

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

STEPHANIE WRAY, 250-387-2987

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
 FIN FSA 017 REV. JUL/14

INVOICE

1048216 B.C. Ltd.

Unit 202 - 65 Songhees Road

Victoria, BC V9A 6T3

Canada

BILL TO

Ministry of Finance and Corporate Relations, Financial Services Branch,

Attn: Michelle Leamy

PO Box 9418 STN PROV GOVT

Victoria, British Columbia V8V 1X4

Canada

Invoice Number: 4

Invoice Date: May 4, 2016

Payment Due: May 4, 2016

Amount Due (CAD): \$29,194.07

Items

Amount

Transportation

\$3,352.57 ✓

April 2016

Meals

\$278.75 ✓

April 2016

Accommodation

\$996.84 ✓

April 2016

Contractor services

\$23,396.10 ✓

April 1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,
26,27,28,29

21 days @ 1114.10

Subtotal: \$28,024.26

GST 5%: \$1,169.81

Total: \$29,194.07

Amount Due (CAD) : \$29,194.07

Notes

Expenses and Contractor Services for April 2016

Please see attached forms for expense claims.

GST calculated only on contractor services.

FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

[illegible]

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

Phillips, Julia P PREM:EX

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
<noreply@itinerary.westjet.com>
Sent: Tuesday, March 29, 2016 9:25 AM
To: Phillips, Julia P PREM:EX
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

s.22

Your reservation code is

Main contact: Mr Steven Carr
E-mail: julia.phillips@gov.bc.ca
Phone Number: 2503818595

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Mr. Steven Carr	Flight	Victoria (YYJ)-Calgary (YYC)
	Ticket Number	TN8382115008875
	Seat	YYJ-YYC: 5.1

Air Itinerary Details

WS218	Victoria, CA	Calgary, CA	Fare type: Plus
WestJet	Wed 30 Mar, 2016 09:20 AM	Wed 30 Mar, 2016 11:41 AM	Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 550.00	CAD 18.00	CAD 51.63	CAD 619.63	x 1	CAD 619.63
						Total airfare: CAD 619.63

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 29.51
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 15.00
		Total taxes: CAD 51.63

Fare family benefits

YYJ-YYC: Plus Seat Sale Benefits

- No fee for first and second checked bags
- No change fees, including same-day flight changes at check in, just pay the difference in fare (if applicable)
- Refundable to original form of payment (fee applies) or fully refundable to travel credit
- Seats with extra legroom and no middle seating. Includes enhanced food and beverages, advance boarding and seat selection.¹
- Priority security screening (at available airports)
- Spend more on Plus and earn more WestJet dollars

737 aircraft include a blocked middle seat and 767 aircraft are equipped with wider seats. Seats in Plus on flights operated by WestJet Encore do not have extra legroom or more space. Selections may vary depending on flight length, time of day and availability.

Seats

Plus fare seat

WS 218 YYJ - YYC Seat 15 Mr Steven Carr

CAD 0.00 + CAD 0.00 Tax

Total Seats: CAD 0.00

Total

s.17,s.22

Charged to MASTERCARD

CAD 619.63

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, [up! magazine](#) and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.

s.15

s.15

Steve Carr
501 Belville St
Victoria, BC V8W 9E1
Canada

Page Number : 1 Invoice Nbr : 194546
Guest Number : s.22
Folio ID :
Arrive Date : 30-MAR-16 12:21
Depart Date : 31-MAR-16 12:00
No. Of Guest : 2
Room Number : s.15
Club Account :

Information Invoice

Tax ID : s.15

s.15

31-MAR-16 03:00 9999

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
30-MAR-16	02:16	RT914	Room Charge	199.00	
30-MAR-16	02:16	RT914	Good And Services Tax	10.25	
30-MAR-16	02:16	RT914	Destination Marketing Fee	5.97	
30-MAR-16	02:16	RT914	Tourism Levy	8.20	
31-MAR-16	03:00	MC	MasterCard/Euro		-223.42
**Total				223.42	-223.42
*** Balance				0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

s.15

s.15

Steve Carr
501 Belville St
Victoria, BC V8W 9E1
Canada

Page Number	:	2	Invoice Nbr	:	194546
Guest Number	:	s.22			
Folio ID	:				
Arrive Date	:	30-MAR-16	12:21		
Depart Date	:	31-MAR-16	12:00		
No. Of Guest	:	2			
Room Number	:	s.15			
Club Account	:				

GST Summary

Amount (CAD)

Room	10.25
Food & Beverage	0.00
Telephone	0.00
Other Revenue	0.00
Total	10.25

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better. Get some Headspace at s.15

Tell us about your stay. s.15

Signature_____

s.22

**ALLIED
BLACK**

LIMO & TAXI

Try our **ON-DEMAND** Taxi app

Connecting you Directly with your Driver

alliedblack.com

Driver

Date

Car #

Amount

GST Included #

\$44.00

12837 76 AVE SUITE 203
SURREY BC

s.17,s.22

CARD

CARD TYPE

MASTERCARD

DATE

2016/03/31

TIME

0288 14:42:30

CLERK ID

002

RECEIPT NUMBER

T85009320-001-206-003-0

PURCHASE

TOTAL

\$44.00

41.90

APPROVED

AUTH# 069463

01-027

THANK YOU

NO SIGNATURE REQUIRED


DUPLICATE COPY

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, March 29, 2016 11:05 AM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 31-Mar: Calgary - Vancouver (booking ref: s.22 - seat selected

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

s.22

AIR CANADA 

Itinerary/Receipt

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

Scan this barcode to check in at any Air Canada check-in kiosk.



Opens in
New Window

Access your
personalized
Air Canada travel
information

[View your planner >](#)

Booking Information

Booking Reference:

s.22

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

Main Contact:

Mr Steven Carr

julia.phillips@gov.bc.ca

Work: s.17

Customer Care

Air Canada

1-888-247-2262

**Flight Arrivals and
Departures**

1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select seats*).

Request an upgrade

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or

Flight Arrivals & Departures - check online if my flight is on time.
Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC219	Calgary (YYC) Thu 31-Mar 2016 15:15	Vancouver, Vancouver Int'l (YVR) Thu 31-Mar 2016 15:45 - Terminal M	0	1hr30	319	Latitude, B	

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142160608242

Air Canada - s.17
Aeroplan : Meal Preference : None

Payment Card: s.17,s.22
Special Needs: None

Seat Selection: AC219^{s.15} (Preferred)

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Latitude

633.00

Surcharges

18.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

30.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

34.41

Air Travellers Security Charge (ATSC)

7.12

Total before options (per passenger)

722.53

Number of passengers

x 1

Total with options

722.53

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$722.53

688.12

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-5784 - Amount paid: \$722.53

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 200
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 03-31-16
 Departure : 04-01-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
03-31-16	Room Charge		179.00	
03-31-16	Destination Marketing Fee		2.31	
03-31-16	Room PST		19.94	
03-31-16	Room GST		9.07	
04-01-16	Mastercard	s.17,s.22		210.32
Total			210.32	210.32
Balance Due			0.00	

GST Summary

Room : 9.07
 F&B : 0.00
 Other : 0.00
 Total : 9.07

s.15

HST Summary

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

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, April 22, 2016 2:29 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #69443

Friday, April 1, 2016

723

16:00 Vancouver Harbour

16:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

Invoice #62472

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time April 1, 2016 @ 3:27:31 PM

Summary s.17,s.22

Expiration

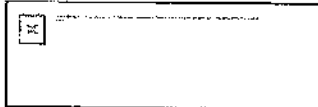
Authorization 018257

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 here under is subject to the rules and limitations

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Sunday, April 24, 2016 3:38 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #70968

Friday, April 8, 2016

708

08:40 Victoria Harbour

09:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

Invoice #64013

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time April 8, 2016 @ 8:19:15 AM

Summary s.17,s.22

Expiration

Authorization 074112

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 here under is subject to the rules and limitations

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Sunday, April 24, 2016 3:38 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #70970

Friday, April 8, 2016

721

15:00 Vancouver Harbour

15:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

Invoice #64015

FARE-YWH-Full_Winter

+ GST

Billing

Taxes

Grand Total

Mastercard

Date / Time

Summary

Expiration

Authorization

April 8, 2016 @ 2:42:14 PM

s.17,s.22

063395

s.22

Steve Carr

Province Of Bc

\$265.71

\$13.29

\$265.71

\$13.29

\$279.00

\$279.00

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 here under is subject to the rules and limitations

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

[illegible]

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, April 20, 2016 10:36 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #72697

Wednesday, April 20, 2016

714

11:00 Victoria Harbour

11:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

Add to Calendar

Invoice #66513

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total **\$279.00**

Mastercard **\$279.00**

Date / Time April 20, 2016 @ 10:35:15 AM

Summary s.17,s.22

Expiration

Authorization 054172

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 here under is subject to the rules and limitations

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10021
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 04-20-16
 Departure : 04-22-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
04-20-16	Room Charge - Provincial Govt		259.00	
04-20-16	Destination Marketing Fee		3.35	
04-20-16	Hotel Room Tax		28.86	
04-20-16	Room GST		13.12	
04-21-16	Room Charge - Provincial Govt		259.00	
04-21-16	Destination Marketing Fee		3.35	
04-21-16	Hotel Room Tax		28.86	
04-21-16	Room GST		13.12	
Total			608.66	0.00
Balance Due			608.66	

291.21

291.21

GST - 26.24

GST Summary

Room : 26.24
 F&B : 0.00
 Other : 0.00
 Total : 26.24

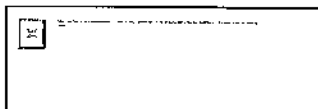
HST Summary

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

s.15

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, April 29, 2016 2:09 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #73556

Friday, April 22, 2016

721

15:00 Vancouver Harbour

15:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

Invoice #67400

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time April 22, 2016 @ 2:42:27 PM

Summary s.17,s.22

Expiration

Authorization 067273

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 here under is subject to the rules and limitations

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Friday, April 29, 2016 2:36 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #74299

Tuesday, April 26, 2016

708

08:40 Victoria Harbour

09:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Steve Carr

[Add to Calendar](#)

Invoice #68287

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time April 26, 2016 @ 8:23:18 AM

Summary s.17,s.22

Expiration

Authorization 095069

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 here under is subject to the rules and limitations

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, April 26, 2016 9:25 AM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 26-Apr: Vancouver - Victoria (booking ref: s.22 - seat selected

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

s.22

AIR CANADA 

Itinerary/Receipt

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

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



Opens in
New Window

Access your
personalized
Air Canada travel
information

[View your planner >](#)

