



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127069

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | | |
|---|--|-----------------------------|-------------------------|--|---------------------------------|-----------------------|----------------------------------|--|-------------------------|--------------------------|------------------------------------|---------------------------------|
| Name Howard, Stephen | | | | Employee ID s.22 | | | | Phone Number (250) 387-1866 | | | | |
| Client Organization Attorney General | | | | Job Title Ministerial Assistant | | | | Travel Group Code 3 | | | | |
| 5. Date Completed 2017/08/17 | | | | 6. Fiscal Year 2018 | | | | 7. Special Cheque Issue | | | | |
| Type of Travel In Province | | | | 14. Reason for Travel Ministerial Business | | | | 8. Cheque Stub Information Headquarters Vancouver | | | | |
| 12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2 | | | | | | | | | | | | |
| 16. Travel Dates | | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
| | | Destination | Start | End | Km | Cost | | Claim | Cost | | Cost | Describe |
| 2017 | | Victoria | 0000 | 2359 | | 0.00 | | F- | 51.50 | | 152.50 | |
| 07/19 | | Victoria | 0000 | 2359 | | 0.00 | | F- | 51.50 | | 152.50 | |
| 07/20 | | Vic-Van (HJ) | 0000 | 1800 | | 0.00 | 263.00 | F- | 51.50 | | | |
| 07/21 | | | | | | | | | | | | |
| TOTALS OF COLUMNS | | | | | | 36. \$ 0.00 | 37. \$ 263.00 | | 38. \$ 154.50 | 39. \$ 305.00 | 40. \$ 0.00 | Claim Total \$ 722.50 |
| 48. Client Code | | 49. Resp. | 50. Service Line | | 51. STOB | 52. Project | | 45. Supplier Code | | Amount | | |
| 105 | | 15002 | 10005 | | 5711 | 1500000 | | s.22 | | \$ 230.00 | | |
| 105 | | 15002 | 10005 | | 5701 | 1500000 | | | | \$ 33.00 | | |
| 105 | | 15002 | 10005 | | 5750 | 1500000 | | | | \$ 154.50 | | |
| 105 | | 15002 | 10005 | | 5751 | 1500000 | | | | \$ 305.00 | | |
| Less Travel Advance | | | | | | | | | | | | |
| 105 | | | | | | | | | | | | |
| | | | | | | | | | | | | 54. \$ 722.50 |
| AMOUNT DUE TO EMPLOYEE | | | | | | | | | | | | |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | Print Name | | | Date Signed | | |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | Print Name | | | Date Signed | | |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | Print Name | | | Date Signed | | |

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

Audited 2017Sep08
SLP

Notes for Travel Voucher (Restricted Use) E127069 for Howard, Stephen

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|---|
| 2017/08/17 13:38:14 | Nanninga, Tanera (IDIR\TNANNING) Tanera.Nanninga@gov.bc.ca | 07/19/17 AirBNB \$152.50 Full Day per diem \$51.50 07/20/17 Air BNB \$152.50 Full Day Per Diem \$51.50 07/21/17 Cab \$9.00, HeliJet \$230, Cab \$24, Full day per Diem \$51.50 |

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Confirmed: 2 nights in Victoria, Canada

Booked by **Stephen Howard**
Sunday, 16 Jul 2017

Accepted
s.22

| | | | | |
|--|---|---------------------------------|----------------------------------|------------------|
| Check In 19 Jul 2017 | > | Check Out 21 Jul 2017 | Charges | |
| | | | \$120 CAD x 2 nights | \$240 CAD |
| | | | Cleaning fees ⓘ | \$30 CAD |
| | | | Service Fee ⓘ | \$35 CAD |
| | | | Total | \$305 CAD |
| Entire home/apt s.15 | | | | |
| s.15 | | | | |
| 1 Traveller on this trip Stephen Howard | | | Payment | |
| | | | Paid with AMEX s.22 | \$305 CAD |
| | | | Sun, July 16, 2017 @ 5:56 PM NDT | |
| | | | Total Paid | \$305 CAD |

Cost per traveler

This trip was **\$152 CAD** per person, per night, including taxes and other fees.

Security Deposit

A Host requires a Security Deposit of **\$349 CAD** to book this listing. The Guest is responsible for the amount of the Security Deposit, but it will not be charged unless the host makes a claim.

Minister Approval: 

Need help?

Visit the Help Centre for any questions. (<https://www.airbnb.ca/help>)

s.22

Booked by **Stephen Howard**
Sunday, 16 Jul 2017

Cancellation policy: Strict. Certain fees and taxes may be non-refundable. See here for more details. (https://www.airbnb.ca/home/cancellation_policies#strict)

Airbnb Payments UK Ltd. ("Airbnb Payments") is a limited collection agent of your Host. This means that upon your payment of the Total Fees to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Airbnb Payment's Guest Refund Policy Terms, available at <https://www.airbnb.ca/terms>. Questions or complaints: contact Airbnb Payments at +44 203 318 1111.

Explanation of Security Deposit

If the Host reports damages to Airbnb within the 48-hour window following checkout, Airbnb Customer Service will be in contact with both you and your Host to make sure both parties are represented fairly. Additional details regarding the Security Deposit are available <https://www.airbnb.ca/help/article/1/140>.

Airbnb Payments UK Ltd.
40 Compton St.
London
EC1V 0AP

Nanninga, Tanera AG:EX

From: passengerservices@helijet.com
Sent: Friday, August 25, 2017 9:55 AM
To: Nanninga, Tanera AG: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 | Stephen Howard |

Booking s.22

Friday, July 21, 2017

724

16:20 Victoria Harbour

16:55 Vancouver Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Stephen Howard, Male

Invoice # s.17

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

Mastercard \$230.00

Date / Time July 21, 2017 @ 4:02:24 PM

Summary s.22

Expiration 11 / 2017

Authorization 034890

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

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.

JULY 21ST
BLUEBIRD CABS LTD
CAB 160
2612 QUADRA ST, 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: HQ342463

BATCH#: 051
SHIFT#: 002

Sale

INV#: 0000000030

MCARD

Chip
SEQ#: 051001001034

Application Label: MASTERCARD

AID: A0000000041010

TVR: 00 00 00 80 00

TSI: E8 00

***** s.22

Total: CAD\$ 9.00

APPROVED 014235
001/00

21-Jul-17

16:01:10

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

JULY 21
VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.22
CARD TYPE MASTERCARD
DATE 2017/07/21
TIME 1897 17:12:37
CLERK ID 751
INVOICE # 2
RECEIPT NUMBER
C85018882-001-136-002-0

PURCHASE
TOTAL

\$24.00

MASTERCARD
A0000000041010
025560C278565CB9
0200008000-E800
0145A90BBC738A1C

APPROVED

AUTH# 064746 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST#1054855080
DOWNLOAD
VAN TAXI APP

RECEIPT

VANCOUVER-TAXI
AIRPORT • TOUR • DELIVERY

CAB No. 94

Date

JULY 21/17

FIND OUR
APP ON:



Time:

Pick Up:

HELIJET

Destination

NORTH VANCOUVER

Driver

Fare:

24.00

604-871-1111

GST # 1054855080



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127072

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | |
|---|-----------------------------|-------------------------|-----------------|--|--------------------------|----------------------------------|----------------------------|--|--------------------------|------------------------------------|----------------------------------|
| Name Howard, Stephen | | | | Employee ID s.22 | | | | Phone Number (250) 387-1866 | | | |
| Client Organization Attorney General | | | | Job Title Ministerial Assistant | | | | Travel Group Code 3 | | | |
| 5. Date Completed 2017/08/17 | | | | 6. Fiscal Year 2018 | | | | 7. Special Cheque Issue | | | |
| Type of Travel In Province | | | | 14. Reason for Travel Ministerial Business | | | | 8. Cheque Stub Information Headquarters Vancouver | | | |
| 12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2 | | | | | | | | | | | |
| 16. Travel Dates 2017 07/25 07/26 07/27 | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
| | Destination | Start | End | Km | Cost | | Claim | Cost | | Cost | Describe |
| | Van-Vic (HJ) | 0700 | 2359 | | 0.00 | 229.00 | F-B | 41.00 | 221.43 | | |
| | Victoria | 0000 | 2359 | | 0.00 | | F- | 51.50 | 221.43 | | |
| | Vic-Van (HJ) | 0000 | 1800 | | 0.00 | 257.00 | F-L | 41.00 | | | |
| TOTALS OF COLUMNS | | | | | 36. \$ 0.00 | 37. \$ 486.00 | | 38. \$ 133.50 | 39. \$ 442.86 | 40. \$ 0.00 | Claim Total \$ 1062.36 |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | Amount | | | | | |
| 105 | 15002 | 10005 | 5701 | 1500000 | s.22 | \$ 49.00 | | | | | |
| 105 | 15002 | 10005 | 5711 | 1500000 | | \$ 437.00 | | | | | |
| 105 | 15002 | 10005 | 5750 | 1500000 | | \$ 133.50 | | | | | |
| 105 | 15002 | 10005 | 5751 | 1500000 | | \$ 442.86 | | | | | |
| Less Travel Advance | | | | | | | | | | | |
| 105 | | | | | | | | | | | |
| | | | | | | | | | | 54. \$ 1062.36 | |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | | | | Print Name | Date Signed |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | | | Print Name | Date Signed |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | | | | Print Name | Date Signed |

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

Audited 2017Sep08
SLP

Notes for Travel Voucher (Restricted Use) E127072 for Howard, Stephen

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|--|
| 2017/08/17 14:40:49 | Nanninga, Tanera (IDIR\TNANNING) Tanera.Nanninga@gov.bc.ca | 07/25/17 HA \$207, Cab \$22.00, Hotel \$221.43, F-B Per Diem 07/26/17 Hotel \$221.43, Full day Per diem \$51.50 07/27/17 HJ \$230, Cab \$27.00, Full Day Per diem \$51.50 |

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Nanninga, Tanera AG:EX

From: reservation@harbourair.com
Sent: Friday, August 25, 2017 10:13 AM
To: Nanninga, Tanera AG: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.

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 | Stephen Howard |
| Company | N D P |

Booking s.22

Tuesday, July 25, 2017

Flight #327/Twin Otter

08:00 Vancouver Harbour / Map

08:30 Victoria Harbour / Map

30 minutes

KK- Confirmed

Invoice s.17

| | |
|---|----------|
| All Skeds - Baggage : Checked Baggage Fee | \$0.00 |
| Sked 200 : Carbon Offset | \$0.65 |
| Sked 200 : VHFC Terminal Fee | \$9.86 |
| Sked 200/300 : Standard GO Flex | \$186.64 |
| + Goods and Services Tax | \$9.85 |

1 Passenger(s) - GoFlex
. Stephen Howard, Male

Add to Calendar

| | |
|--------------------|-----------------|
| Billing | \$197.15 |
| Taxes | \$9.85 |
| Grand Total | \$207.00 |

| | |
|---------------|----------------------------|
| Master Card | \$207.00 |
| Date / Time | July 25, 2017 @ 7:36:37 AM |
| Summary | #**** * s.22 |
| Expiration | 11 / 2017 |
| Authorization | 097659 |

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

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).