Booking Information

Booking Reference: s.22

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

Main Contact:

Mr Steven Carr
julia.phillips@gov.bc.ca
Work: s.17

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select
seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or
email.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8087 ¹	Vancouver, Vancouver Int'l (YVR) Tue 26-Apr 2016 23:30 - Terminal M	Victoria, Victoria Int'l (YYJ) Tue 26-Apr 2016 23:54	0	0hr24	DH3	Flex, M	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142161757869

Air Canada -
Aeroplan : s.17,s.22

Meal
Preference : None

Payment Card: s.17,s.22

Special Needs: None

Seat Selection: AC8087^{s.15}

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

322.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

5.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

17.31

Air Travellers Security Charge (ATSC)

7.12

Total before options (per passenger)

363.43

Number of passengers

x 1

Total with options

363.43

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$363.43

YELLOW CAB
617 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GM2185240027

**** PURCHASE ****

04-27-2016 00:27:37
Acct # s.17.s.22 C
Exp Date **/** Card Type MC
Name: STEVEN CARR
A0000000041010 MASTERCARD

Trace # 4788 Operator 127
Inv. # 127
Auth # 020560 RRN 001935004

Purchase	\$54.65
Tip	\$4.00
Total	\$58.65

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222



Where ideas work

Ministry of Finance

INVOICE CODING SHEET

FS17DEXESLP7

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" or "W")

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME <u>1048216 B.C. LTD.</u>					* SUPPLIER # <u>2639538</u>		* SITE <u>001</u>			
CONTRACT/PO # <u>C16PREM1341</u>		INVOICE DATE <u>15-JUL-2016</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>6</u>						
DATE INVOICE RECEIVED <u>18-JUL-2016</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>15-JUL-2016</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB:						
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES <input type="checkbox"/>										
OFA STOB & ASSET # (if applicable): _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
25,735.71	24,510.20	0.00	1,225.51	GST	4	36A10	36200	6101	3600000	
4,643.53	4,643.53	0.00	0.00		4	36A10	36200	6102	3600000	
30,379.24		TOTAL								

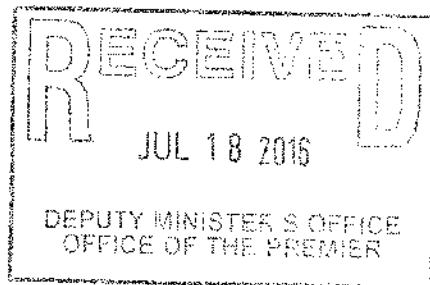
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>MICHELLE LEAMY</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. <div style="text-align: right;"> </div>	* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>STEPHANIE WRAY</u> 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). <div style="text-align: right;"> QR SIGNATURE </div>
ADDITIONAL INFORMATION OR INSTRUCTIONS: <div style="text-align: center;"> </div>	

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

STEPHANIE WRAY, 250-387-2987

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
 FIN FSA 017 REV. JUL/14



INVOICE

1048216 B.C. Ltd.

Unit 202 - 65 Songhees Road

Victoria, BC V9A 6T3

Canada

BILL TO

Ministry of Finance and Corporate Relations, Financial Services Branch,

Attn: Michelle Leamy

PO Box 9418 STN PROV GOVT

Victoria, British Columbia V8V 1X4

Canada

Invoice Number: 6

Invoice Date: July 15, 2016

Payment Due: July 15, 2016

Amount Due (CAD): \$30,379.24

Items	Amount
Transportation	\$2,607.17
June 2016	
Meals	\$568.50
June 2016	
Accommodation	\$1,467.86
June 2016	
Contractor Services	\$24,510.20
June 1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22, 23,24,27,28,29,30 @1114.10	
Subtotal:	\$29,153.73
GST 5%:	\$1,225.51
Total:	\$30,379.24
Amount Due (CAD) :	\$30,379.24

Notes

Expenses and Contractor Services for June 2016

Please see attached forms for expense claims.

GST calculated only on contractor services.

Thank you.

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

DATE OF TRAVEL	PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM	BUS/TAXI/ AIR/FERRY COSTS	B ✓	L ✓	D ✓	MEALS:	ACCOMMODATION COSTS	(CAR RENTAL, BUSINESS PHONE, ETC.) COST	MISCELLANEOUS DESCRIPTION	TOTAL DAILY COSTS
20 <u>12</u>		RATE									
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$	\$	\$	\$
Example											
04	05	Victoria Victoria	190	50.00	71.00	✓	✓	35.50			156.50
06	06	Victoria Victoria				✓	✓				
06	07	Victoria Victoria				✓	✓				
06	08	Victoria Victoria				✓	✓				
06	09	Victoria Victoria				✓	✓				
06	10	Victoria Victoria				✓	✓				
06	11	Victoria Victoria				✓	✓				
06	12	Victoria Victoria				✓	✓				
06	13	Victoria Victoria				✓	✓				
06	14	Victoria Victoria				✓	✓				
06	15	Victoria Victoria				✓	✓				
06	16	Victoria Victoria				✓	✓				
06	17	Victoria Victoria				✓	✓				
06	18	Victoria Victoria				✓	✓				
06	19	Victoria Victoria				✓	✓				
06	20	Victoria Victoria				✓	✓				
06	21	Victoria Victoria				✓	✓				
06	22	Victoria Victoria				✓	✓				
06	23	Victoria Victoria				✓	✓				
06	24	Victoria Victoria				✓	✓				
06	25	Victoria Victoria				✓	✓				
06	26	Victoria Victoria				✓	✓				
06	27	Victoria Victoria				✓	✓				
06	28	Victoria Victoria				✓	✓				
06	29	Victoria Victoria				✓	✓				
06	30	Victoria Victoria				✓	✓				
06	31	Victoria Victoria				✓	✓				
06	01	Victoria Victoria				✓	✓				
06	02	Victoria Victoria				✓	✓				
06	03	Victoria Victoria				✓	✓				
06	04	Victoria Victoria				✓	✓				
06	05	Victoria Victoria				✓	✓				
06	06	Victoria Victoria				✓	✓				
06	07	Victoria Victoria				✓	✓				
06	08	Victoria Victoria				✓	✓				
06	09	Victoria Victoria				✓	✓				
06	10	Victoria Victoria				✓	✓				
06	11	Victoria Victoria				✓	✓				
06	12	Victoria Victoria				✓	✓				
06	13	Victoria Victoria				✓	✓				
06	14	Victoria Victoria				✓	✓				
06	15	Victoria Victoria				✓	✓				
06	16	Victoria Victoria				✓	✓				
06	17	Victoria Victoria				✓	✓				
06	18	Victoria Victoria				✓	✓				

Service Contractor's Signature

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Monday, June 20, 2016 10:54 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #83156

Friday, June 3, 2016

702

07:00 Victoria Harbour

07:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

- Steve Carr, Male

Add to Calendar

Invoice #77458

FARE-YWH-Full_Summer16 \$199.05

+ GST \$9.95

Billing \$199.05

Taxes \$9.95

Grand Total \$209.00

Mastercard \$209.00

Date / Time June 3, 2016 @ 6:39:44 AM

Summary s.17,s.22

Expiration

Authorization 082978

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Monday, June 20, 2016 10:54 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #83157

Friday, June 3, 2016	Invoice #77459	
715	FARE-YWH-OffPeak_Summer16	\$151.43
11:30 Vancouver Harbour	+ GST	\$7.57
12:05 Victoria Harbour	Billing	\$151.43
35 minutes	Taxes	\$7.57
Confirmed	Grand Total	\$159.00
1 Passengers - Sale	Mastercard	\$159.00
Steve Carr, Male	Date / Time	June 3, 2016 @ 11:10:11 AM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	002928

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

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

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Monday, June 20, 2016 10:54 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #82847

Monday, June 6, 2016	Invoice #77152	
702	FARE-YWH-Full_Summer16	\$199.05
07:00 Victoria Harbour	+ GST	\$9.95
07:35 Vancouver Harbour	Billing	\$199.05
35 minutes	Taxes	\$9.95
Confirmed	Grand Total	\$209.00
1 Passengers - Full-Fare	Mastercard	\$209.00
Steve Carr, Male	Date / Time	June 6, 2016 @ 6:43:04 AM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	090711

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)
Vancouver International Airport: 5911 Airport Road South, Richmond BC
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:
Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:
Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

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

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.
Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:
Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:
To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10019
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 06-06-16
 Departure : 06-07-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
06-06-16	Room Charge - Provincial Govt		199.00	
06-06-16	Destination Marketing Fee		2.57	
06-06-16	Hotel Room Tax		22.17	
06-06-16	Room GST		10.08	
Total			233.82	0.00
Balance Due			233.82	

GST Summary

Room : 10.08
 F&B : 0.00
 Other : 0.00
 Total : 10.08

HST Summary

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

s.15

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Monday, June 20, 2016 10:55 AM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the Saltspring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.22
	Name	Steven Carr

Booking #7337914

Tuesday, June 7, 2016

Flight #381/Twin Otter

18:00 Vancouver Harbour /

Map

18:30 Victoria Harbour /

Map

30 minutes

Invoice s.17

Sked 200 : Carbon Offset \$0.50

Sked 200 : VHFC Terminal Fee \$9.86

Sked 200 : Web Fare- \$185.23

Sked 200 : Select Seat \$10.00

+ Goods and Services Tax \$10.28

Billing \$205.59

KK- Confirmed Select Seat^{s.1}5

Taxes \$10.28

Grand Total \$215.87

1 Passenger(s) - Regular Fare

Steven Carr, Male

Master Card \$215.87

Date / Time June 7, 2016 @ 5:22:49 PM

Summary s.17,s.22

Name CARR/STEVEN

Expiration s.17,s.22

Authorization 073336

[Add to Calendar](#)

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Baggage allowance on all routes is 25 pounds confirmed,** with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
 - Scheduled flights to and from Comox, Sechart, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20 cancellation fee.
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

Get the 411 on everything you need to know for your very first Harbour Air flight!

GO!

"Share your Harbour Air experience with the world!"



Click here to write a review on TripAdvisor.com

@tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED.       

© 2013 . All rights reserved. Legal Notices. Privacy Policy.