July 25th

NORTH SHORE TAXI 1966
LTD
264 PEMBERTON AVE
NORTH VANCOUVER BC

CARD *****S.22
CARD TYPE MASTERCARD
DATE 2017/07/25
TIME 1215 07:21:54
CLERK ID 123101
RECEIPT NUMBER
C85040232-001-001-649-0

PURCHASE
TOTAL

\$22.00

MASTERCARD
A0000000041010
0BD7BB30467079BB
0000008000-E800
9FB7949EFDBD33B6

APPROVED

AUTH# 037870 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

July 27

Hel-Ham
VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****S.22
CARD TYPE MASTERCARD
DATE 2017/07/27
TIME 0181 18:02:30
CLERK ID 4444
INVOICE # 30245
RECEIPT NUMBER
C85055515-001-200-001-0

PURCHASE
TOTAL

\$27.00

MASTERCARD
A0000000041010
F6573DEB74E15E7E
0200008000-E800
056F2793C6CAD3C2

APPROVED

AUTH# 047343 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE

INVOICE

Mr Stephen Howard
Canada

Room No. s.15
Arrival : 07-25-17
Departure : 07-27-17

Membership No :
A/R Number :
Group Code :
Company Name : Federal Government

Page No. : 1 of 1
Conf. No. : s.22
Folio No. :
Reference No. :
s.15

| Date | Posting | Charges CAD | Credits CAD |
|----------|----------------------|----------------|----------------|
| 07-25-17 | Room Revenue | 189.00 | |
| 07-25-17 | Room Destination Fee | 1.89 | |
| 07-25-17 | Room GST Tax | 9.54 | |
| 07-25-17 | Room PST Tax | 21.00 | |
| 07-26-17 | Room Revenue | 189.00 | |
| 07-26-17 | Room Destination Fee | 1.89 | |
| 07-26-17 | Room GST Tax | 9.54 | |
| 07-26-17 | Room PST Tax | 21.00 | |
| 07-26-17 | Mastercard | | 442.86 |
| Total | | 442.86 | 442.86 |
| Balance | | \$ 0.00 | |

Nanninga, Tanera AG:EX

From: passengerservices@helijet.com
Sent: Friday, August 25, 2017 9:55 AM
To: Nanninga, Tanera AG: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 | Stephen Howard |

Booking s.22

Thursday, July 27, 2017

726

16:55 Victoria Harbour

17:30 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Stephen Howard, Male

Add to Calendar

Invoice # s.17

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

Mastercard \$230.00

Date / Time July 27, 2017 @ 4:38:38 PM

Summary s.22

Expiration 11 / 2017

Authorization 041689



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127070

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| | | | | | | | | | | | |
|---|------------------------------------|--|---|---|----------------------------------|---------------------------------------|--|-------------------------------|--------------------------|------------------------------------|-----------------|
| Name Howard, Stephen | | | Employee ID s.22 | | | Phone Number (250) 387-1866 | | | | | |
| Client Organization Attorney General | | | Job Title Ministerial Assistant | | | Travel Group Code 3 | | | | | |
| 5. Date Completed 2017/08/17 | | 6. Fiscal Year 2018 | | 7. Special Cheque Issue | | 8. Cheque Stub Information | | | | | |
| Type of Travel In Province | | 14. Reason for Travel Ministerial Business | | | | Headquarters Vancouver | | | | | |
| 12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2 | | | | | | | | | | | |
| 16. Travel Dates 2017 07/28 07/31 | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
| | Destination | Start | End | Km | Cost | | Claim | Cost | | Cost | Describe |
| | Van-Kamloops | 1500 | 2359 | 360 | 190.80 | | | | | | |
| | Kamloops-Van | 0000 | 2100 | 360 | 190.80 | | F- | 51.50 | | | |
| TOTALS OF COLUMNS | | | | 36. \$ 381.60 | 37. \$ 0.00 | | 38. \$ 51.50 | 39. \$ 0.00 | 40. \$ 0.00 | Claim Total \$ 433.10 | |
| 48. Client Code 105 105 105 105 | 49. Resp. 15002 15002 | 50. Service Line 10005 10005 | 51. STOB 570102 5750 | 52. Project 1500000 150000 | 45. Supplier Code s.22 | | Amount \$ 381.60 \$ 51.50 | | 433.10 | | |
| Less Travel Advance 105 | | | | | | | | | | | |
| | | | | | | | | AMOUNT DUE TO EMPLOYEE | | 54. \$ 433.10 | |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | Print Name | | Date Signed | | | |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | Print Name | | Date Signed | | | |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | Print Name | | Date Signed | | | |

Notes for Travel Voucher (Restricted Use) E127070 for Howard, Stephen

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|---|
| 2017/08/17 14:31:41 | Nanninga, Tanera (IDIR\TNANNING) Tanera.Nanninga@gov.bc.ca | 07/28/17 Van-Kamloops 360km \$190.80 07/31/17 Kamloops - Van 360 km \$190.80, Full day per diem \$51.50 |

s.22

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127231

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | |
|--|--|---|-------------------------------------|---|---|
| Name Howard, Stephen | | Employee ID s.22 | | Phone Number (250) 387-1866 | |
| Client Organization Attorney General | | Job Title Ministerial Assistant | | Travel Group Code 3 | |
| 5. Date Completed 2017/09/25 | 6. Fiscal Year 2018 | 7. Special Cheque Issue | | 8. Cheque Stub Information | |
| Type of Travel In Province | | 14. Reason for Travel Ministerial Business | | Headquarters Vancouver | |
| 12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2 | | | | | |
| 16. Travel Dates 2017 07/24 08/04 08/10 08/14 08/21 | 17. Places Travelled Destination Start End Vancouver 0700 1800 Vancouver 0700 1700 Vancouver 0800 1800 Vancouver 0700 1800 Vancouver 0700 1700 | | | 18. Personal Vehicle Use Km Cost 0.00 0.00 0.00 0.00 0.00 | 19. Other Transport Costs 4.40 2.20 4.40 3.25 4.40 |
| | | 20. & 21. Meals Claim Cost ✓ 0.00 0.00 0.00 0.00 0.00 | | 22. Lodging Costs | 20. & 21. Miscellaneous Cost Describe |
| TOTALS OF COLUMNS | | | | 36. \$ 0.00 | 37. \$ 18.65 |
| | | | | 38. \$ 0.00 | 39. \$ 0.00 |
| | | | | 40. \$ 0.00 | Claim Total \$ 18.65 |
| 48. Client Code 105 105 105 105 | 49. Resp. 15002 | 50. Service Line 10005 | 51. STOB 5701 | 52. Project 1500000 ✓ | 45. Supplier Code s.22 Amount \$ 18.65 |
| Less Travel Advance 105 | | | | | |
| AMOUNT DUE TO EMPLOYEE | | | | | 54. \$ 18.65 |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | Print Name <i>Stephen Howard</i> | | Date Signed Oct 13, 2017 |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | Print Name <i>[Signature]</i> | | Date Signed Oct 17 2017 |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | Print Name | | Date Signed |

Notes for Travel Voucher (Restricted Use) E127231 for Howard, Stephen

1 note(s) returned.


| Created On | Author | Note |
|---------------------|--|--|
| 2017/09/25 11:03:46 | Nanninga, Tanera (IDIR\TNANNING) Tanera.Nanninga@gov.bc.ca | Translink travel for Ministerial Meetings 07/24/17 - 08/21/17 |

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Stephen s.22

Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your card order history page.

 Transactions made online appear after you've tapped your Compass Card at a card reader.

Transaction filters:

All

Start date:

Jul-19-2017

End date:

Sep-02-2017

| Date/Time | Location/Order# | Usage/ Payment | Balance/ Details |
|----------------------|--|-------------------|---------------------|
| Aug-21-2017 04:50 PM | Tap in at Bus Stop 54446 Stored Value | -\$2.20 | \$10.60 |
| | | \$4.40 | |
| Aug-21-2017 07:14 AM | Tap in at Bus Stop 54440 Stored Value | -\$2.20 | \$12.80 |
| Aug-15-2017 09:00 PM | Tap out at Lonsdale Quay Stored Value | \$0.00 | \$15.00 |
| Aug-15-2017 09:00 PM | AutoLoaded Stored Value | \$10.00 | \$15.00 |

4DE
meetings



| | | | |
|----------------------|--|---------|---------|
| Aug-15-2017 08:38 PM | Tap in at Waterfront Stn Stored Value | -\$2.20 | \$5.00 |
| Aug-15-2017 06:18 PM | Tap out at Commercial-Broadway Stn Stored Value | \$1.05 | \$7.20 |
| Aug-15-2017 05:44 PM | Tap in at Lonsdale Quay Stored Value | -\$4.30 | \$6.15 |
| Aug-14-2017 05:47 PM | Transfer at Bus Stop 54516 Stored Value | \$0.00 | \$10.45 |
| Aug-14-2017 05:46 PM | Tap out at Lonsdale Quay Stored Value | \$1.05 | \$10.45 |
| Aug-14-2017 05:25 PM | Tap in at Waterfront Stn Stored Value | -\$4.30 | \$9.40 |
| Aug-14-2017 05:25 PM | AutoLoaded Stored Value | \$10.00 | \$13.70 |
| Aug-14-2017 07:20 AM | Tap in at Bus Stop 54440 Stored Value | -\$2.20 | \$3.70 |
| Aug-12-2017 08:29 PM | Tap out at Lonsdale Quay Stored Value | \$0.00 | \$5.90 |
| Aug-12-2017 08:10 PM | Tap in at Waterfront Stn Stored Value | -\$2.20 | \$5.90 |
| Aug-12-2017 05:33 PM | Tap out at Waterfront Stn Stored Value | \$0.00 | \$8.10 |

✓ \$ [3.25]

ME
mitch
Vander



| | | | | |
|----------------------|--|--------|---------|---------|
| Aug-12-2017 05:01 PM | Tap in at Lonsdale Quay Stored Value | | -\$2.20 | \$8.10 |
| Aug-10-2017 05:13 PM | Tap in at Bus Stop 54446 Stored Value | | -\$2.20 | \$10.30 |
| | | \$4.40 | | |
| Aug-10-2017 08:15 AM | Tap in at Bus Stop 54440 Stored Value | | -\$2.20 | \$12.50 |
| Aug-10-2017 08:15 AM | AutoLoaded Stored Value | | \$10.00 | \$14.70 |
| Aug-04-2017 04:51 PM | Tap in at Bus Stop 54446 Stored Value | ✓ | -\$2.20 | \$4.70 |
| Jul-24-2017 05:35 PM | Tap in at Bus Stop 61870 Stored Value | | -\$2.20 | \$6.90 |
| | | \$4.40 | | |
| Jul-24-2017 08:04 AM | Tap in at Bus Stop 54440 Stored Value | | -\$2.20 | \$9.10 |

HDE
MCTING
V...





Travel Voucher (Restricted Use)

Control No.