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Monday, June 20, 2016 10:55 AM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the Saltspring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.22
	Name	Steven Carr

Booking #7337298

Thursday, June 9, 2016	Invoice #	s.17
	Sked WCA 300 : VHFC Terminal Fee	\$9.86
Flight #326/Twin Otter	Sked WCA 300 : Web Fare-	\$185.23
08:00 Victoria Harbour /	Sked WCA 300 : Carbon Offset	\$0.50
Map	Sked 200 : Select Seat	\$10.00
08:30 Vancouver Harbour /	+ Goods and Services Tax	\$10.28
Map		
30 minutes	Billing	\$205.59

KK- Confirmed Select Seat^{s.1}₅

Taxes \$10.28

Grand Total \$215.87

1 Passenger(s) - Regular Fare

• Steven Carr, Male

Master Card \$205.37

Date / Time June 9, 2016 @ 7:37:58 AM

Summary s.17,s.22

Expiration

Authorization 027211

Master Card \$10.50

Date / Time June 9, 2016 @ 7:38:16 AM

Summary s.17,s.22

Expiration

Authorization 044575

Add to Calendar

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are not an Unaccompanied Minor (11 and under).

Baggage allowance on all routes is 25 pounds confirmed, with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flights to and from Comox, Sechart, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20 cancellation fee.
- Scenic and packaged tours: any cancellations made within 24 hours of departure are

subject to a 100% cancellation fee.

- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com


First Time Flyer?
Get the 411 on everything you need to know for your very first Harbour Air flight!



"Share your Harbour Air experience with the world!"

★★★★★

Click here to write a review on [TripAdvisor.com](https://www.tripadvisor.com)

 @tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED.       

© 2013 . All rights reserved. Legal Notices. Privacy Policy.

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Monday, June 20, 2016 10:56 AM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the Saltspring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.22
	Name	Steven Carr

Booking #7339849

Thursday, June 9, 2016

Invoice s.17

Flight #223

16:40 Vancouver Harbour /

Map

17:15 Victoria Harbour /

Map

35 minutes

Sked 200 : Carbon Offset	\$0.50
Sked 200 : Regular Fare	\$189.99
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200 : Select Seat	\$10.00
Sked 200 : Regular Fare	(\$189.99)
Sked 200 : Web Fare-	\$185.23
+ Goods and Services Tax	\$10.28

KK- Confirmed Select Seat**1 Passenger(s) - Regular Fare****Steven Carr, Male**

Billing	\$205.59
Taxes	\$10.28
Grand Total	\$215.87

Add to Calendar

Master Card	\$205.37
Date / Time	June 9, 2016 @ 7:37:58 AM
Summary	s.17,s.22
Expiration	
Authorization	027211
Master Card	\$10.50
Date / Time	June 9, 2016 @ 4:18:53 PM
Summary	s.17,s.22
Expiration	
Authorization	055450

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Baggage allowance on all routes is 25 pounds confirmed, with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flights to and from Comox, Sechart, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20

cancellation fee.

- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

Get the 411 on everything you need to know for your very first Harbour Air flight!

GO!

"Share your Harbour Air experience with the world!"

★★★★★

Click here to write a review on TripAdvisor.com

tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED. f t v o y n

© 2013 . All rights reserved. Legal Notices. Privacy Policy.

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract Appendix 1 for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL		PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM	BUS/TAXI/ AIR/FERRY COSTS	MEALS	ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$
Example								
04	05	Victoria Victoria	100					156.50
06	13	Victoria Brisbane		110.00		85.32		225.82
06	14	Brisbane Brisbane			22.75	85.32		108.07
06	15	Brisbane Brisbane			51.50	199.01	25.00	275.51
06	16	Brisbane Brisbane		14.29		199.01		204.80
06	17	Brisbane Brisbane		195.59				228.04
CLAIM TOTAL								1103.04

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Monday, June 20, 2016 10:56 AM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the SaltSpring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.22
	Name	Steven Carr

Booking #7344959

Monday, June 13, 2016

Flight #5060

13:30 Victoria Harbour /

Map

14:00 South Vancouver

(YVR) / Map

30 minutes

s.17
Invoice

Sked 500 : Carbon Offset \$0.50

Sked 500 : SuperSaver Get Away Web Fare \$80.45

Sked 500 : Select Seat \$10.00

+ Goods and Services Tax \$4.55

Billing \$90.95

Taxes \$4.55

KK- Confirmed Select Seat ^{s.1}
5

Grand Total

\$95.50

1 Passenger(s) - Get Away

Master Card

\$95.50

Steven Carr, Male

Date / Time June 13, 2016 @ 1:02:18 PM

Summary s.17,s.22

Add to Calendar

Expiration

Authorization 064831

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**

Baggage allowance on all routes is 25 pounds confirmed, with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flights to and from Comox, Sechelt, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20 cancellation fee.
- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

Get the 411 on everything you
need to know for your very first
Harbour Air flight!

GO!

*"Share your Harbour Air
experience with the world!"*



Click here to write a review
on TripAdvisor.com

tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED.

© 2013 . All rights reserved. Legal Notices. Privacy Policy.

GST # 139442630 RT 0001 G.S.T. INCLUDED

Page 160 of 235 FIN-2017-70044

Check-out receipt

Name: Steve Carr
 Check-in: Monday Jun 13, 2016
 Check-out: Wednesday Jun 15, 2016
 Confirmation #: 11450785
 Invoice number: 6216
 Invoice date: 15/06/2016

Unit assignment: s.22

Steve Carr
 s.22

Date	Description of services	HRT	GST	Cost (CAD)
14/06/2016	Unit 310: 2 3/4 Double Beds - Standard Rate	12.64	7.90	158.00
				Sub-total 158.00
				HRT 12.64
				GST 7.90
				Alcohol Ta 0.00
				Total 178.54
				s.17,s.22
MasterCard: Jun 15, 2016 -				178.54
Amount owing (CAD)				0.00

IMPORTANT! PLEASE READ BEFORE SIGNING.

*The entire property is non-smoking. Guests are subject to a \$200 fee if found with evidence of smoking in or near rooms.*****

*A \$200 fee may be charged for any willful or negligent damages.

Customer signature: _____

Management reserves the right to refuse service to anyone and is not responsible for injuries or losses of money, jewelry or valuables of any kind.

No visitors in the rooms after 11.00pm

Mr. Steve Carr
P O Box 9319
Stn Prov Govt
Victoria BC V8W 9N3
Canada

Arrival 06/15/16
Departure 06/17/16
Room No. s.15
Folio No. s.22

Guest Name: Mr. Steve Carr

INFORMATION INVOICE

Page No.

1 of 1

Date	Description	Reference	Charges	Payments
06/15/16	Room Charge		177.00	
06/15/16	Room DMF		2.29	
06/15/16	Room GST		8.96	
06/15/16	Room MRDT		5.38	
06/15/16	Room PST		14.34	
06/16/16	Room Charge		177.00	
06/16/16	Room DMF		2.29	
06/16/16	Room GST		8.96	
06/16/16	Room MRDT		5.38	
06/16/16	Room PST		14.34	
06/17/16	Master Card	s.17,s.22		415.94

GST Summary: s.15

Balance

0.00

Rooms GST:	17.92
F&B GST:	0.00
Telephone GST:	0.00
Other GST:	0.00

Guest Signature

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Monday, June 20, 2016 10:56 AM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) [Manage Flight](#) [Deals & Specials](#) [High Flyer Rewards](#) [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the Saltspring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.



Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.22
	Name	Steven Carr

Booking #7344987

Friday, June 17, 2016	Invoice #	s.17
Flight #219	Sked 200 : Carbon Offset	\$0.50
14:45 Vancouver Harbour /	Sked 200 : VHFC Terminal Fee	\$9.86
Map 	Sked 200 : Web Fare-	\$185.23
15:20 Victoria Harbour /	+ Goods and Services Tax	\$9.78
Map 	Billing	\$195.59
35 minutes	Taxes	\$9.78

s.1
KK- Confirmed Select Seat 5

Grand Total \$205.37

1 Passenger(s) - Regular Fare
Steven Carr, Male

Master Card \$205.37

Date / Time June 17, 2016 @ 2:08:58 PM

Summary s.17,s.22

Expiration

Authorization 057048

Add to Calendar

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are not an **Unaccompanied Minor (11 and under).**

Baggage allowance on all routes is 25 pounds confirmed, with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.
- Scheduled flights to and from Comox, Sechelt, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20 cancellation fee.
- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

Get the 411 on everything you need to know for your very first Harbour Air flight!

GO!

"Share your Harbour Air experience with the world!"

★★★★★

Click here to write a review on TripAdvisor.com

@tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED.       

© 2013 . All rights reserved. Legal Notices. Privacy Policy.

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL		PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM	BUS/TAXI/ AIR/FERRY COSTS	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	MEALS:	ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$		\$	\$	\$	\$
Example									
06	08	VICTORIA Vancouver	100			✓			156.50
06	21	VICTORIA GRANDPOCK		924.10	✓ ✓		129.60		705.20
06	22	GRANDPOCK		KG	✓		129.60		170.60
06	23	NANAIMO VICTORIA		135.71	✓ ✓				226.71
06	28	VICTORIA VANCOUVER		205.59	✓ ✓		206.13		454.72
06	29	VANCOUVER			✓ ✓		206.13		259.63
06	30	VANCOUVER VICTORIA		265.59	✓				228.34
CLAIM TOTAL									2045.20

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts

Year	Percentage (%)
1960	65
1961	60
1962	55
1963	45
1964	38
1965	35
1966	38
1967	35
1968	32
1969	35
1970	38
1971	35
1972	32
1973	35
1974	38
1975	35
1976	32
1977	35
1978	38
1979	35
1980	32
1981	35
1982	38
1983	35
1984	32
1985	35
1986	38
1987	35
1988	32
1989	35
1990	38

Service Contractor's Signature

eTicket Receipt

Prepared For
CARR/STEVEN MR [ADT]

RESERVATION CODE	s.22
ISSUE DATE	17Jun16
TICKET NUMBER	8382117028611
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21Jun16	WESTJET WS 3102	VICTORIA BC, CANADA Time 6:50am	VANCOUVER BC, CANADA Time 7:18am Terminal MAIN TERMINAL	Fare Family Flex Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis QATL Not Valid Before 21JUN16 Not Valid After 21JUN16

Allowances

Baggage Allowance

YYJ to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS

/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYJ to YVR - 1 Piece (WS - WESTJET)

Carry On Charges

YYJ to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment

CREDIT CARD - MASTERCARD :

s.17,s.22

Fare Calculation Line

YYJ WS YVR142.00CAD142.00END

Fare

CAD 142.00

	CAD 8.81 XG (GOODS AND SERVICES TAX (GST)) —
	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 184.93

Other Charges

SEAT ASSIGNMENT # 8388211894602 (YYJ-YVR / QTY 1)	CAD 5.00
Taxes	CAD 0.25
Form of Payment	CREDIT CARD - MASTERCARD : s.17,s.22
Total	CAD 5.25
Total Fare and Other Charges	CAD 190.18

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare families](#) (Econo, Flex, and Plus)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

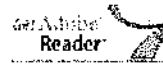
If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

Carbonzero and Westjet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).



[Important Legal Notices](#)




[Get Adobe Reader®](#)

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Friday, June 17, 2016 3:35 PM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 21-Jun: Vancouver - Cranbrook (booking ref: s.22) I - seat selected

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

s.22

AIR CANADA 

Itinerary/Receipt

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

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



Opens in
New Window

Access your
personalized
Air Canada travel
information

[View your planner >](#)

Booking Information

Booking Reference:

s.22

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

Main Contact:

Mr Steven Carr
julia.phillips@gov.bc.ca
Work: s.17

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8215 ¹	Vancouver, Vancouver Int'l (YVR) Tue 21-Jun 2016 08:55 - Terminal M	Cranbrook (YXC) Tue 21-Jun 2016 11:23	0	1hr28	DH3	Flex Opens in New Window V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Steven Carr : Adult (16+), Ticket Number: 0142163884812

Air Canada -
Aeroplan : s.17,s.22

Meal
Preference : None

Payment Card: s.17,s.22

Special Needs: None

Seat Selection: AC8215 s.15

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

276.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

5.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

15.01

Air Travellers Security Charge (ATSC)

7.12

Total before options (per passenger)

315.13

Number of passengers

x 1

Total with options

315.13

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$315.13

Payment Information

Credit/Debit Card ^{s.17,s.22}

Amount paid: **\$315.13**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$315.13 (Air Transp. Charges - per ticket)

Ticket number(s): 0142163884812

Fare Rules

Departing Flight Vancouver (YVR) To Cranbrook (YXC) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

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

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide Opens in New Window .

Carry-on Baggage Opens in New Window

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item

(max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details Opens in New Window.

Checked Baggage Opens in New Window

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Vancouver (YVR) To Cranbrook (YXC) - Flex

	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$35.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Your Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K & Elite 35K	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)
Star Alliance Gold	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Star Alliance Silver	1 bag 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional

checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

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

Before You Go: A 'To-Do' List Opens in New Window

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to julia.phillips@gov.bc.ca because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.


Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation Opens in New Window](#) page for important information on identification required for travel.

Check-in and boarding times

 **Fly Carbon Neutral.** Offset your portion of this flight's CO₂ emissions.
[Offset now](#) | [Learn more](#)

AIR CANADA 
A STAR ALLIANCE MEMBER 

Registered To:

Carr, Steve

s.22

Room # s.15

Conf # 28512
 Arrival 06/21/16
 Departure 06/23/16
 Group 2016 Planning Session
 Room Type KING-Deluxe King C
 Guests 1 / 0
 Payment Visa/Master
 Acct

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
06/21/16	Ginny12	RC	ROOM CHRG REVENUE			\$120.00
06/21/16	Ginny12	9	GST - 5%			\$6.00
06/21/16	Ginny12	91	PST - RM TAX- 8%			\$9.60
06/22/16	Ginny12	RC	ROOM CHRG REVENUE			\$120.00
06/22/16	Ginny12	9	GST - 5%			\$6.00
06/22/16	Ginny12	91	PST - RM TAX- 8%			\$9.60
06/23/16	Maria12	MC	PAYMENT MASTERCARD			\$271.20-

Balance Due	\$0.00
-------------	--------

s.15

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE.
 IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES
 TO PAY THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, CO
 FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X

GUEST SIGNATURE

GST#102418084RT009

PRE AUTH COMPLETE

MID: 5720056
 TID: B5720056
 Batch #: 140
 06/23/16
 APPR CODE: 055288
 MASTERCARD
 s.17 s.22

REF#: 00303047
 SEQ: 140001001008
 08:13:43
 /

E. IF
 YMENT
 PAY

AMOUNT	\$271.20
--------	----------

00 - APPROVED - 000

MASTERCARD
 AID: A0000000041010

CUSTOMER COPY

Signature

STAR TAXI RECEIPT • (250) 426-5511 • CRANBROOK, B.C.
GST 807722855

DATE: 06-21-2016 s.15

FROM: Airport TO:

AMOUNT \$ 45.00 REC. FROM:

CAR No: 43 DRIVER: [Signature]

THANK YOU FOR CHOOSING STAR TAXI

STAR TAXI
250-426-5511
GST/HST: 807722855

Date: June 23/16
Roosevelt from ()

Time: 1330 s.15

From:

To: Airport

Signature: [Signature] TOTAL: 45.00

Driver: [Signature]

51603

Phillips, Julia P PREM:EX

From: reservation@harbourair.com
Sent: Wednesday, June 22, 2016 1:32 PM
To: Phillips, Julia P PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

For more information on the Saltspring Air/Harbour Air Partnership [Click Here](#)

[Click Here](#) for information on luggage allowance.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	s.22
	Name	Steven Carr

Booking #7362887

Thursday, June 23, 2016	Invoice	s.17
	Sked 500 : Carbon Offset	\$0.50
Flight #509	Sked 500 : Web Fare-	\$142.35
15:35 South Vancouver	+ Goods and Services Tax	\$7.15
(YVR) / Map		
16:05 Victoria Harbour /	Billing	\$142.85
Map	Taxes	\$7.15
30 minutes	Grand Total	\$150.00

KK- Confirmed

1 Passenger(s) - Regular Fare

Steven Carr, Male

[Add to Calendar](#)

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Baggage allowance on all routes is 25 pounds confirmed, with the exception of flights between South Vancouver (YVR) and Victoria or Nanaimo where the limit is increased to 50 pounds & South Vancouver (YVR) and Salt Spring Island or Maple Bay where the limit is increased to 35lbs. [Click Here](#) for more information. Additional luggage is subject to a fee and will be carried on the same or first available flight. The maximum weight per single piece is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee.

Scheduled flights to and from Comox, Sechart, Ganges, Salt Spring Island, and Maple Bay: any cancellations made within 1 hour of departure are subject to a \$20 cancellation fee.

Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?


Get the 411 on everything you need to know for your very first Harbour Air flight!

GO!

"Share your Harbour Air experience with the world!"

★★★★★

Click here to write a review on TripAdvisor.com

tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED.       

© 2013 . All rights reserved. Legal Notices. Privacy Policy.

Mr. Steve Carr
s.22

Room Number s.15
Folio Number s.22
Cashier Number : 38
Page Number : 1 of 1
Arrival Date : 28-JUN-2016
Departure Date : 30-JUN-2016

s.15

INVOICE

Date	Description	Additional Information	Charges	Credits
06-28-16	Room		185.00	
06-28-16	Room Tax 11%		20.35	
06-28-16	Room GST 5%		9.25	
06-28-16	DMF 1.5%		2.78	
06-29-16	Room		185.00	
06-29-16	Room Tax 11%		20.35	
06-29-16	Room GST 5%		9.25	
06-29-16	DMF 1.5%		2.78	
06-30-16	Mastercard	s.17,s.22		434.76
Total			434.76	434.76
Balance Due			0.00	

GST Summary:

Room 18.50
F&B 0.00
Other 5.56

GST Registration # s.15

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

Signature: _____



Where ideas work

Ministry of Finance

INVOICE CODING SHEET

FSITDEXESLP18

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY?
(if yes, enter "\$")

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME <u>1048216 B.C. LTD.</u>					* SUPPLIER # <u>2639538</u>		* SITE <u>001</u>			
CONTRACT/PO # <u>C16PREM1341</u>		INVOICE DATE <u>19-AUG-2016</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>7</u> ✓						
DATE INVOICE RECEIVED <u>22-AUG-2016</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>19-AUG-2016</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB: <u>INVOICE 7</u>						
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ <small>DD-MMM-YYYY</small>		GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small>			PAY ALONE? YES <input type="checkbox"/>					
OFA STOB & ASSET # (if applicable): _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
23,396.10	22,282.00	0.00	1,114.10	GST	4	36A10	36200	63101	3600000	
2,929.59	2,929.59	0.00	0.00		4	36A10	36200	63102	3600000	
26325.69	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>MICHELLE LEAMY</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. <u>Michelle Leamy</u>					* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>STEPHANIE WRAY</u> 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). * <u>[Signature]</u> QR SIGNATURE					
ADDITIONAL INFORMATION OR INSTRUCTIONS:										

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

STEPHANIE WRAY, 250-387-2987

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

FIN FSA 017 REV. SEP/13

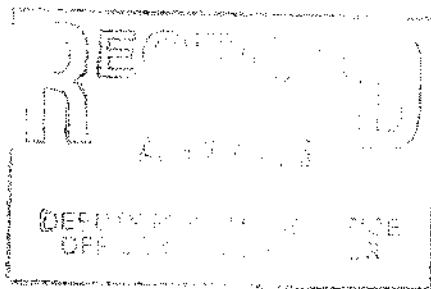
ACCOUNTS DATE STAMP

AUG 24 2016

CORPORATE SERVICES

CSCA

Page 181 of 235 FIN-2017-70044



INVOICE

1048216 B.C. Ltd.
Unit 202 - 65 Songhees Road
Victoria, BC V9A 6T3
Canada

BILL TO
Ministry of Finance and Corporate Relations, Financial Services Branch,
Attn: Michelle Leamy
PO Box 9418 STN PROV GOVT
Victoria, British Columbia V8V 1X4
Canada

Invoice Number: 7
Invoice Date: August 19, 2016
Payment Due: August 19, 2016
Amount Due (CAD): \$26,325.69

Items	Amount
Transportation July 2016	\$1,482.24
Meals July 2016	\$236.75
Accommodation July 2016	\$1,210.60
Contractor Services July 4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,26,27,28,29@1114.10	\$22,282.00
Subtotal:	\$25,211.59
GST 5%:	\$1,114.10
Total:	\$26,325.69
Amount Due (CAD) :	\$26,325.69

FORM USAGE

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract Appendix 1 for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL	PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM	BUS/TAXI/ AIR/FERRY COSTS	B ✓	L ✓	D ✓	MEALS:	ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$	\$	\$
04	05	Victoria Vancouver	100				35.50			156.50
07	04	Victoria Vancouver		205.59	✓		22.75	291.21		519.55
07	05	Vancouver S RT Abbotsford			✓	✓	41.00	291.21	20.63	412.84
07	06	Vancouver Victoria		195.59	✓		39.75			218.34
07	11	Victoria Vancouver S RT		411.18	✓		28.75			433.93
07	13	Victoria Vancouver		205.59	✓		36.50	291.21		527.30
07	14	Vancouver		10	✓		33.85	291.21		324.96
07	15	Vancouver Victoria		151.43	✓		23.75			194.14.18
07	21	Victoria S RT Vancouver		302.26	✓	✓	41.00			343.26
CLAIM TOTAL										2964.46

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

RENTAL AGREEMENT

Budget

Car and Truck Rental

GST Reg No R130617921

www.budgetbc.com

B-03 Downtown (Station Code: 4382)

416 West Georgia Street

Vancouver, British Columbia V6B 1Z3

Contract #: 2052556

Budget Rent-a-Car of B.C. Ltd. (An Independent Budget System Licensee)

(604) 668-7000

Reservation #: 34235375CA6

Renter: carr, steven s.22

BCD Number: A162000

Company:

Credit Card: Master Card s.17,s.22

Vehicle Rented:

Owner: a/BRAC of BC LTD

Unit #: 189682

Model: SONIC

MVA #: 3317236-6

Time Out: 05 Jul 2016 07:31

Licence: s.22

Time In: 05 Jul 2016 11:44

Km Out: 10055

Location In: B-03 Downtown

Km In: 10202

Km Driven: 147

Rental Rate Used: PBC14L - A

Vehicle Class: Compact (Air)

Km Charge: 0.05 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	33.66	200	Regular
Week	1	End	200.28	1400	Regular
Hour	25	End	16.84	100	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently \$3.00 per litre).