E127023

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | |
|--|-----------------------------|--|---|---------------------------------|-----------------------|--|----------------------------|---------------------------|--------------------------|------------------------------------|-----------------|
| Name Bourke, Brynn ✓ | | | Employee ID s.22 | | | Phone Number (250) 812-2680 | | | | | |
| Client Organization Citizens' Services | | | Job Title Ministerial Assistant | | | Travel Group Code 3 | | | | | |
| 5. Date Completed 2017/08/03 | | 6. Fiscal Year 2018 | | 7. Special Cheque Issue | | 8. Cheque Stub Information | | | | | |
| Type of Travel In Province | | 14. Reason for Travel Travel to Victoria for meetings (July 17-21) | | | | Headquarters New Westminster | | | | | |
| 12. Mailing Address for Cheque 916 Henley Street New Westminster, BC V3M 4C1 | | | | | | | | | | | |
| 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
| | Destination | Start | End | Km | Cost | | Claim | Cost | | Cost | Describe |
| 2017 | New West to Vic(ferry) | 1000 | 1800 | | 0.00 | 39.70 | H- | 25.75 | s.22 | | |
| 07/17 | Vic | 0800 | 1800 | | 0.00 | 46.20 | F- | 51.50 | | | |
| 07/18 | Vic | 0800 | 1800 | | 0.00 | 13.80 | F- | 51.50 | | | |
| 07/19 | Vic | 0800 | 1800 | | 0.00 | 14.50 | F- | 51.50 | | | |
| 07/20 | Vic | 0800 | 1800 | | 0.00 | | F- | 51.50 | | | |
| 07/21 | Vic to New West(A/C) | 0800 | 1800 | | 0.00 | 329.58 | F- | 51.50 | | | |
| | | | | | | 329.58 | | | | | |
| | | | | | | (Less tips) | | | | | |
| TOTALS OF COLUMNS | | | | | 36. \$ 0.00 | 37. 443.78 \$ s.2 | 38. ✓ \$ 231.75 | 39. 749.72 s.22 | 40. \$ 0.00 | Claim Total \$ s.22 | |
| 48. Client Code | 49. Resp. | 50. Service Line | | 51. STOB | 52. Project | | 45. Supplier Code | | Amount | | |
| 112 | 32805 | 34610 | | 5701 | 3200000 | | s.22 | | 1,425.25 \$ s.22 | | |
| 112 | | | | | | | | | | | |
| 112 | | | | | | | | | | | |
| 112 | | | | | | | | | | | |
| Less Travel Advance | | | | | | | | | | | |
| 112 | | | | | | | | | | | |
| | | | | | | | | | | 54. 1,425.25 \$ s.22 | |
| 45. Employee Signature (See Audit Trail) | | | | | | | | | | AMOUNT DUE TO EMPLOYEE | |
| - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | | | | Print Name | |
| | | | | | | | | | | Date Signed | |
| 56. Spending Authority Signature (See Audit Trail) | | | | | | | | | | Print Name | |
| - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | | | Date Signed | |
| 57. Payment Authority Signature (See Audit Trail) | | | | | | | | | | Print Name | |
| - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | | | | Date Signed | |

Audit Trail for Travel Voucher (Restricted Use) E127023 for Bourke, Brynn

4 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|--|---|-----------|--|
| 2017/08/03 12:41:15 | Molyneux, Jennifer (IDIR\JMOLYNEU) Jennifer.Molyneux@gov.bc.ca | Bourke, Brynn Brynn.Bourke@gov.bc.ca | Notified | Bourke, Brynn Brynn.Bourke@gov.bc.ca |
| 2017/08/03 12:41:42 | Molyneux, Jennifer (IDIR\JMOLYNEU) Jennifer.Molyneux@gov.bc.ca | Bourke, Brynn Brynn.Bourke@gov.bc.ca | Saved | Bourke, Brynn Brynn.Bourke@gov.bc.ca |
| 2017/08/08 13:34:21 | Bourke, Brynn (IDIR\BBOURKE) Brynn.Bourke@gov.bc.ca | ✓ | Initiated | Sims, Jinny Jinny.Sims@gov.bc.ca |
| 2017/08/09 09:07:03 | Sims, Jinny (IDIR\JSIMS) Jinny.Sims@gov.bc.ca | ✓ | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127023 for Bourke, Brynn

0 note(s) returned.

| Created On | Author | Note |
|------------|--------|------|
| | | |

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PURCHASE

BC Ferries

2017/07/17
Tsawwassen
To
Swartz Bay
AUTH ONLY

1 Adult 17.20
Fuel Rebate 0.50-

Total 16.70
Visa s.22 16.70

005/01-66223131
0013862900
Approved: 095461
CHANGE DUE 0.00

LANE 43

TSA 17 Jul 2017 11:06



1007099 789600

SEE REVERSE SIDE OF TICKET

Yellow Cab 250-381-2222 250-381-2242
Download Yellowcab taxi APP from App Store

Date: July 17, 2017 Amount: \$23.00

Driver: ✓ Car #:

From S.15 To: HOTEL



BLUEBIRD CABS LTD

CAB 38
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

ID: F0342463

BATCH#: 022
SHIFT#: 001

Sale

#: 000000030

Chip
SE0H: 022001001030

Label: VISA CREDIT
00000031010
00 00 00 00

s.22

Total: CAD\$

20.00

APPROVED 095451
001/00

18-Jul-17

08:17:06

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

YELLOW CAB

817 FISGARD STREET V8W1R9

VICTORIA BC

21852400

GH2185240083

PURCHASE

07-18-2017

13:09:24

ACCL # ***** s.22

Exp Date **/**

Card Type VI

Name: BRYNN BOURKE

A0000000031010

VISA CREDIT

Operator: 083

Trace # 816

Inv. # 083

Auth # 072101

RRN 001572012

Purchase

Tip

Total

\$11.00

s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLUEBIRD CABS LTD

CAB 25
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

ID: ES342463

BATCH#: 022
SHIFT#: 001

July 18

Sale

#: 000000003

Chip

Label: VISA CREDIT

0000000031010

00 00 00 00

s.22

Amount: \$

15.21

Tip: \$

s.22

Total: CAD\$

APPROVED 003381
001/00

18-Jul-17

20:20:29

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400Z1

**** PURCHASE ****

07-19-2017 07:49:19
Acct # ***** s.22 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Operator: 222
Trace # 3575
Inv. # 642
Auth # 07017I RRN 001682001

Purchase \$13.80
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240004

**** PURCHASE ****

07-20-2017 08:11:23
Acct # ***** s.22 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Operator: 004
Trace # 81
Inv. # 004
Auth # 03103I RRN 001547002

Purchase \$14.50
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240055

PURCHASE

07-21-2017 17:07:39
Acct # ***** s.22 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Operator: 055
Trace # 1573
Inv. # 55
Auth # 015081 RRN 001714008

Purchase
Tip
Total
\$60.00
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240051

PURCHASE

07-21-2017 08:27:21
Acct # ***** s.22 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Operator: 051
Trace # 8760
Inv. # 051
Auth # 097691 RRN 001742001

Purchase
Tip
Total
\$12.90
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CARDHOLDER COPY

APPROVED
TH# 000451
THANK YOU
01-02

VISA CREDIT
A0000000031010
2789E3B1A49A4961
8080008000-6800
01D97E82B1889264
80008000-7800

s.22

PURCHASE
AMOUNT
TAX
TOTAL
\$42.00

RECEIPT NUMBER
085006010-001-606-004-0

CLERK ID
INVOICE #
CARD TYPE
DATE
TIME
2017/07/21
6029 19:00:00
12144

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

42.35

July 21/17

07-21-17

| | | | | |
|-----------------------|--------------|--------|-----------|------------|
| Brinn Bourke ✓ | Folio No. | : s.22 | Room No. | : s.15 |
| | A/R Number | : | Arrival | : 07-17-17 |
| | Group Code | : | Departure | : 07-21-17 |
| | Company | : | Conf. No. | : s.22 |
| | s.15 Rewards | : | Rate Code | : RACK |
| | Invoice No. | : | Page No. | : 1 of 2 |

| Date | Description | Charges | Credits |
|----------|------------------|---------|------------|
| 07-17-17 | Room Charge | 159.00 | ✓ |
| 07-17-17 | GST | 7.95 | |
| 07-17-17 | PST 8% | 12.72 | |
| 07-17-17 | Municipal | 4.77 | |
| 07-17-17 | Energy Surcharge | 2.85 | |
| 07-17-17 | GST | 0.14 | x 4 nights |
| 07-18-17 | Room Charge s.15 | 159.00 | ✓ |
| 07-18-17 | GST | 7.95 | |
| 07-18-17 | PST 8% | 12.72 | |
| 07-18-17 | Municipal | 4.77 | |
| 07-18-17 | Energy Surcharge | 2.85 | |
| 07-18-17 | GST | 0.14 | |
| 07-19-17 | Room Charge s.22 | 159.00 | ✓ |
| 07-19-17 | GST | 7.95 | |
| 07-19-17 | PST 8% | 12.72 | |
| 07-19-17 | Municipal | 4.77 | |
| 07-19-17 | Energy Surcharge | 2.85 | |
| 07-19-17 | GST | 0.14 | |
| 07-20-17 | Room Charge | 159.00 | ✓ |
| 07-20-17 | GST | 7.95 | |
| 07-20-17 | PST 8% | 12.72 | |
| 07-20-17 | Municipal | 4.77 | |

Merchant ID: 000000004379652
Term ID: 07020247
82366780013

PreAuth Complete

VISA CREDIT

AID: A0000000031010

Entry Method: Chip

Batch#: 000802

07/21/17

07:54:55

Ref#: 000033459651

Inv #: 015033 Appr Code: 056941

Total: \$ 749.72

Customer Copy

07-21-17

| | | | | |
|---------------------|----------------|--------|-----------|---------------|
| Brinn Bourke | Folio No. | : s.22 | Room No. | : s.15 |
| | A/R Number | : | Arrival | : 07-17-17 |
| | Group Code | : | Departure | : 07-21-17 |
| | Company | : | Conf. No. | : s.22 |
| | s.15 Rewards : | | Rate Code | : RACK |
| | Invoice No. | : | Page No. | : 2 of 2 |

| Date | Description | Charges | Credits |
|----------------|------------------|---------------|-----------------|
| 07-20-17 | Energy Surcharge | 2.85 | |
| 07-20-17 | GST | 0.14 | |
| 07-21-17 | Visa s.22 | | 749.72 |
| Total | | 749.72 | 749.72 ✓ |
| Balance | | 0.00 | ✓ |

s.15

Bourke, Brynn PREM:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Thursday, July 20, 2017 3:30 PM
To: Bourke, Brynn PREM:EX
Subject: Air Canada - 21 Jul: Victoria - Vancouver (Booking Reference: s.22
Attachments: Air_Canada_Booking_Confirmation s.22

Booking Confirmation

Booking Reference: s.22

Date of issue: 20 Jul, 2017

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 general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

In preparation for your trip



Select Seats



Check in



Manage my booking



Sign up for flight notifications

Passengers

 **Ms. Brynn
Bourke** ✓

Seats
AC8076 s.15

Ticket Number
0142180687277

Depart

Economy Flex

Friday
21 Jul, 2017

17:50
Victoria
Victoria Intl. (YYJ),
British Columbia



18:16
Vancouver
Vancouver Intl. (YVR),
Terminal M


AC8076

0hr26
Economy V
Operated by: Air Canada Express - Jazz | Q400

Purchase summary

Credit/Debit Card
s.22

Amount paid: \$214.33
Full details can be found in
your attached
Itinerary/Receipt

Tax information
1 adult

Goods and Services Tax -
Canada no. 100092287
RT0001
\$10.21

 Air Transportation Charges

1adult

182.00

 Taxes, fees and charges

32.33

GRAND TOTAL (Canadian dollars)

\$214³³



Travel Voucher (Restricted Use)

Control No.