One Way Drop Fee, if applicable, is subject to terms as set out in MSO: \$0.35/km

Location Recovery Fee: 5% subject to taxes

VLF/AC Recovery: 1.85 (Per Day) subject to taxes and Location Recovery Fee

GST: 5% PST: 7% PVRT: 1.50 per Calendar Day (Subject to GST)

Vehicle Not allowed to Travel to Alaska, Mexico and the Yukon

Vehicle is allowed to travel within British Columbia and Washington. Travel to Alberta, Oregon and California is subject to additional charges. Travel outside of the areas listed will result in a \$.50/KM charge for total KM's driven.

For Road Assistance, call 604-668-7167

Contract close subject to final audit.

Remarks:

YVR Location Fee - Did you arrive into Vancouver through YVR within the past 24 hours?

Yes _____ No _____

/Estimated Charges: \$47.70 X _____

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff:

Charges:	Total:	79.80	1.76	2.47	0.00
Item:	Unit	Qty	Charge	GST	PST
Fuel	Litres	11.5	34.50	Incl.	0.00
Vehicle Rental	Day	1	33.66	1.68	2.36
Toll Fee	Flat	1	10.00	0.00	0.00
Location Recovery Fee	5 %	1	1.64	0.08	0.11

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds Total: 84.03

Type	Date	Amount	Exchange	Amount	Location
Master Card	05 Jul 2016 11:51			84.03	B-03 Downtown
BL002S02 435001001013 s.17, s.22			099653 Purchase		
BL002C02 MASTERCARD APPROVED AID:A0000000041010 00-000 C					

Amount Owing

Net Charges & Taxes: 84.03

Net Payment & Refunds: 84.03

Contract Copy: #3

For receipt purpose only.

Print Date & Time: 05 Jul 2016 12:10

Page 1 of 1

Customer Copy

Page 184 of 235 FIN-2017-70044

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 135
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 07-04-16
 Departure : 07-06-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
07-04-16	Room Charge - Provincial Govt		259.00	
07-04-16	Destination Marketing Fee		3.35	
07-04-16	Hotel Room Tax		28.86	
07-04-16	Room GST		13.12	
07-05-16	Room Charge - Provincial Govt		259.00	
07-05-16	Destination Marketing Fee		3.35	
07-05-16	Hotel Room Tax		28.86	
07-05-16	Room GST		13.12	
07-06-16	Mastercard	s.17,s.22		608.66
Total			608.66	608.66
Balance Due			0.00	

GST Summary

Room : 26.24
 F&B : 0.00
 Other : 0.00
 Total : 26.24

HST Summary

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

Room s.15
 Folio # :
 Invoice # :
 Cashier # : 10036
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 07-13-16
 Departure : 07-15-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
07-13-16	Room Charge - Provincial Govt		259.00	
07-13-16	Destination Marketing Fee		3.35	
07-13-16	Hotel Room Tax		28.86	
07-13-16	Room GST		13.12	
07-14-16	Room Charge - Provincial Govt		299.00	
07-14-16	Destination Marketing Fee		3.87	
07-14-16	Hotel Room Tax		33.32	
07-14-16	Room GST		15.14	
Total			655.66	0.00
Balance Due			655.66	

GST Summary

Room : 28.26
 F&B : 0.00
 Other : 0.00
 Total : 28.26

s.15

HST Summary

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

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 16, 2016 5:08 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #93160

Thursday, July 21, 2016	Invoice #86654	
729	FARE-YWH-OffPeak_Summer16	\$151.43
17:50 Vancouver Harbour	+ GST	\$7.57
18:25 Victoria Harbour	Billing	\$151.43
35 minutes	Taxes	\$7.57
Confirmed	Grand Total	\$159.00
1 Passengers - Sale	Mastercard	\$159.00
Steve Carr, Male	Date / Time	July 21, 2016 @ 5:35:25 PM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	057137

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 16, 2016 5:08 PM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #93159

Thursday, July 21, 2016	Invoice #86653	
712	FARE-YVH-OffPeak_Summer16	\$151.43
10:15 Victoria Harbour	+ GST	\$7.57
10:50 Vancouver Harbour	Billing	\$151.43
35 minutes	Taxes	\$7.57
Confirmed	Grand Total	\$159.00
1 Passengers - Full-Fare	Mastercard	\$159.00
Steve Carr, Male	Date / Time	July 21, 2016 @ 9:56:57 AM
Add to Calendar	Summary	s.17,s.22
	Expiration	
	Authorization	097556

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 here under is subject to the rules and limitations

relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
06/07/2016 6:56:30 AM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking Information:

Steven Carr
Wednesday, July 6, 2016
1 Passenger(s)

Flight #2030
Departs 07:20 AM @ Vancouver Harbour
Arrives 07:55 AM @ Victoria Harbour
s.17

Invoice #:

1.00 Sked 200 : Carbon Offset \$0.50 CD
1.00 Sked 200 : VHFC Terminal \$9.86 CD
1.00 Sked 200 : Web Fare- \$185.23 CD
1.00 Sked 200 : Select Seat \$10.00 CD

Goods and Services Tax \$10.28 GST
Grand Total \$215.87 CDN

Payment Information:

Card \$205.37 CDN

Date/Time 06/07/2016 6:55:20 AM
Station
Terminal ID HXHXCC07
Action Purchase/Telephone
Card Type M/C
Card Number s.17,s.22
Amount \$205.37
Authorization 056114
Trace Number 421001001007
Response 00-001/APPROVED 056114

Master Card \$10.50 CDN

Date/Time 06/07/2016 6:56:25 AM
Station
Terminal ID HXHXCC07
Action Purchase
Card Type M/C
Card Number s.17,s.22
Amount \$10.50
Authorization 087557
Trace Number 421001001008
Response 00-001/APPROVED 087557

Harbour Air Seaplanes

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
7/4/2016 9:07:20 AM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking Information:

Steven Carr
Monday, July 4, 2016
1 Passenger(s)

Flight #208
Departs 09:40 AM @ Victoria Harbour
Arrives 10:15 AM @ Vancouver Harbour
s.17

Invoice #:

1.00 Sked 200 : Carbon Offset \$0.50 CD
1.00 Sked 200 : VHFC Terminal \$9.86 CD
1.00 Sked 200 : Web Fare- \$185.23 CD

Goods and Services Tax \$9.78 GST
Grand Total \$205.37 CDN

Payment Information:

Master Card \$205.37 CDN

Date/Time 7/4/2016 9:07:08 AM
Station
Terminal ID HYWHCC01
Action Purchase/Telephone
Card Type M/C
Card Number s.17,s.22
Amount \$205.37
Authorization 012140
Trace Number 112001001014
Response 00-001/APPROVED 012140

CUSTOMER COPY

Free WIFI Password: f

Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
11/07/2016 7:09:23 AM
GST: 84295 5658 RT0001

CUSTOMER COPY

Booking Information:

Steven Carr
Monday, July 11, 2016
1 Passenger(s)

Flight #2020

Departs 07:20 AM @ Victoria Harbour
Arrives 07:55 AM @ Vancouver Harbour

Invoice #:

s.17

1.00 Sked : Carbon Offset \$0.50 CD
1.00 Sked : VHFC Terminal \$9.86 CDN
1.00 Sked 200 : Web Fare- \$185.23 CDN
1.00 Sked 200 : Select Seat \$10.00 CDN

Steven Carr
Monday, July 11, 2016
1 Passenger(s)

Flight #371/Twin Otter

Departs 16:00 PM @ Vancouver Harbour
Arrives 16:30 PM @ Victoria Harbour

Invoice #:

s.17

1.00 Sked 200 : Carbon Offset \$0.50 CDN
1.00 Sked 200 : VHFC Terminal \$9.86 CDN
1.00 Sked 200 : Web Fare- \$185.23 CDN
1.00 Sked 200 : Select Seat \$10.00 CDN

Goods and Services Tax \$20.86 GST

Grand Total \$431.74 CDN

Payment Information:

Master Card \$431.74

Date/Time 11/07/2016 7:09:18

Station HYWHCS05

Terminal ID HYWHCC05

Action Purchase/Telephone

Card Type M/C

Card Number s.17,s.22

Amount \$431.74

Authorization 075744

Trace Number 119001000006

1-800-665-0212 075744

s.17

Harbour Air

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
13/07/2016 1:03:50 PM
GST: 34295 5858 RT0001

CUSTOMER COPY

Booking Information:

Steven Carr
Wednesday, July 13, 2016
1 Passenger(s)

Flight #2140

Departs 13:20 PM @ Victoria Harbour
Arrives 13:55 PM @ Vancouver Harbour

s.17

Invoice #:

1.00 Sked 200 : Carbon Offset \$0.50 CDN
1.00 Sked 200 : VHFC Terminal \$9.86 CDN
1.00 Sked 200 : Web Fare- \$185.23 CDN
1.00 Sked 200 : Select Seat \$10.00 CDN

Goods and Services Tax \$10.28 GST

Grand Total \$215.87 CDN

Payment Information:

Master Card \$215.87 CDN

Date/Time 13/07/2016 1:03:08 PM

Station HYWHCS02

Terminal ID HYWHCC02

Action Purchase/Telephone

Card Type M/C

Card Number s.17,s.22

Amount \$215.87

Authorization 092212

Trace Number 405001001045

1-800-665-0212 00-001/APPROVED 092212

CUSTOMER COPY

Free WIFI Password: haguest99

Page 194 of 235 FIN-2017-70044

HELIJET INTERNATIONAL

Helijet International Inc
5911 Airport Rd S
Vancouver International Airport
BC V7B 1B5
Toll Free (800)665 4354
info@helijet.com
www.helijet.com

GST: R102320165

CUSTOMER COPY
Cancellation Required 5pm Day Prior
check-in is 20 Minutes Prior to Departure
50lb Baggage Allowance
Full Rules available on Helijet.com

*Carriage is subject to the applicable
tariffs, conditions of carriage and
related regulations available at Helijet
We(the "carrier") hereby invite the
public at any time to request a copy
of our tariffs for the domestic service
we provide**
Booking Information:

Steve Carr (Province Of Bc)
Friday, July 15, 2016
1 Passengers

851
Departs 07:00 AM @ Vancouver Harbour
Arrives 07:35 AM @ Victoria Harbour

Invoice #: 85052

1.00 FARE-YWH-OffPeak_Summer1 \$151.43 CAD

GST \$7.57 C

Grand Total \$159.00

Payment Information:

Mastercard \$159.00

Date/Time	15/07/2016 6:28:23 AM
Station	JCXHCS02
Terminal ID	W66248366
Action	Purchase/Telephone
Card Type	M/C
Card Number	s.17.s.22
Amount	\$159.00
Authorization	047098
Trace Number	0013320010
Response	01-005/APPROVED 047098



VANCOUVER, B.C. CANADA

604 681-1111

RECEIVED FROM

DATE

July 14

\$10.00

FROM

DT

TO

DT

CAB NO.

26

DRIVER

A

AIRPORT SERVICE • 24 Hour Courier • Serving you since 1921
AT A PAYPHONE? CALL: 1-800-898-TAXI(8294) NO COINS NEEDED



TTY LINE (hearing impaired) 604 258-4747

GST # R105762496



Where ideas work

Ministry of Finance
INVOICE CODING SHEETRETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY?
(if yes, enter "\$")

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME 1048216 B.C. LTD * SUPPLIER # 2639538 * SITE 001

CONTRACT/PO # _____ INVOICE DATE 20-SEP-2016 INVOICE # 8
DD-MMM-YYYY

DATE INVOICE RECEIVED 23-SEP-2016 ✓ DATE GOODS/ SERVICES REC'D 20-SEP-2016 ✓ 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 ☐

OFA STOB & ASSET # (if applicable):

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE PST & GST, GST, PST, GST Travel, Other	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
25,735.71	24,510.20	0.00	1,225.51	GST	4	36A10	36200	6101	3600000	
3,450.55	3,450.55	0.00	0.00	GST	4	36A10	36200	6102	3600000	
29186.26	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:

* STEPHANIE WRAY
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:

STEPHANIE WRAY, 250-387-2987

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. SEP/13

INVOICE

1048216 B.C. Ltd.
Unit 202 - 65 Songhees Road
Victoria, BC V9A 6T3
Canada

BILL TO
Ministry of Finance and Corporate Relations, Financial Services Branch,
Attn: Michelle Leamy
PO Box 9418 STN PROV GOVT
Victoria, British Columbia V8V 1X4
Canada

Invoice Number: 8
Invoice Date: September 20, 2016
Payment Due: September 20, 2016
Amount Due (CAD): \$29,186.26

Items	Amount
Transportation August 2016	\$1,528.55
Accommodation August 2016	\$1,568.50
Meals August 2016	\$353.50
Contractor services August 2,3,4,5,8,9,10,11,12,15,16,17,18,19,22,23,24, 25,26,29,30,31 22 days @1114.10	\$24,510.20
Subtotal:	\$27,960.75
GST 5%:	\$1,225.51
Total:	\$29,186.26
Amount Due (CAD) :	\$29,186.26

Notes

Expenses and Contractor Services for August 2016
Please see attached forms for expense claims.
GST calculated only on contractor services
Thank you.

INVOICE

1048216 B.C. Ltd.

Unit 202 - 65 Songhees Road
Victoria, BC V9A 6T3
Canada

BILL TO
Ministry of Finance and Corporate Relations, Financial Services Branch,
 Attn: Michelle Leamy
 PO Box 9418 STN PROV GOVT
 Victoria, British Columbia V8V 1X4
 Canada

Invoice Number: 8**Invoice Date:** September 20, 2016**Payment Due:** September 20, 2016**Amount Due (CAD):** \$29,186.26

Items	Amount
Transportation August 2016	\$1,528.55
Accommodation August 2016	\$1,568.50
Meals August 2016	\$353.50
Contractor services August 2,3,4,5,8,9,10,11,12,15,16,17,18,19,22,23,24, 25,26,29,30,31 22 days @1114.10	\$24,510.20

Subtotal: \$27,960.75**GST 5%:** \$1,225.51**Total:** \$29,186.26**Amount Due (CAD) :** \$29,186.26**Notes**

Expenses and Contractor Services for August 2016
 Please see attached forms for expense claims.
 GST calculated only on contractor services
 Thank you.

FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract Appendix 1 for guidelines, allowable rates and receipt requirements.

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

DATE OF TRAVEL	PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM	BUS/TAXI/ AIR/FERRY COSTS	MEALS	ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS
M D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$
04 06	Victoria Vancouver	100	71.00	35.50			156.50
08 08	Victoria Vancouver		71	41	313.70	52.38	478.08
08 09	Vancouver Vancouver			41	313.70		354.70
08 05	Vancouver Vancouver		175.24	23.75			197.99
08 11	Victoria Vancouver		140.95	30.50	313.70	52.38	557.53
08 12	Vancouver Vancouver		145	31.50			196.50
08 19	Victoria Vancouver		238.26	41			263.86
08 21	Vancouver Vancouver		238.02				238.02
08 24	Victoria Vancouver		213.34	41	313.70		568.04
08 25	Vancouver Vancouver			51.50	313.70	58.28	417.58
08 26	Vancouver Victoria		145	33.35			178.25
CLAIM TOTAL							3450.55

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 10036
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 08-03-16
 Departure : 08-05-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
08-03-16	Room Charge - Provincial Govt		279.00	
08-03-16	Destination Marketing Fee		3.61	
08-03-16	Hotel Room Tax		31.09	
08-03-16	Room GST		14.13	
08-04-16	Room Charge - Provincial Govt		279.00	
08-04-16	Destination Marketing Fee		3.61	
08-04-16	Hotel Room Tax		31.09	
08-04-16	Room GST		14.13	
08-05-16	Mastercard	s.17,s.22		655.66
Total			655.66	655.66
Balance Due			0.00	

GST Summary

Room : 28.26
 F&B : 0.00
 Other : 0.00
 Total : 28.26

s.15

HST Summary

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

Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 10036
Page # : 1 of 1

Mr Steve Carr
P.O. Box 9319 Stn Prov Gov't
Victoria BC V8W 9N3
Canada

Arrival : 08-03-16
Departure : 08-05-16
s.15
s.22

Date	Description	Additional Information	Charges	Credits
08-03-16	Valet Parking	CG761E	43.29	
08-03-16	Parking - Tax		9.09	
08-03-16	Parking - GST		2.62	
08-05-16	Mastercard	s.17,s.22		55.00
Total			55.00	55.00
Balance Due			0.00	

GST Summary

Room : 0.00
F&B : 0.00
Other : 2.62
Total : 2.62

s.15

HST Summary

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

Phillips, Julia P PREM:EX

From: Gulsen, Gul PREM:EX
Sent: Wednesday, August 10, 2016 3:06 PM
To: Phillips, Julia P PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, August 8, 2016 4:52 PM
To: Gulsen, Gul PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations
1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.22

Name

Steve Carr

Company

Province Of Bc

Booking #96634

Thursday, August 11, 2016

Invoice #90293

708

FARE-YWH-OffPeak_Summer16

\$151.43

08:35 Victoria Harbour

+ GST

\$7.57

09:10 Vancouver Harbour

35 minutes

Billing

\$151.43

Taxes

\$7.57

Confirmed

Grand Total

\$159.00

1 Passengers - Sale

• Steve Carr, Male

[Add to Calendar](#)

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 here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)
Vancouver International Airport: 5911 Airport Road South, Richmond BC
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:
Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:
Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.
Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty equal to the fare of the one-way travel. After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:
Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10036
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 08-11-16
 Departure : 08-12-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
08-11-16	Room Charge - Provincial Govt		279.00	
08-11-16	Destination Marketing Fee		3.61	
08-11-16	Hotel Room Tax		31.09	
08-11-16	Room GST		14.13	
Total			327.83	0.00
Balance Due			327.83	

GST Summary

Room : 14.13
 F&B : 0.00
 Other : 0.00
 Total : 14.13

HST Summary

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

s.15

Page 206

Withheld pursuant to/removed as

s.15

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10036
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 08-11-16
 Departure : 08-12-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
08-11-16	Valet Parking	s.22	43.29	
08-11-16	Parking - Tax		9.09	
08-11-16	Parking - GST		2.62	
Total			55.00	0.00
Balance Due			55.00	

GST Summary

Room : 0.00
 F&B : 0.00
 Other : 2.62
 Total : 2.62

HST Summary

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

Page 208


Withheld pursuant to/removed as

s.15

Phillips, Julia P PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Friday, August 19, 2016 2:24 PM
To: Phillips, Julia P PREM:EX
Subject: Air Canada - 21 Aug: Kamloops - Victoria (Booking Reference:s.22
Attachments: Air_Canada_Booking_Confirmation s.22 pdf

s.22

AIR CANADA 

Booking Confirmation

Booking Reference: s.22

Date of issue: 19 Aug, 2016

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the fare rules and conditions of carriage that apply to your itinerary, as well as baggage, dangerous goods and other important information related to your trip.