E127024

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | | | | |
|---|--|-----------------------------|--------------|---|---------------------------------|-----------------------|----------------------------------|--|----------------------------|----------------------------|--------------------------|-------------------------------|------------------------------------|-----------------|
| Name Bourke, Brynn ✓ | | | | Employee ID S.22 | | | | Phone Number (250) 812-2680 | | | | | | |
| Client Organization Citizens' Services | | | | Job Title Ministerial Assistant | | | | Travel Group Code 3 | | | | | | |
| 5. Date Completed 2017/08/03 | | | | 6. Fiscal Year 2018 | | | | 7. Special Cheque Issue | | | | | | |
| | | | | | | | | 8. Cheque Stub Information | | | | | | |
| Type of Travel In Province | | | | 14. Reason for Travel Meetings in Victoria (July 24-28) | | | | Headquarters New Westminster | | | | | | |
| 12. Mailing Address for Cheque 916 Henley Street New Westminster, BC V3M 4C1 | | | | | | | | | | | | | | |
| 16. Travel Dates | | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | | 20. & 21. Meals | | 22. Lodging Costs | | 20. & 21. Miscellaneous | |
| | | Destination | Start | End | Km | Cost | | | Claim | Cost | | | Cost | Describe |
| 2017 | | New West to Vic(H/I) | 0730 | 1800 | | 0.00 | \$?? | | F- | 51.50 | | | 289.76 | |
| 07/24 | | Vic | 0800 | 1800 | | 0.00 | 315.33 | | F- | 51.50 | | | 289.76 | |
| 07/25 | | Vic | 0800 | 1800 | | 0.00 | ↓ | | F- | 51.50 | | | 289.76 | |
| 07/26 | | Vic | 0800 | 1800 | | 0.00 | less taxi tips | | F- | 51.50 | | | 289.76 | |
| 07/27 | | Vic | 0800 | 1800 | | 0.00 | S.22 | | F- | 51.50 | | | | |
| 07/28 | | Vic to New West(H/I) | 0800 | 1800 | | 0.00 | 284.50, less tips | | | | | | | |
| TOTALS OF COLUMNS | | | | | | 36. \$ 0.00 | 37. 599.83 \$ S.22 | | 38. ✓ \$ 257.50 | 39. ✓ \$ 1159.04 | 40. \$ 0.00 | Claim Total \$ S.22 | | |
| 48. Client Code | | 49. Resp. | | 50. Service Line | | 51. STOB | | 52. Project | | 45. Supplier Code | | Amount | | |
| 112 | | 32805 | | 34610 | | 5701 | | 3200000 | | S.22 | | \$ S.?? | | |
| 112 | | | | | | | | | | | | | | |
| 112 | | | | | | | | | | | | | | |
| 112 | | | | | | | | | | | | | | |
| Less Travel Advance | | | | | | | | | | | | | | |
| 112 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 54. 2016.37 \$ S.22 | | |
| AMOUNT DUE TO EMPLOYEE | | | | | | | | | | | | | | |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | | Print Name | | Date Signed | | | | |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | Print Name | | Date Signed | | | | |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | | Print Name | | Date Signed | | | | |

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

-rec'd August 24/17

2017-08-16

Audit Trail for Travel Voucher (Restricted Use) E127024 for Bourke, Brynn

4 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|--|---|-----------|--|
| 2017/08/03 12:54:42 | Molyneux, Jennifer (IDIR\JMOLYNEU) Jennifer.Molyneux@gov.bc.ca | Bourke, Brynn Brynn.Bourke@gov.bc.ca | Saved | Bourke, Brynn Brynn.Bourke@gov.bc.ca |
| 2017/08/09 09:33:29 | Bourke, Brynn (IDIR\BBOURKE) Brynn.Bourke@gov.bc.ca | | Saved | Bourke, Brynn Brynn.Bourke@gov.bc.ca |
| 2017/08/09 09:34:11 | Bourke, Brynn (IDIR\BBOURKE) Brynn.Bourke@gov.bc.ca | | Initiated | Sims, Jinny Jinny.Sims@gov.bc.ca |
| 2017/08/09 15:11:58 | Sims, Jinny (IDIR\JSIMS) Jinny.Sims@gov.bc.ca | ✓ | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127024 for Bourke, Brynn

0 note(s) returned.

| Created On | Author | Note |
|------------|--------|------|
| | | |

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Janke, Debra FIN:EX

From: Bourke, Brynn CITZ:EX
Sent: Wednesday, August 30, 2017 2:30 PM
To: Janke, Debra FIN:EX
Subject: FW: T/V#E127024 Bourke, Brynn

Hi Debra,

s.15 is not able to provide me with a folio as I used a 3rd party to rent my hotel. Please see the confirmation below. No personal expenses were incurred.

Thank you for your assistance.

Brynn

From: confirmations@getaroom.com [<mailto:confirmations@getaroom.com>]
Sent: Friday, July 21, 2017 2:39 PM
To: Bourke, Brynn PREM:EX
Subject: HotelsOne.com - Reservation Confirmation #s.22

HotelsOne.com

Thank you for booking your hotel reservation. Your reservation has been prepaid and is fully guaranteed. Rest assured, your reservation has been successfully submitted to the hotel.

Upon check in, please present a valid ID and major credit card for incidentals only.

If you have any questions or require any additional information regarding your reservation, please contact our customer care department.

Reservation Details

Status **CONFIRMED**

Conf. **s.22**

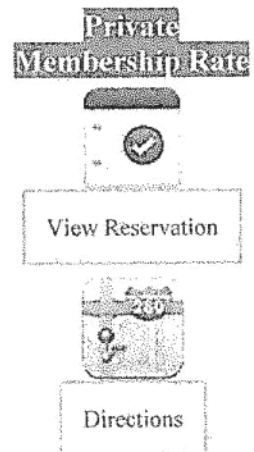
Arrival **Monday, Jul 24, 2017**

Departure **Friday, Jul 28, 2017**

Costs & Fees

Subtotal **US\$ 630.12**

Tax Recovery Charges & Service Fees **US\$ 266.48**



Janke, Debra FIN:EX

From: Bourke, Brynn CITZ:EX
Sent: Wednesday, August 30, 2017 2:16 PM
To: Janke, Debra FIN:EX
Cc: Fleurant, Kathleen MTIC:EX
Subject: RE: T/V#E127024 Bourke, Brynn

Hi Debra,

I used a third party to rent my hotel. Please find below the confirmation from HotelsOne.com. s.15 does not have a folio for my stay. s.22 I'm happy to chat by phone if it would help. Going forward, if you need any information, please contact Kathleen Fleurant.

Thanks so much for your help.

Brynn Bourke

Hi Brynn,

The charge of \$1,159.04 on your credit card does not indicate the Canadian amount and the US exchange rate used at the time of processing. As previously requested for auditing purposes, I require a copy of the s.15 folio to show the breakdown of charges.

Please provide.

Thanks.
Debra

From: confirmations@getaroom.com [<mailto:confirmations@getaroom.com>]
Sent: Friday, July 21, 2017 2:39 PM
To: Bourke, Brynn PREM:EX
Subject: HotelsOne.com - Reservation Confirmation s.22

HotelsOne.com

Thank you for booking your hotel reservation. Your reservation has been prepaid and is fully guaranteed. Rest assured, your reservation has been successfully submitted to the hotel.

Upon check in, please present a valid ID and major credit card for incidentals only.

If you have any questions or require any additional information regarding your reservation, please



Janke, Debra FIN:EX

From: Janke, Debra FIN:EX
Sent: Thursday, August 17, 2017 12:09 PM
To: Bourke, Brynn PREM:EX
Subject: RE: T/V#E127024 Bourke, Brynn

Hi Brynn,

Yes, please send a copy of your visa statement and black out charges that do not pertain to your travel claim.

Thanks.
Debra

From: Bourke, Brynn PREM:EX
Sent: Thursday, August 17, 2017 11:17 AM
To: Janke, Debra FIN:EX
Subject: RE: T/V#E127024 Bourke, Brynn

Hi Debra – this reservation was made through a 3rd party. Is it possible to provide a copy of my Visa statement which shows the transaction as proof of payment?

Brynn

From: Janke, Debra FIN:EX
Sent: Wednesday, August 16, 2017 11:58 AM
To: Bourke, Brynn PREM:EX
Subject: T/V#E127024 Bourke, Brynn

Hi Brynn,

For auditing purposes, please email copy of the s.15
booking confirmation, attached only).

Folio for your stay, July 24-28/17 (copy of

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

Bourke, Brynn PREM:EX

From: confirmations@getaroom.com
Sent: Friday, July 21, 2017 2:39 PM
To: Bourke, Brynn PREM:EX
Subject: HotelsOne.com - Reservation Confirmation s.22

HotelsOne.com

Thank you for booking your hotel reservation. Your reservation has been prepaid and is fully guaranteed. Rest assured, your reservation has been successfully submitted to the hotel.

Upon check in, please present a valid ID and major credit card for incidentals only.

If you have any questions or require any additional information regarding your reservation, please contact our customer care department.

Reservation Details

Status **CONFIRMED**

Conf. # **s.22**

Arrival **Monday, Jul 24, 2017**

Departure **Friday, Jul 28, 2017**

Costs & Fees

Subtotal **US\$ 630.12**

Tax Recovery Charges & Service Fees **US\$ 266.48**

Private Membership Total **US\$ 896.60** CDN CHARGED TO PERSONAL CREDIT CARD \$1,159.04, COPY ATTACHED

HOTEL FOLIO INDICATING
DAILY BREAKDOWN, NOT
AVAILABLE, SEE ATTACHED
EMAIL FROM EMPLOYEE,
DATED AUG 30/17

This payment will be processed in the United States and will appear on your statement as "cci*Hotel-EBooking".

Hotel Details

Hotel **s.15**

Rooms **1 Double Occupancy Room**

Private
Membership Rate



View Reservation



Directions

Customer and Travelers

Guest Brynn Bourke

Adults 1 ✓

Children 0

Customer Brynn Bourke

Phone s.22

Email brynn.bourke@gov.bc.ca

Address s.22

Need Help?

US toll-free 1 (800) 327-1200

International 1 (214) 960-2646

Additional Fees Collected by the Property

Resort Fee per Night: CA\$1.89

Cancellation Policy

Each room in this reservation is subject to the hotel's cancellation policy which is: This reservation is non-refundable. There is no refund for no-shows or early checkouts.

Booking Ref. Number

s.22

Account Activity

[TD Home](#)[Apply](#)[BRYNN S BOURKE](#)[Logout](#)[Site Search](#)[Help](#) | [Print](#)

2

TD AEROPLAN VISA INFINITE S.22



OWNER

Current Balance

Pending Transactions

Available Credit

Credit Limit

Balance Date as of

Statement

Jul 18, 2017 - Aug 16, 2017

Payment Due

Sep 06, 2017

S.22

[Pay](#)

Last Payment

Seeing a Transaction in two places?

Transactions may sometimes temporarily show under Pending and Posted at the same time. This has no effect on your Current Balance or Available Credit.