In preparation for your trip

 Manage my booking

 Sign up for flight notifications

 My Travel Planner

Passengers



Mr. Steven Carr

Travel Options

Seats

Ticket Number
0142166331372

YQ

None

A

None

AC8195
AC8076

s.15

*only claiming van to vic
portion*
based on regular fare of \$184.93
or \$176.12 without GST

Depart

Economy Flex

Sunday
21 Aug,
2016

15:00
Kamloops
(YKA),
British Columbia



15:54
Vancouver
Vancouver Intl. (YVR),
Terminal M



AC8195

0hr54

Operated by: Air Canada Express - Jazz | Dash 8-300

Sunday
21 Aug,
2016

17:00
Vancouver
Vancouver Intl. (YVR),
Terminal M



17:25
Victoria
Victoria Intl. (YYJ),
British Columbia



AC8075

0hr25

Operated by: Air Canada Express - Jazz | Dash 8-300

Purchase summary

Credit/Debit Card
s.17, s.22
Amount paid: \$331.93
Full details can be found in
your attached



Air Transportation Charges

1adult

299.00

Itinerary/Receipt

Tax information

1adult

Canada Goods and Services

Tax (GST/HST #10009-2287

RT0001)

\$15.81



Taxes, fees and charges

32.93

GRAND TOTAL (Canadian dollars)**\$331⁹³**

Baggage allowance

Carry-on Baggage


When your flight is operated by Air Canada, Air Canada Rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

✈ **Kamloops (YKA) > Victoria (YYJ)**

 **1st bag**
Complimentary

 **2nd bag**
\$ 35.00 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Your Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Star Alliance Silver	1 bag 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

📞 CANADA, U.S.: 1 (888) 247-2262

AIR CANADA 
A STAR ALLIANCE MEMBER 



To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary, Alberta T2L 6J7

Booking Confirmation

s.22

Booking Reference:

Date of issue: Aug 19, 2016

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the fare rules and conditions of carriage that apply to your itinerary, as well as baggage, dangerous goods and other important information related to your trip.

- Depart

Economy Flex

Sunday
21 Aug. 2016

15:00
Kamloops
(YKA), BC



15:54
Vancouver
Vancouver Intl. (YVR), BC
Terminal M


AC8195

0hr54
Operated by: Air Canada Express -
Jazz | Dash 8-300
Flex V

Layover in Vancouver

1hr06

Sunday
21 Aug. 2016

17:00
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



17:25
Victoria
Victoria Intl. (YYJ), BC


AC8075

0hr25
Operated by: Air Canada Express -
Jazz | Dash 8-300
Flex V

Total duration

2hr25



Passengers

Travel Options

Seats

Mr. Steven Carr

Ticket Number
0142166331372

 None

AC8195
AC8075

Air Canada - Aeroplan
s.17, s.22

 None

s.15



Purchase summary


Credit/Debit Card * s.17, s.22

Amount paid: \$331.93

Tax information


1 adult

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
\$15.81

 Air Transportation Charges

Base Fare

Surcharges

 Taxes, fees and charges

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

Air Travellers Security Charge

Airport Improvement Fee - Canada

Total airfare and taxes before options (per passenger)

Number of passengers

Total

GRAND TOTAL (Canadian dollars)

1 adult

287.00

12.00

15.81

7.12

10.00

\$331.93

X 1

\$331.93

\$331.93



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

20

minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance

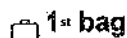
Carry-on Baggage

When your flight is operated by Air Canada, Air Canada Rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

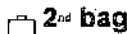
Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Kamloops (YKA) > Victoria (YYJ)



1st bag
Complimentary



2nd bag
\$ 35.00 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Your Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Star Alliance Silver	1 bag 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Economy Flex Kamloops - Victoria

Changes \$75 CAD

- Before day of departure - The **change fee** per direction, per passenger, is \$75.00CAD plus applicable taxes and any fare difference. **Changes** can be made up to 2 hours before departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations Non-refundable

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who **no-show** their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Provided the original booking is cancelled prior to the original flight's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

Seat selection* Free advance seat selection (standard)

- **Free advance seat selection** on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).

Aeroplan Miles

- 100% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline (see page 3). Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline (see page 3). Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

7. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country on your itinerary. Please refer to the Travel Documents page on our website for more information.

8. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

9. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

10. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

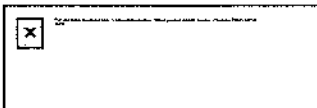
 CANADA, U.S.: 1 (888) 247-2262

AIR CANADA 

A STAR ALLIANCE MEMBER 

Phillips, Julia P PREM:EX

From: passengerservices@helijet.com
Sent: Monday, August 22, 2016 10:27 AM
To: Phillips, Julia P PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Steve Carr
	Company	Province Of Bc

Booking #99092

Wednesday, August 24, 2016	Invoice #92759	
702	FARE-YWH-Full_Summer16	\$199.05
07:00 Victoria Harbour	+ GST	\$9.95
07:35 Vancouver Harbour	Billing	\$199.05
35 minutes	Taxes	\$9.95
	Grand Total	\$209.00

Confirmed

1 Passengers - Full-Fare

• Steve Carr, Male

[Add to Calendar](#)

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 here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

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 unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. 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, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is 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. Other small pets and animals are not accepted for carriage, 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).

[Login to your account at helijet.com](http://www.helijet.com)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10036
 Page # : 1 of 1

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 08-24-16
 Departure : 08-26-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
08-24-16	Room Charge - Provincial Govt		279.00	
08-24-16	Destination Marketing Fee		3.61	
08-24-16	Hotel Room Tax		31.09	
08-24-16	Room GST		14.13	
08-25-16	Room Charge - Provincial Govt		279.00	
08-25-16	Destination Marketing Fee		3.61	
08-25-16	Hotel Room Tax		31.09	
08-25-16	Room GST		14.13	
Total			655.66	0.00
Balance Due			655.66	

GST Summary

Room : 28.26
 F&B : 0.00
 Other : 0.00
 Total : 28.26

HST Summary

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

s.15

Room :
Folio # :
Invoice # :
Cashier # : 10036
Page # : 1 of 1

Mr Steve Carr
P.O. Box 9319 Stn.Prov Gov't
Victoria BC V8W 9N3
Canada

Arrival : 08-24-16
Departure : 08-26-16
s.15
s.22

Date	Description	Additional Information	Charges	Credits
08-25-16	Valet Parking	s.22	43.29	
08-25-16	Parking - Tax		9.09	
08-25-16	Parking - GST		2.62	
Total			55.00	0.00
Balance Due			55.00	

GST Summary

Room : 0.00
F&B : 0.00
Other : 2.62
Total : 2.62

s.15

HST Summary

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

Steve Carr (Province Of Bc)
Friday, August 5, 2016
1 Passengers

851
Departs 07:00 AM @ Vancouver Harbour
Arrives 07:35 AM @ Victoria Harbour

Invoice #: 88846

1.00 FARE-YWH-OffPeak_Summer1 \$151.43 CAD

GST \$7.57 GST

Grand Total \$159.00 CAD

Payment Information:

Mastercard \$159.00 CAD

Date/Time 05/08/2016 6:40:57 AM
Station JCXHC02
Terminal ID W66248366
Action Purchase/Telephone
Card Type M/C
Card Number s.17,s.22
Amount \$159.00
Authorization 017237
Trace Number 0013530030
Response 01-005/APPROVED 017237

CUSTOMER COPY

Thank you for flying with Helijet!

YELLOW CAB COMPANY PVT. LTD.
VANCOUVER HST# R105762496

DATE: 05-08-2016
TIME: 06:39
HDT ID: 9
BADGE#: 741304

JOB ID: 0
METER: 7884

DROPOFF: 412
START: 06:35
END: 06:39

FARE(\$): 10.00

TOTAL(\$): 10.00

CALL US AGAIN 604-681-1111

FOR FLYING WITH
VANCOUVER OF VICTORIA
05-08-2016
07:48
00
00

JOB ID: 8473575
METER: 23149

NAME: 3 CARS
PICKUP: 79 DALLAS RD, VICTA
DROPOFF: AS DIRECTED

15.00

TOTAL 15.00

THANK YOU FOR YOUR PATRONAGE
(604-681-2222)

PURCHASE
BC Ferries

2016/08/03
Swartz Bay
To
Tsawwassen
AUTH ONLY

20' Undersize Vehi 56.45
2 Adult 34.40

Fuel Rebate 2.65

Total 88.20
MasterCard 88.20

s.17,s.22
005/01-66223094
0010391030
Approved: 075784
CHANGE DUE 0.00

LANE 08

SWB 03 Aug 2016 10:09



1005049 455049

SEE REVERSE OF TICKET

Bluebird Cabs Ltd.

250-382-2222 1-800-865-7055 250-382-3611

DISPATCH SERVING GREATER VICTORIA SINCE 1946 ACCOUNTS

Date 08/11/16 Amount \$ 10.00

From To H.A.H.

Driver 421 Car # 49

Fare includes G.S.T. G.S.T. #

Download our App to book and track your cab on your phone!



PURCHASE BC Ferries

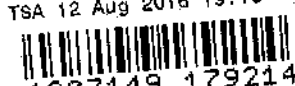
2016/08/12
Tsawwassen
To
Swartz Bay
AUTH ONLY

20'	Undersize Vehi	56.45	← 17.20
3	Adult	51.60	
1	ALT Premium	73.50	
	Fuel Rebate	3.15-	
	Total	178.40	
	Assured Loadin	145.00	
	S.17,s.22	33.40	
	005/01-66223136		
	0010342320		
	Approved: 002969		
	CHANGE DUE	0.00	

ASSURED LOADING TICKET
Expiry Date: 28 Feb 2016
Qty. Remaining: 8
Value Remaining: \$1,160.00

LANE 42

TSA 12 Aug 2016 19:13



1007149 179214
SEE REVERSE SIDE OF TICKET

Harbour Air Seaplanes

Vancouver (604) 274-1277
 Victoria (250) 384-2215
 Nanaimo (250) 714-0004
 Ganges 1-877-537-9880

Toll-free 1-800-665-0212
 Website: www.harbourair.com
 19/08/2016 10:16:15 AM
 GST: 84295 5858 RT0001

CUSTOMER COPY

Booking Information:

Steven Carr
 Friday, August 19, 2016
 1 Passenger(s)

Flight #210
 Departs 10:40 AM @ Victoria Harbour
 Arrives 11:15 AM @ Vancouver Harbour

Invoice #: s.17

1.00 All Skeds - Baggage : Chac \$0.00 CDN
 1.00 Sked 200 : Carbon Offset \$0.65 CDN
 1.00 Sked 200 : VHEC Terminal \$9.86 CDN
 1.00 Sked 200/300 : Standard \$186.64 CDN

Goods and Services Tax \$9.86 GST

Grand Total \$207.00 CDN

Payment Information:

Master Card \$207.00 CDN

Date/Time 19/08/2016 10:16:10 AM
 Station HVMHCS05
 Terminal ID HVMHCC05
 Action Purchase
 Card Type M/C
 Card Number s.17.s.22
 Amount \$207.00
 Authorization 082986
 Trace Number 011001001030
 Response 00-001/APPROVED 082986
 Chip Application MASTERCARD
 Chip Label MASTERCARD
 Chip ID A0000000041010
 TVR/TSI 0000008000/E800

Yellow Cab 250-381-2222 250-381-2242
 Download Yellowcab taxi APP from App Store

Date: Aug 21, 2016 Amount: \$65

Driver: 720 Car #: 144

From: AIP To: 65 Seaview Rd



VANCOUVER-TAXI

AIRPORT • TOUR • DELIVERY

FIND OUR APP ON:

Available on the App Store

GET IT ON Google play

Download from Windows Store

CAB No. _____

DATE: Aug 19, 2016

AMOUNT: \$ 27.00

GST # 105485080

DRIVER'S NAME (Print) _____

Bluebird Cabs Ltd.