[View Transactions](#)

Jul 18, 2017 - Aug 16, 2017 (Last statement) ▼

S.22

EMPLOYEE EMAIL CONFIRMATION DATED AUGUST 30/17, ATTACHED

NO PERSONAL CHARGES:

CHARGED TO VISA JULY, 21/17 ARRIVAL DATE: JULY 24/17

Jul 21, 2017

CCI*HOTEL-EBOOKING

1,159.04

s.22

Select Download Format



Download

Please note: We have discovered a temporary issue that occurs while you are downloading your credit card activity to your preferred version of accounting software. This may cause some transactions to appear more than once. We are working to correct this issue and apologize for any

YELLOW CAB
817 FISGARD STREET V3W1R9
VICTORIA BC
21852400
GH2185240023

**** PURCHASE ****

07-24-2017 10:15:45
Acct # ***** s.22 C
Exp Date **/** Card Type VI
Name: BRYNN BOURKE
A0000000031010 VISA CREDIT

Operator: 123
Trace # 6421
Inv. # 355
Auth # 05562I RRN 001698001

Purchase (\$62.10)
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

ROYAL CITY TAXI # 49
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD ***** s.22
CARD TYPE VISA
DATE 2017/07/24
TIME 5526 07:35:06
CLERK ID 1031
RECEIPT NUMBER
C85054616-001-001-617-0

PURCHASE
AMOUNT (\$49.40)
TIP s.22
TOTAL s.22

VISA CREDIT
A0000000031010
D6EFE65D0F2A0128
8080008000-6800
DFCA2763AD839BEC
8080008000-7800

APPROVED

AUTH# 032011 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#104643655
525*525*5616
AT xxxxxx

YELLOW CAB
817 FISCARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240096

**** PURCHASE ****

07-28-2017 15:42:47

Acct # ***** s.22 C

Exp Date **/** Card Type VI

Name: BRYNN BOURKE

A0000000031010 VISA CREDIT

Operator: 096

Trace # 8261

Inv. # 096

Auth # 063981 RRN 001669005

Purchase

Tip

Total

(S8.20)
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ***** s.22
CARD TYPE VISA
DATE 2017/07/28
TIME 8351 17:50:16
CLERK ID 999
RECEIPT NUMBER
C85053836-001-523-001-0

PURCHASE
AMOUNT \$46.30
TIP s.22
TOTAL s.22

VISA CREDIT
A0000000031010
D0565E39AFB73F6C
8080008000-6800
08A5F88D2B2E9B14
8080008000-7800

APPROVED

AUTH# 083001 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE

Subject: Air Canada - 24 Jul: Vancouver - Victoria (Booking Reference: s.22)

From: Air Canada (confirmation@aircanada.ca)

To: s.22

Date: Sunday, July 23, 2017 10:30 AM

s.22

Booking Confirmation

Booking Reference: s.22

Date of issue: 23 Jul, 2017

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 general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

In preparation for your trip



Select Seats



Check in



Manage my booking



Sign up for flight notifications

Passengers



**Ms. Brynn
Bourke**

Seats

AC8057 s.15

Ticket Number

0142180779980

Depart

Economy Flex

Monday
24 Jul, 2017

08:55

Vancouver

Vancouver Intl. (YVR),
Terminal M



09:26

Victoria

Victoria Intl. (YYJ),
British Columbia



AC8057

0hr31

Economy V

Operated by: Air Canada Express - Jazz | Q400

Purchase summary

Credit/Debit Card

XXXX-XXXX-XXXX s.22

Amount paid: \$203.83

Full details can be found in your
attached Itinerary/Receipt

Tax information

1 adult /

Goods and Services Tax - Canada

no. 100092287 RT0001

\$9.71



Air Transportation Charges

1adult

182.00



Taxes, fees and charges

21.83

GRAND TOTAL (Canadian dollars)

\$203⁸³

Friday, July 28, 2017

724

16:20 Victoria Harbour ✓

16:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare ✓

. Brynn Bourke, Female

Add to Calendar

Invoice s.22

FARE-YWH-Full_Summer - 2017

\$219.05

+ GST

\$10.95

Billing

\$219.05

Taxes

\$10.95

Grand Total

\$230.00

Visa

\$230.00

Date / Time

July 28, 2017 @ 3:44:08 PM

Summary

s.22

Expiration

10 / 2017

Authorization

07524I

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

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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

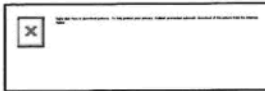
Parking:

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

Aircraft Type:

Bourke, Brynn PREM:EX

From: passengerservices@helijet.com
Sent: Monday, July 24, 2017 2:55 PM
To: Bourke, Brynn 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

Brynn Bourke

Booking s.22

Friday, July 28, 2017

Invoice: s.17

724

16:20 Victoria Harbour

16:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

. Brynn Bourke, Female

Add to Calendar

FARE-YWH-Full_Summer - 2017

\$219.05

+ GST

\$10.95

Billing

\$219.05

Taxes

\$10.95

Grand Total

\$230.00

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



Control No.

E127025

| | | |
|----------------------------|-----------------------|--------------------------|
| Name | Employee ID | Phone Number |
| Bourke, Brynn ✓ | S.22 | (250) 812-2680 |
| Client Organization | Job Title | Travel Group Code |
| Citizens' Services | Ministerial Assistant | 3 |

| | | |
|--------------------------------------|--|--|
| 2017/08/03 | 2018 | |
| Type of Travel In Province | 14. Reason for Travel Meetings in Victoria (July 31-Aug 3) | Headquarters New Westminster |

916 Henley Street New Westminster, BC V3M 4C1

| | | | | | | |
|-------------------|---------|--------------------|-----------|-----------------------------------|---------|-------------|
| TOTALS OF COLUMNS | 36. | 37. | 38. | 39. | 40. | Claim Total |
| | \$ 0.00 | \$ 400.30 \$ 22 | \$ 180.25 | \$ 664.29 \$ 756.00 | \$ 0.00 | \$ 22 |

[illegible]

AMOUNT DUE TO EMPLOYEE

| | | |
|---|------------|-------------|
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | Print Name | Date Signed |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | Print Name | Date Signed |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | Print Name | Date Signed |

Audit Trail for Travel Voucher (Restricted Use) E127025 for Bourke, Brynn

3 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|--|---|-----------|--|
| 2017/08/03 13:13:40 | Molyneux, Jennifer (IDIR\JMOLYNEU) Jennifer.Molyneux@gov.bc.ca | Bourke, Brynn Brynn.Bourke@gov.bc.ca | Notified | Bourke, Brynn Brynn.Bourke@gov.bc.ca |
| 2017/08/08 13:34:58 | Bourke, Brynn (IDIR\BBOURKE) Brynn.Bourke@gov.bc.ca | | Initiated | Sims, Jinny Jinny.Sims@gov.bc.ca |
| 2017/08/09 09:06:26 | Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca | | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127025 for Bourke, Brynn

0 note(s) returned.

| Created On | Author | Note |
|------------|--------|------|
| | | |

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Janke, Debra FIN:EX

From: Janke, Debra FIN:EX
Sent: Friday, August 18, 2017 11:50 AM
To: Bourke, Brynn PREM:EX
Subject: RE: T/V#E127025

Hi Brynn,

Thanks for providing proof of payment for your August 3rd flight. I will add the flight cost to your total reimbursement.

** For auditing purposes, I require a copy of s.15 Folio, indicating charges, dates and taxes, etc. Please
call Hotel and request a zero balance copy. as of August 22/17 s.15 ; folio, not received rec'd Aug. 24/17

Thanks.
Debra

From: Bourke, Brynn PREM:EX
Sent: Wednesday, August 16, 2017 3:47 PM
To: Janke, Debra FIN:EX
Subject: RE: T/V#E127025

Hi Debra – Here is a copy of the Helijet proof of payment for the August 3rd flight (below).

Please let me know if you require any additional information.

Brynn Bourke
Ministerial Assistant
Ministry of Citizens' Services

Hi Brynn,

For your above-noted travel claim, please provide proof of payment for Helijet flight on July 31st in the amount \$179.00. Travel Claim does not indicate reimbursement for Helijet flight on August 3/17. Was the flight paid on an Office Purchase Card?

For auditing purposes, please email copy of s.15 folio indicating zero balance, breakdown of charges, taxes, etc.

Thanks.
Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>

INVOICE

Ms Brynn Bourke ✓
 209-88-tenth street
 New Westminster BC V3M 6H8
 Canada

Room No. : s.15
 Arrival : 07-31-17
 Departure : 08-03-17

Membership No :
 A/R Number :
 Group Code :
 Company Name : Provincial Government

Page No. : 1 of 1
 Conf. No. : s.22
 Folio No. :
 Reference No. :
 GST#80311-6524-RT0001

| Date | Posting | Charges CAD | Credits CAD |
|----------|-------------------------------------|----------------|---------------------|
| 07-31-17 | s.15 Room# s.15 : CHECK# 0028309 | 31.25 | |
| 07-31-17 | Room Revenue | 189.00 | |
| 07-31-17 | Room Destination Fee | 1.89 | \$221.43 x 3 nights |
| 07-31-17 | Room GST Tax | 9.54 | |
| 07-31-17 | Room PST Tax | 21.00 | |
| 08-01-17 | Room Revenue | 189.00 | |
| 08-01-17 | Room Destination Fee | 1.89 | |
| 08-01-17 | Room GST Tax | 9.54 | |
| 08-01-17 | Room PST Tax | 21.00 | |
| 08-02-17 | s.15 Room# s.15 : CHECK# 0028572 | 30.20 | |
| 08-02-17 | Room Revenue | 189.00 | |
| 08-02-17 | Room Destination Fee | 1.89 | |
| 08-02-17 | Room GST Tax | 9.54 | |
| 08-02-17 | Room PST Tax | 21.00 | |
| 08-03-17 | Visa s.22 | | 725.74 |
| Total | | 725.74 | 725.74 |
| Balance | | \$ 0.00 ✓ | |

ROYAL CITY TAXI # 50
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD ****s.22
CARD TYPE VISA
DATE 2017/07/31
TIME 4503 08:29:02
CLERK ID 1150
RECEIPT NUMBER
C85054492-001-001-737-0

PURCHASE
AMOUNT \$42.30
TIP s.22
TOTAL s.22

VISA CREDIT
A0000000031010
C8D4FAAF4E6659F4
8080008000-6800
8831A797C8A29103
8080008000-7800

APPROVED

AUTH# 046941 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#104643655
604*525*5616

Bourke, Brynn PREM:EX

From: passengerservices@helijet.com
Sent: Friday, July 28, 2017 8:54 AM
To: Bourke, Brynn 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 | Brynn Bourke |

Booking s.22

| | |
|---------------------------------|----------------------------------|
| Monday, July 31, 2017 ✓ | Invoice s.17 |
| | FARE-YWH-OffPeak_Summer \$170.48 |
| 709 | + GST \$8.52 |
| 09:30 Vancouver Harbour | |
| 10:05 Victoria Harbour ✓ | Billing \$170.48 |
| | Taxes \$8.52 |
| 35 minutes | Grand Total \$179.00 |

Confirmed

1 Passengers - Sale ✓
• Brynn Bourke, Female

[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

| | |
|--------------------------------|--|
| 709 | |
| 09:30 Vancouver Harbour | + GST \$8.52 |
| 10:05 Victoria Harbour | |
| Dropoff: | Billing \$170.48 |
| Taxi Requested | Taxes \$8.52 |
| | Grand Total \$179.00 |
| 35 minutes | Visa \$179.00 |
| Confirmed | Date / Time July 31, 2017 @ 8:30:48 AM |
| 1 Passengers - Sale ✓ | Summary s.22 |
| • Brynn Bourke, Female | Expiration 10 / 2017 |
| | Authorization 002431 |
| <u>Add to Calendar</u> | |

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

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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

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 | Brynn Bourke |

| Booking s.22 | |
|----------------------------|---|
| Thursday, August 3, 2017 ✓ | Invoice S.17 |
| 718 | FARE-YWH-OffPeak_Summer \$170.48 |
| 14:30 Victoria Harbour ✓ | + GST \$8.52 |
| 15:05 Vancouver Harbour | |
| 35 minutes | Billing \$170.48 |
| | Taxes \$8.52 |
| Confirmed | Grand Total \$179.00 |
| 1 Passengers - Sale ✓ | Visa \$179.00 |
| . Brynn Bourke, Female | |
| <u>Add to Calendar</u> | Date / Time August 3, 2017 @ 1:37:24 PM |
| | Summary s.22 |
| | Expiration 10 / 2017 |
| | Authorization 091981 |

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

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-

Bourke, Brynn PREM:EX

From: s.15
Sent: Friday, July 28, 2017 9:37 AM
To: Bourke, Brynn PREM:EX
Subject: Updates to your reservation at s.15



Dear Brynn Bourke,

Your reservation at s.15 has been updated. Please find below the current details of your reservation. Should you require any assistance, please do not hesitate to let us know.

We look forward to welcoming you to Victoria!

These are the details of your updated reservation:

**Confirmation
Number:**

s.22

Guest Name:

Ms Brynn Bourke

Arrival Date:

Monday, Jul 31 2017

Departure Date:

Thursday, Aug 3 2017

Accommodation:

Standard Two Doubles



s.15

s.15 this 350 sq. ft room features residential views, two double beds, a working desk, chair and mini fridge. High speed internet access is free!

Number of Guests:

1 adult

Nightly Rate:

Monday, Jul 31 2017 CAD189.00

Tuesday, Aug 1 2017 CAD189.00

Wednesday, Aug 2 2017 CAD189.00

Rate Description:

Rate includes one breakfast voucher per night. Provincial government ID required at check-in.

Check In Time:

04:00 PM

Check Out Time:

11:00 AM

Cancellation Notice:

Reservations cancelled after 4pm on the day of arrival are subject to a penalty of one night room and taxes. Group bookings are subject to the contracted terms & conditions.

We wish you safe travels.

s.15



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127093

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | |
|--|-----------------------------|-------------------------|---|---|--------------------|----------------------------------|----------------------------|---------------------------------------|-----------------------------------|------------------------------------|--------------------|
| Name Winstanley, Lori ✓ | | | | Employee ID s.22 | | | | Phone Number (250) 812-8206 | | | |
| Client Organization Energy, Mines and Petroleum Resources | | | | Job Title Ministerial Assistant | | | | Travel Group Code 3 | | | |
| 5. Date Completed 2017/08/23 | | | 6. Fiscal Year 2018 | | | 7. Special Cheque Issue | | | 8. Cheque Stub Information | | |
| Type of Travel In Province | | | 14. Reason for Travel Ministry Business | | | | | | Headquarters Vernon | | |
| 12. Mailing Address for Cheque PO Box 9052 STN PROV GOVT Minister's Office Victoria, BC V9W 9E2 | | | | | | | | | | | |
| 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
| | Destination | Start | End | Km | Cost | | Claim | Cost | | Cost | Describe |
| 2017 | Van to Vic | 0900 | 1000 | | 0.00 | 16.70 | | 0.00 | | | |
| 07/17 | Ferry to Airport | 1000 | 1030 | | 0.00 | 26.00 | | 0.00 | | | |
| 07/17 | Victoria | 1100 | 1200 | | 0.00 | 12.00 | | 0.00 | | | |
| 07/17 | Victoria | 1300 | 1700 | | 0.00 | | | 0.00 | | 412.49 | National (5 days) |
| 07/17 | Victoria | 0900 | 1700 | | 0.00 | | F- | 51.50 | | | |
| 07/18 | Victoria | 0900 | 1200 | | 0.00 | | | 0.00 | | 2.00 | Parking |
| 07/18 | Victoria | 1200 | 1500 | | 0.00 | | | 0.00 | | 6.00 | Parking |
| 07/18 | Victoria | 1500 | 1600 | | 0.00 | | | 0.00 | | 6.00 | Parking |
| 07/18 | Victoria | 1600 | 1700 | | 0.00 | | | 0.00 | | 6.00 | Parking |
| 07/18 | Victoria | 0900 | 1700 | | 0.00 | | F- | 51.50 | | | |
| TOTALS OF COLUMNS | | | | | 36. | 37. | | 38. | 39. | 40. | Claim Total |
| | | | | | \$ 0.00 | \$ 54.70 | | \$ 103.00 | \$ 0.00 | \$ 432.49 | \$ 590.19 |
| 48. Client Code | 49. Resp. | 50. Service Line | | 51. STOB | 52. Project | | 45. Supplier Code | | Amount | | |
| 057 | 057 | 27011 | | 5701 | 2700000 | | s.22 | | \$ 0.00 | | |
| 057 | 27011 057 | 26700 27044 | | 5701 | 2700000 | | | | \$ 590.19 | | |
| 057 | | | | | | | | | | | |
| 057 | | | | | | | | | | | |
| Less Travel Advance | | | | | | | | | | | |
| 057 | | | | | | | | | | | |
| | | | | | | | | | | 54. AMOUNT DUE TO EMPLOYEE | |
| | | | | | | | | | | \$ 590.19 | |
| 45. Employee Signature (See Audit Trail) | | | | | | | Print Name | | Date Signed | | |
| - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | | | | | |
| 56. Spending Authority Signature (See Audit Trail) | | | | | | | Print Name | | Date Signed | | |
| - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | | | | |
| 57. Payment Authority Signature (See Audit Trail) | | | | | | | Print Name | | Date Signed | | |
| - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | | | | | |

Audit Trail for Travel Voucher (Restricted Use) E127093 for Winstanley, Lori

8 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|---|---|----------|---|
| 2017/08/23 09:04:49 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 09:09:10 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Notified | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 09:09:51 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 09:48:53 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 09:49:07 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Notified | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:31:25 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:31:57 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Approved | Mungall, Michelle Michelle.Mungall@gov.bc.ca |
| 2017/08/25 16:49:12 | Mungall, Michelle (IDIR\MMUNGAL) Michelle.Mungall@gov.bc.ca | ✓ | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127093 for Winstanley, Lori

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|---|
| 2017/08/23 09:04:49 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | <u>July 17</u> - Walk on Ferry, Taxi to airport to get rental car, National, Full Day Meal per diem <u>July 18</u> - Parking, Full Day Meal per Diem |

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Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

RECEIPT - PLEASE RETAIN

PURCHASE 2017/07/17

| | |
|--------------|--------------|
| 1 Adult | 17.20 |
| Fuel Rebate | 0.50 |
| Total | 16.70 |

MasterCard
***** S.22 **16.70**

AUTH 017668 66251453 0010013110 H

MasterCard
A0000000041010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

TSA 17 Jul 2017 09:23:00



7007462 536996
SEE REVERSE SIDE OF TICKET
KIOSK00746



250-381-2222 250-381-2242

Download Yellowcab taxi APP from App Store

correct date: 170717

Date: 17-06-17 Amount: 26.00 **\$26.00**

Driver: COLT Car #: 17

From: FERRY To: VIC AIR PORT



Kelly
Printing
604-594-2324

Bluebird Cabs Ltd.

250-382-2222

1-800-665-7055

250-382-3611

DISPATCH

SERVING
GREATER VICTORIA
SINCE 1946

ACCOUNTS

Date: 07/17/17 Amount: 12.00 **\$12.00**

From: 533 Stn To: Cur/Kerr

Driver: 40 Car #: 40

Fare includes G.S.T. G.S.T. #

Download our App to book and track your cab on your phone!





RA # 171880837

Bill Ref# s.22

Renter Name s.22

s.22

3ST/HST R122251432

Rental Location

VICTORIA ARPT
1640 ELECTRA BLVD SUITE 134
VICTORIA BC V8L5V4

17-JUL-2017 11:57 AM

Phone (250)656 2541

Return Location

VICTORIA DWTN DOUGLAS ST
767 DOUGLAS STREET
VICTORIA BC V8W2B4

** 21-JUL-2017 04:37 PM

Phone (250)386 1213

Vehicle # YYJA0785
Model ACCENT
Class Driven CCAR
Class Charge CCAR
License# AW256H
State/Province BRITISH COLUMBIA
M/Kms Driven 89
M/Kms Out 10618
M/Kms In 10707

Charges

No Unit Price/Unit

Amount

**RETURN: X REF T/V#E127094

TIME & DISTANCE

** 5 Days 55.00

275.00 *

UNLIMITED MILES/KM - TIME & DIST

M/Kms

0.00 *

REFUELING SERVICE CHARGE

16

Litre

2.72

43.52 *

CONCESSION RECOUP FEE 13.44PCT

282.50

37.97 *

PROV VEHICLE RENTAL TAX \$1.50/DAY

5

Days

1.50

7.50 *

VEH LIC FEE RECOVERY 1.50/DAY

5

Days

1.50

7.50 *

PROVINCIAL SALES TAX @7.000 %

320.47

22.43

GOODS AND SERVICES TAX @5.000 %

371.49

18.57

Rate Info

Messages

* Taxable Items
Subject to Audit

Total Charges

CAD 412.49

Payments

Master Card

s.22

AUTH: 017609 17-JUL-2017 366.80

Master Card

s.22

AUTH: 017629 17-JUL-2017 300.00

Payment

-412.49

Customer Service Number 1-800-468-3334

Amount Due

CAD 0.00



| | | | | | |
|--|----------|--------------------------------|-------------------|-----------------------------|--|
| RA # 171880837 | | RES # 222 | | EC # | |
| LORI S.22 WINSTANLEY | | ACCOUNT | | FT # | |
| VERNON, BC S 22 | | EXT REF # | | | |
| RENTAL LOCATION | | RENTAL DATE | | RETURN LOCATION | |
| VICTORIA ARPT (250)656 2541 | | 17-JUL-2017 | | VICTORIA ARPT (250)656 2541 | |
| 1640 ELECTRA BLVD SUITE 134 | | RENTAL TIME | | 1640 ELECTRA BLVD SUITE 134 | |
| VICTORIA, BC V8L5V4 | | 11:57 AM | | VICTORIA, BC V8L5V4 | |
| RATE RULES AND QUALIFICATIONS INITIAL X _____ | | | | RETURN DATE | |
| ALTERNATE DAILY OPTION #4 | | | | 21-JUL-2017 | |
| | | | | RETURN TIME | |
| | | | | 06:00 PM | |
| VEHICLE INFORMATION | | | | | |
| RESERVED | | COMPACT 2/4 DOOR AUTOMATIC A/C | | | |
| DRIVEN | | COMPACT 2/4 DOOR AUTOMATIC A/C | | | |
| CHARGED | | COMPACT 2/4 DOOR AUTOMATIC A/C | | | |
| MAKE | | HYUNDAI | | | |
| MODEL | | ACCENT | | | |
| COLOR | | BLUE DK | | | |
| ODOMETER | | 10618 | | | |
| PLATE | | AW256H | | | |
| REG AREA | | BC | | | |
| VEHICLE # | | YYJA0785 | | | |
| BAY | | | | | |
| STALL | | | | | |
| CHARGES | | UNIT | PRICE/UNIT | CURRENT CHARGE | |
| RENTER'S RESPONSIBILITY | | | | | |
| * TIME & DISTANCE | Hour | 18.33 X | | 0.00 | |
| * TIME & DISTANCE | WEEK | 385.00 X | | 0.00 | |
| * TIME & DISTANCE | Day | 55.00 X 5 | | 275.00 | |
| * UNLIMITED MILES/KM-TIME & DISTANCE | M/KM | 0.00 X | | 0.00 | |
| * REFUELING SERVICE CHARGE | Litre | 2.99 X | | 0.00 | |
| * CONCESSION RECOUP FEE 13.44PCT @ 13.44% | | | | 37.97 | |
| * PROV VEHICLE RENTAL TAX \$1.50/DAY | Day | | | 7.50 | |
| * VEH LIC FEE RECOVERY 1.50/DAY | Day | | | 7.50 | |
| PROVINCIAL SALES TAX | Percenta | 0.00 X | | 22.43 | |
| GOODS AND SERVICES TAX 5.00% | | | | 16.40 | |
| ESTIMATED CHARGES | | | | 366.80 INITIAL X _____ | |
| (ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED). | | | | | |
| PAYMENTS | | | | | |
| MASTERCARD S.2 Auth # | | | | | |
| MASTERCARD 2 Auth # | | | | | |
| I DECLINE OPTIONAL LOSS DAMAGE WAIVER. X _____ | | | | | |
| I DECLINE NATIONAL'S OPTIONAL ROADSIDE ASSISTANCE PROTECTION X _____ | | | | | |
| I RECOGNIZE THAT MY INSURANCE POLICY WILL BE PRIMARY INSURANCE COVERAGE FOR DAMAGE OR LIABILITY AS TO THE CAR WHILE I AM THE RENTER. X _____ | | | | | |
| I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS AGREEMENT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVERS LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE | | | | | |

RA # 171880837

PAGE 1 OF 2



RES s.22
171880837

RA



PAGE 2 OF 2

DISPUTE RESOLUTION PROVISIONS CONTAINED IN THIS
AGREEMENT.