250-382-2222 1-800-665-7055 250-382-3611
DISPATCH SERVING GREATER VICTORIA ACCOUNTS
SINCE 1946

Date Aug 24/16 Amount \$ 15.00
From 65 Southview Helix
Driver Pent Car # 87
Fare includes G.S.T. G.S.T. #

Download our App to book and track your cab on your phone!



PURCHASE



2016/08/26
Tsawwassen
To
Swartz Bay

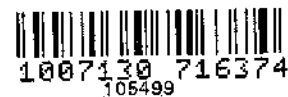
PURCHASE

20'	Undersize Vehi	58.48
1	Adult	17.20
1	ALT Premium	73.50
Fuel Rebate		2.15
Total		145.00
Assured Loadin		145.00
CHANGE DUE		0.00

ASSURED LOADING TICKET
Expiry Date: 28 Feb 2018
Qty. Remaining: 7
Value Remaining: \$1,015.00

LANE 44

TSA 26 Aug 2016 12:19



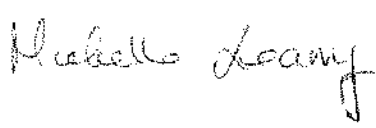
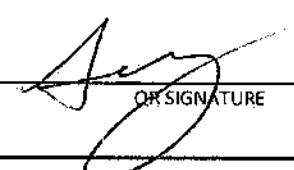
1007130 716374
105499

SEE REVERSE SIDE OF TICKET

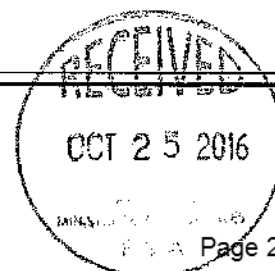


Where ideas work

Ministry of Finance
INVOICE CODING SHEETFS17DEYESLP3S
RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" for foreign and
"W" for Wire transfer)[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>1048216 B.C. LTD</u>					* SUPPLIER # <u>2639538</u>		* SITE <u>001</u>			
CONTRACT/PO # <u>C10PREM1341</u>		INVOICE DATE <u>21-OCT-2016</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>9</u>						
DATE INVOICE RECEIVED <u>24-OCT-2016</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>21-OCT-2016</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB:						
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES <input type="checkbox"/> <small>DD-MMM-YYYY</small> <small>DD-MMM-YYYY</small>										
OFA STOB & ASSET # (if applicable) : _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # IF STOB 57
22,228.40	21,169.90	0.00	1,058.50	GST	004	36A10	36200	6101	3600000	
2,714.35	2,714.35	0.00	0.00		004	36A10	36200	6102	3600000	
24942.75	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>MICHELLE LEAMY</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. 					* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>STEPHANIE WRAY</u> 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). *  QR SIGNATURE					
ADDITIONAL INFORMATION OR INSTRUCTIONS: <u>STEPHANIE WRAY, 250-387-2987</u>										

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. OCT/16



INVOICE

1048216 B.C. Ltd.

Unit 202 - 65 Songhees Road
Victoria, BC V9A 6T3
Canada

BILL TO
Ministry of Finance and Corporate Relations, Financial Services Branch,
 Attn: Michelle Leamy
 PO Box 9418 STN PROV GOVT
 Victoria, British Columbia V8V 1X4
 Canada

Invoice Number: 9
Invoice Date: October 21, 2016
Payment Due: October 21, 2016
Amount Due (CAD): \$24,942.75

Items	Amount
Transportation September 2016	\$570.45
Meals September 2016	\$392.75
Accommodation September 2016	\$1,751.15
Contractor Services September 1,2,6,7,8,13,14,15,16,19,20,21,22,23,26,27,28,29,30 @1114.10	\$21,169.90
Subtotal:	\$23,884.25
GST 5%:	\$1,058.50
Total:	\$24,942.75
Amount Due (CAD) :	\$24,942.75

Notes

Expenses and Contractor Services for September 2016
 Please see attached forms for expense claims.
 GST calculated only on contractor services.
 Thank you.

TRAVEL EXPENSE CLAIM FOR SERVICE CONTRACTORS

FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract Appendix 1 for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL	PLACES TRAVELLED	PERSONAL VEHICLE USE DISTANCE x KM	BUS/TAXI/ AIR/FERRY COSTS	MEALS	ACCOMMODATION COSTS	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	TOTAL DAILY COSTS		
M D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$		
04 06	Victoria Vancouver	100					156.50		
09 05	Victoria Vancouver		145	✓	30.50	291.21	46.67	Parking	513.38
09 06	Vancouver			✓✓	61.50	291.21	46.67	Parking	389.38
09 07	Vancouver			✓	41	291.21	46.67	Parking	378.88
09 08	Vancouver			✓✓	51.50				51.50
09 12	Vancouver			✓	30.50	219.38	35.11	Parking	284.99
09 13	Vancouver			✓✓	51.50	219.38	35.11	Parking	305.99
09 14	Vancouver			✓✓	51.50	219.38	35.11	Parking	305.99
09 15	Vancouver			✓✓	33.25	219.38	35.11	Parking	287.74
09 16	Vancouver Victoria		145	✓✓	51.50				196.50
CLAIM TOTAL							2714.35		

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

Service Contractor's Signature

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 604732
 Page # : 1 of 2

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 09-05-16
 Departure : 09-08-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
09-05-16	Room Charge		259.00	
09-05-16	Destination Marketing Fee		3.35	
09-05-16	Room PST		28.86	
09-05-16	Room GST		13.12	
09-05-16	Parking	s.22	38.57	
09-05-16	Parking - Tax		8.10	
09-05-16	Parking - GST		2.33	
09-06-16	Room Charge		259.00	
09-06-16	Destination Marketing Fee		3.35	
09-06-16	Room PST		28.86	
09-06-16	Room GST		13.12	
09-06-16	Parking		38.57	
09-06-16	Parking - Tax		8.10	
09-06-16	Parking - GST		2.33	
09-07-16	Room Charge		259.00	
09-07-16	Destination Marketing Fee		3.35	
09-07-16	Room PST		28.86	
09-07-16	Room GST		13.12	
09-07-16	Parking		38.57	
09-07-16	Parking - Tax		8.10	
09-07-16	Parking - GST		2.33	
09-08-16	Mastercard	s.17,s.22		1,059.99

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 604732
 Page # : 2 of 2

Mr Steve Carr
 P.O. Box 9319 Stn Prov Gov't
 Victoria BC V8W 9N3
 Canada

Arrival : 09-05-16
 Departure : 09-08-16
 s.15
 s.22

Date	Description	Additional Information	Charges	Credits
Total			1,059.99	1,059.99
Balance Due			0.00	

GST Summary

Room : 39.36
 F&B : 0.00
 Other : 6.99
 Total : 46.35

HST Summary

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

s.15

Mr. Steve Carr

s.22

Room Number s.15
 Folio Number s.22
 Cashier Number : 10
 Page Number : 1 of 1
 Arrival Date : 12-SEP-2016
 Departure Date : 16-SEP-2016

s.15

INVOICE

Date	Description	Additional Information	Charges	Credits
09-12-16	Room		195.00	
09-12-16	Room Tax 11%		21.45	
09-12-16	Room GST 5%		9.75	
09-12-16	DMF 1.5%		2.93	
09-12-16	In House Parking		36.75	
09-13-16	Room		195.00	
09-13-16	Room Tax 11%		21.45	
09-13-16	Room GST 5%		9.75	
09-13-16	DMF 1.5%		2.93	
09-13-16	In House Parking		36.75	
09-14-16	Room		195.00	
09-14-16	Room Tax 11%		21.45	
09-14-16	Room GST 5%		9.75	
09-14-16	DMF 1.5%		2.93	
09-14-16	In House Parking		36.75	
09-15-16	Room		195.00	
09-15-16	Room Tax 11%		21.45	
09-15-16	Room GST 5%		9.75	
09-15-16	DMF 1.5%		2.93	
09-15-16	In House Parking		36.75	
09-16-16	Mastercard	s.17,s.22		1,063.52
Total			1,063.52	1,063.52
Balance Due			0.00	

GST Summary:

Room 39.00
 F&B 0.00
 Other 18.72

GST Registration: s.15

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

Signature: _____

PURCHASE



2016/09/05

Swartz Bay

To

Tsawwassen

PURCHASE

20'	Undersize Vehi	56.45
1	Adult	17.20
1	ALT Premium	73.50
	Fuel Rebate	2.15-

Total	145.00
Assured Loadin	145.00
CHANGE DUE	0.00

ASSURED LOADING TICKET
Expiry Date: 28 Feb 2018
Qty. Remaining: 6
Value Remaining: \$870.00

LANE 03

SWB 05 Sep 2016 18:18



1005075 502854

SEE REVERSE SIDE OF TICKET

PURCHASE



2016/09/16

Tsawwassen

To

Swartz Bay

PURCHASE

20'	Undersize Vehi	56.45
1	Adult	17.20
1	ALT Premium	73.50
	Fuel Rebate	2.15-

Total	145.00
Assured Loadin	145.00
CHANGE DUE	0.00

ASSURED LOADING TICKET
Expiry Date: 28 Feb 2018
Qty. Remaining: 5
Value Remaining: \$725.00

LANE 43

TSA 16 Sep 2016 15:40



1007107 815116

105850
SEE REVERSE SIDE OF TICKET

C16PREM1341 – 1048216 BC Ltd

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	07-APR-2016	07-APR-2016	<input type="checkbox"/>	25,471.09

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	16-JUN-2016	16-JUN-2016	<input type="checkbox"/>	31,922.64

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	19-MAY-2016	19-MAY-2016	<input type="checkbox"/>	29,194.07

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	15-JUL-2016	15-JUL-2016	<input type="checkbox"/>	8,890.69

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	09-AUG-2016	09-AUG-2016	<input type="checkbox"/>	30,379.24

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	29-AUG-2016	29-AUG-2016	<input type="checkbox"/>	26,325.69

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	07-OCT-2016	07-OCT-2016	<input type="checkbox"/>	29,186.26

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount
Check	s.17	10-NOV-2016	10-NOV-2016	<input type="checkbox"/>	24,942.75