RENTER : _____

OWNER: H.A.L.T. Holdings Ltd. Canada Company
Vehicle is restricted to British Columbia, Alberta, State of Washington

1165

IS YOUR PARKING SPACE

550 Superior

▼ PARKING TIME EXPIRES AT ▼

18/07/

09:04am



ENJOY DOWNTOWN

2017 Ticket 0045547
AMOUNT CAD 002.00 CC
GST Paid: CAD 000.10
17/07/2017 4pm

1167

IS YOUR PARKING SPACE

550 Superior

▼ PARKING TIME EXPIRES AT ▼

18/07/

12:00pm



ENJOY DOWNTOWN

2017 Ticket 0045548
AMOUNT CAD 006.00 CC
GST Paid: CAD 000.29
18/07/2017 12am

1167

IS YOUR PARKING SPACE

550 Superior

▼ PARKING TIME EXPIRES AT ▼

18/07/

03:11pm



ENJOY DOWNTOWN

2017 Ticket 0045555
AMOUNT CAD 006.00 CC
GST Paid: CAD 000.29
18/07/2017 :11pm

1167

IS YOUR PARKING SPACE

550 Superior

▼ PARKING TIME EXPIRES AT ▼

18/07/

03:53pm



ENJOY DOWNTOWN

2017 Ticket 0045557
AMOUNT CAD 006.00 CC
GST Paid: CAD 000.29
18/07/2017 :53pm

EM18EXEDIJ



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127094

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | |
|---|-----------------------------|---|------------|---|-------------|---------------------------------------|----------------------------|
| Name Winstanley, Lori | | | | Employee ID S.22 | | Phone Number (250) 812-8206 | |
| Client Organization Energy, Mines and Petroleum Resources | | | | Job Title Ministerial Assistant | | Travel Group Code 3 | |
| 5. Date Completed 2017/08/23 | | 6. Fiscal Year 2018 | | 7. Special Cheque Issue | | 8. Cheque Stub Information | |
| Type of Travel In Province | | 14. Reason for Travel Ministry Business | | | | Headquarters Vernon | |
| 12. Mailing Address for Cheque PO BOX 9052 STN PROV GOVT Victoria, BC V9W 9E2 | | | | | | | |
| 16. Travel Dates | 17. Places Travelled | | | 18. 0.53 Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals |
| | Destination | Start | End | Km | Cost | Claim | Cost |
| 2017 | | | | | | | |
| 07/19 | Victoria | 0800 | 1700 | | 0.00 | | 0.00 |
| 07/19 | Victoria | 0800 | 1700 | | 0.00 | F- | 51.50 |
| 07/20 | Victoria | 0800 | 1700 | | 0.00 | | 0.00 |
| 07/20 | Victoria | 0900 | 1700 | | 0.00 | F- | 51.50 |
| 07/21 | Victoria | 1730 | 1900 | | 0.00 | | 0.00 |
| 07/21 | Victoria | 0900 | 1700 | | 0.00 | F- | 51.50 |
| 07/21 | Victoria | 0900 | 1700 | | 0.00 | | 0.00 |
| 07/21 | Vic to Van | 1700 | 1900 | | 0.00 | | 0.00 |
| 07/21 | Vancouver | 0800 | 1700 | | 0.00 | | 0.00 |
| 07/22 | Van to Vernon | 0800 | 1700 | 450 | 238.50 | | 0.00 |
| TOTALS OF COLUMNS | | | | 450 kms | \$ 238.50 | 37. 118.70 | 38. \$ 154.50 |
| | | | | | \$ 401.70 | | 39. 283.63 |
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FIN 10 (EFI-F0012 v2.6.1)

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

*no receipt-email confirmation, attached

*incl in J/V to transfer costs to Premiers Office: departed on BC Ferries Victoria-Vancouver @ 17:38

D/J Sept. 6/17

Audit Trail for Travel Voucher (Restricted Use) E127094 for Winstanley, Lori

5 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|---|---|----------|---|
| 2017/08/23 09:37:01 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 09:46:21 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Notified | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:33:15 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:33:25 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Approved | Mungall, Michelle Michelle.Mungall@gov.bc.ca |
| 2017/08/25 16:48:49 | Mungall, Michelle ✓ (IDIR\MMUNGAL) Michelle.Mungall@gov.bc.ca | | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127094 for Winstanley, Lori

2 note(s) returned.

| Created On | Author | Note |
|---------------------|--|---|
| 2017/08/23 09:37:01 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Continued from E127093 |
| | | <u>July 19, 20, 21 Parking</u> |
| 2017/08/23 09:46:21 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | July 17 - 21 <u>s.15</u> (4 nights) |
| | | July 21 Walk on Ferry vic to Van |
| | | <u>s.22</u> |
| | | <u>July 22 Drive home to Vernon 450 km milage</u> |
| | | July 19 - Parking in Victoria, Full Day meal |
| | | <u>per diem</u> |
| | | July 20 - Parking in Victoria, Full Day meal |
| | | <u>per diem</u> |
| | | July 21- Parking in Victoria, Full Day Meal |
| | | per diem, <u>s.15</u> (July 17 - 21) |
| | | July 21 - Walk on Ferry Vic to Van, overnight |
| | | <u>s.22</u> <u>Vancouver</u> |
| | | July 22 - Drive home to Vernon 450 km milage |

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PARKING RECEIPT

PLACE FACE UP ON DASH

Expiration Date/Time

08:02 PM
JUL 19, 2017

chase Date/Time: 08:02am Jul 19, 2017
al Due: \$36.00 Rate: Park \$3.00 Per Hour
al Paid: \$36.00 Payment Type: Card
ket #: 00023617
#: 200006140157
ting: Lot 174
h Name: Lot 174 - 1

s.22 MasterCard Auth #: 019438

RECEIPT

Expiration Date/Time: 08:02pm Jul 19, 2017
chase Date/Time: 08:02am Jul 19, 2017
al Due: \$36.00 Rate: Park \$3.00 Per Hour
al Paid: \$36.00 Payment Type: Card
ket #: 00023617
ting: Lot 174
h Name: Lot 174 - 1

s.22 MasterCard Auth #: 019438

PARKING RECEIPT

PLACE FACE UP ON DASH

Expiration Date/Time

08:47 PM
JUL 20, 2017

chase Date/Time: 07:47am Jul 20, 2017
al Due: \$39.00 Rate: Park \$3.00 Per Hour
al Paid: \$39.00 Payment Type: Card
ket #: 00023726
#: 200006140157
ting: Lot 174
h Name: Lot 174 - 1

s.22 MasterCard Auth #: 020758

RECEIPT

Expiration Date/Time: 08:47pm Jul 20, 2017
chase Date/Time: 07:47am Jul 20, 2017
al Due: \$39.00 Rate: Park \$3.00 Per Hour
al Paid: \$39.00 Payment Type: Card
ket #: 00023726
ting: Lot 174
h Name: Lot 174 - 1

s.22 MasterCard Auth #: 020758

PARKING RECEIPT

PLACE FACE UP ON DASH

Expiration Date/Time

05:01 PM
JUL 21, 2017

chase Date/Time: 08:01am Jul 21, 2017
al Due: \$27.00 Rate: Park \$3.00 Per Hour
al Paid: \$27.00 Payment Type: Card
ket #: 00023667
#: 200006140157
ting: Lot 174
h Name: Lot 174 - 1

s.22 MasterCard Auth #: 021042

RECEIPT

Expiration Date/Time: 05:01pm Jul 21, 2017
chase Date/Time: 08:01am Jul 21, 2017
al Due: \$27.00 Rate: Park \$3.00 Per Hour
al Paid: \$27.00 Payment Type: Card
ket #: 00023667
ting: Lot 174
h Name: Lot 174 - 1

s.22 MasterCard Auth #: 021042

Janke, Debra FIN:EX

From: Hansen, Lucy EMPR:EX
Sent: Tuesday, September 19, 2017 9:50 PM
To: Janke, Debra FIN:EX
Subject: RE: Follow up

Hi Debra,

Please see comments in red as per the information provided please process TVs.

Thank you,

Lucy

From: Janke, Debra FIN:EX
Sent: Tuesday, September 19, 2017 2:27 PM
To: Hansen, Lucy EMPR:EX
Subject: RE: Follow up

Hi Lucy,

Clarification is needed as follows:

Minister Mungall

Meal per diems are being claimed on T/V#E127157. There are no previous travel claims that corresponds with the travel voucher dates Aug 1-3. Please advise how the Minister came to Victoria on August 1 . –AC8247 Castlegar to Van and then AC 8063 Van-Vic on July 31 ..I will scan over the flight receipts

Meal per diem in the amount of \$36.00 for August 8 was paid on travel claim E127156. I can adjust the per diem on E127157 Aug 8 to \$25.00 which equals a full day per diem between the two travel claims. Please confirm. yes that fine

Lori Winstanley:

There is claim under T/V#E127094 in the amount of \$283.00 (Other Transport Costs) on July 22. Claim indicates Lori drove (450 kms) from Vancouver to Vernon. Receipts totalling \$283.00 were not included. Please advise. Please remove the 283.00 for other items I don't see the receipts – so please remove so we can process this claim.

Thanks.
Debra

From: Hansen, Lucy EMPR:EX
Sent: Tuesday, September 19, 2017 12:54 PM
To: Janke, Debra FIN:EX
Subject: Follow up

Janke, Debra FIN:EX

From: Hansen, Lucy EMPR:EX
Sent: Thursday, September 14, 2017 9:24 AM
To: Janke, Debra FIN:EX
Subject: RE: T/V#E127094 Lori Winstnaley
Attachments: Expense Notes from Lori Winstanley august thru sept 8.docx

Hi Debra,

Here are the extra notes from Lori.



Lucy Hansen

Administrative Coordinator to the
Honourable Michelle Mungall
Minister of Energy, Mines and Petroleum Resources
Direct: 250-387-2201
Office: 250-953-0900
E-mail: Lucy.Hansen@gov.bc.ca

From: Janke, Debra FIN:EX
Sent: Thursday, September 14, 2017 9:06 AM
To: Hansen, Lucy EMPR:EX
Subject: FW: T/V#E127094 Lori Winstnaley

Hi Lucy,

Following up. Have you had a response from Lori?

Thanks.
Debra

From: Janke, Debra FIN:EX
Sent: Wednesday, September 6, 2017 11:21 AM
To: Hansen, Lucy EMPR:EX
Subject: RE: T/V#E127094 Lori Winstnaley

Thanks, Lucy.

Debra

From: Hansen, Lucy EMPR:EX
Sent: Wednesday, September 6, 2017 11:20 AM
To: Janke, Debra FIN:EX
Subject: RE: T/V#E127094 Lori Winstnaley

s.15

Account: s.22

Date: 8/18/17

Room: s.1 LGOVBC

Arrival Date: 7/17/17

Departure Date: 7/21/17

Check In Time: 7/17/17 12:56 PM

Check Out Time: 7/21/17 7:39 AM

Rewards Program ID:

You were checked out by: eli

You were checked in by: khilto

Total Balance Due: 0.00Winstanley, Lori
s.22

| Post Date | Description | Comment | Amount |
|-----------|------------------------------|-----------------------|--------|
| 7/17/17 | s.22 | | |
| 7/17/17 | Room Charge | s.15 Winstanley, Lori | 109.00 |
| 7/17/17 | Municipal/Regional Dist. Tax | | 3.27 |
| 7/17/17 | Goods & Services Tax | | 5.45 |
| 7/17/17 | Provincial Sales Tax | \$126.44 x 4 nights | 8.72 |
| 7/18/17 | s.22 | | |
| 7/18/17 | Room Charge | s.1 Winstanley, Lori | 109.00 |
| 7/18/17 | Goods & Services Tax | | 5.45 |
| 7/18/17 | Provincial Sales Tax | | 8.72 |
| 7/18/17 | Municipal/Regional Dist. Tax | | 3.27 |
| 7/19/17 | s.22 | | |
| 7/19/17 | Room Charge | s.15 Winstanley, Lori | 109.00 |
| 7/19/17 | Goods & Services Tax | | 5.45 |
| 7/19/17 | Provincial Sales Tax | | 8.72 |
| 7/19/17 | Municipal/Regional Dist. Tax | | 3.27 |
| 7/20/17 | Room Charge | s.15 Winstanley, Lori | 109.00 |
| 7/20/17 | Municipal/Regional Dist. Tax | | 3.27 |
| 7/20/17 | Goods & Services Tax | | 5.45 |
| 7/20/17 | Provincial Sales Tax | | 8.72 |
| 7/21/17 | Master Card | s.22 | s.22 |

505.76

Folio Summary 7/17/17 - 7/21/17

| | |
|------------------------------|-------------|
| Room Charge | 436.00 |
| Goods & Services Tax | 21.80 |
| Provincial Sales Tax | 34.88 |
| Municipal/Regional Dist. Tax | 13.08 |
| Lounge Food | 59.40 |
| Master Card | (565.16) |
| Balance Due: | 0.00 |

PURCHASE



2017/07/21

Swartz Bay

To
Tsawwassen

AUTH ONLY

1 ✓ Adult 17.20
Fuel Rebate 0.50-

Total 16.70
MasterCard 16.70
005/01-66223097
0013912760
Approved: 021004
CHANGE DUE 0.00

LANE 04

SWB 21 Jul 2017 17:38



1005077 168270
97453
SEE REVERSE SIDE OF TICKET

PLACE FACE UP ON DASH
Stalls are subject to

availability. Weekly and
Monthly rates do not
guarantee an empty stall.
Expiration Date/Time

03:30 PM

JUL 22, 2017

Add Time#:373184

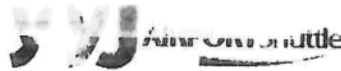
Purchase Date/Time: 01:30pm Jul 22, 2017
Total Due: \$2.00 Rate: Hourly
Total Paid: (\$2.00) Payment Type: Card
Ticket # 00147923
S/N #: 100008370010
Setting: 10-0405-EMERG-04
Mach Name: 10-0405-04

s.22

MasterCard

Auth #: 04005B

Thank You!
Your parking payment
helps support
patient care.



A12MA55P00ET

YYJ Airport Shuttle
1640 Electra Blvd
Sidney, BC V8L 5V4
www.yyjairportshuttle.com

Adult
1 Trip
valid 1 Trip

s.22



Receipt
YYJ Airport Shuttle

07/23/2017 20:12

1640 Electra Blvd
Sidney, BC V8L 5V4
www.yyjairportshuttle.com

1x YYJ Main

25.00

Adult

1 Trip

GST: 105/03094810001
5.0%: 1.19 CAD

Total: 25.00 CAD

Credit Card: 25.00 CAD

ENJOY YOUR STAY IN VICTORIA!
Kelly K

s.22

NOT WITHIN TRAVEL DATES FOR
T/V#E127094-TO BE RESUBMITTED
ON FUTURE CLAIM

YYJ AIRPORT SHUTTLE
4196 GLANFORD AVE
VICTORIA BC

CARD *****s.22
CARD TYPE MASTERCARD
DATE 2017/07/23
TIME 6720 20:13:15
RECEIPT NUMBER
C85027893-001-001-300-0

PURCHASE
TOTAL

\$25.00

MasterCard
A0000000041010
3DEC8E0AF79879BE
0000008000-E800
098356013BDF5531

APPROVED

AUTH# 023113 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127095

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | |
|---|---|---|---------------------------------------|
| Name Winstanley, Lori ✓ | | Employee ID s.22 | Phone Number (250) 812-8206 |
| Client Organization Energy, Mines and Petroleum Resources | | Job Title Ministerial Assistant | Travel Group Code 3 |
| 5. Date Completed 2017/08/23 | 6. Fiscal Year 2018 | 7. Special Cheque Issue | 8. Cheque Stub Information |
| Type of Travel In Province | 14. Reason for Travel Ministry Business | | Headquarters Vernon |

12. Mailing Address for Cheque
PO BOX 9052 STN PROV GOVT Minister's Office Victoria, BC V9W 9E2

| 16. Travel Dates | 17. Places Travelled | 18. Personal Vehicle Use | 19. Other Transport Costs | 20. & 21. Meals | 22. Lodging Costs | 20. & 21. Miscellaneous |
|--------------------------|-----------------------|--------------------------|---------------------------|-----------------|-------------------|--|
| | Destination Start End | Km Cost | | Claim Cost | | Cost Describe |
| 2017 | | | | | | |
| 07/23 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| 07/24 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| 07/25 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| 07/26 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| 07/27 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| 07/28 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| 07/29 | Victoria 0900 1700 | 0.00 | | F- 51.50 | | |
| *07/30 | Victoria 0900 1700 | 0.00 | | F-BL 30.50 | | July 27/17Hotel parking, pd |
| 07/28 | Victoria 0900 1700 | 0.00 | | | | on TV#E127097 |
| 07/28 | Victoria 0900 1700 | 0.00 | | | | Parking |
| | | | | | | Dry Cleaning, group 3-not eligible within Canada |
| TOTALS OF COLUMNS | | 36. \$ 0.00 | 37. \$ 0.00 | 38. ✓ \$ 391.00 | 39. \$ 0.00 | 40. 0 \$ 44.00 |
| | | | | | | Claim Total 391.00 \$ 435.60 |

| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | Amount |
|-------------------------------|-----------|------------------|-------------------|-------------|-------------------|----------------------|
| 057 | 27011-057 | 26700 27044 | 5704 ₂ | 2700000 | s.22 | 391.00 \$ 0.00 |
| 057 | 057 | 27044 | 5704 | 2700000 | | \$ 435.60 |
| 057 | | | | | | |
| 057 | | | | | | |
| Less Travel Advance | | | | | | |
| 057 | | | | | | |
| AMOUNT DUE TO EMPLOYEE | | | | | | 54. 391.00 \$ 435.60 |

| | | |
|---|-------------------|--------------------|
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | Print Name | Date Signed |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | Print Name | Date Signed |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | Print Name | Date Signed |

Audit Trail for Travel Voucher (Restricted Use) E127095 for Winstanley, Lori

6 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|---|---|----------|---|
| 2017/08/23 10:48:04 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 11:25:30 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 11:29:22 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Notified | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:34:28 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:34:35 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Approved | Mungall, Michelle Michelle.Mungall@gov.bc.ca |
| 2017/08/25 16:48:17 | Mungall, Michelle ✓ (IDIR\MMUNGAL) Michelle.Mungall@gov.bc.ca | | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127095 for Winstanley, Lori

2 note(s) returned.

| Created On | Author | Note |
|---------------------|--|--|
| 2017/08/23 10:48:04 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | July 23 - Full Day meal per diem July 24 - Full Day meal per diem July 25 - Full Day meal per diem July 26 - Full Day meal per diem July 27 - Full Day meal per diem July 28 - Full Day meal per diem July 29 - Full Day meal per diem July 30 - Dinner only meal per diem July 28 - s.15 (5 nights - July 23 - 27) |
| 2017/08/23 11:29:22 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | July 23/24/25/26/27/28/29/ Full Day meal per diem July 30 Dinner only meal per diem July 28 - Parking Fee at the s.15 prev pd K Ref#E127097 July 28 - s.22 at the s.15 - group 3, not eligible |

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Room : s.15
 Folio # : s.22
 Cashier # : 3855
 Page # : 1 of 2

Reference No.

Ms Lori Winstanley
 Canada

Arrival : 07/23/17
 Departure : 07/28/17

| Date | Description | Additional Information | Charges | Credits |
|----------|----------------------------|--------------------------------|---------|---------------|
| 07/23/17 | s.22 | | | |
| 07/23/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/23/17 | Destination Marketing Fee | | 2.49 | |
| 07/23/17 | Hotel Room Tax | | 27.66 | |
| 07/23/17 | Room GST | | 12.57 | |
| 07/24/17 | s.22 | | | |
| 07/24/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/24/17 | Destination Marketing Fee | | 2.49 | |
| 07/24/17 | Hotel Room Tax | | 27.66 | |
| 07/24/17 | Room GST | | 12.57 | |
| 07/25/17 | s.22 | | | |
| 07/25/17 | s.22 | group 3 not eligible 127095 | s.22 | Separate line |
| 07/25/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/25/17 | Destination Marketing Fee | | 2.49 | |
| 07/25/17 | Hotel Room Tax | | 27.66 | |
| 07/25/17 | Room GST | | 12.57 | |
| 07/26/17 | s.22 | | | |
| 07/26/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/26/17 | Destination Marketing Fee | | 2.49 | |

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact Indu Brar, General Manager, at Indu.Brar@fairmont.com.
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Thank you for choosing to stay with s.15

s.15

Room : s.15
Folio # : s.22
Cashier # : 3855
Page # : 2 of 2

Reference No.

Arrival : 07/23/17
Departure : 07/28/17

Ms Lori Winstanley
Canada

| Date | Description | Additional Information | Charges | Credits |
|----------|-------------------------------|------------------------|---------|---------|
| 07/26/17 | Hotel Room Tax | | 27.66 | |
| 07/26/17 | Room GST | | 12.57 | |
| 07/27/17 | s.22 | | | |
| 07/27/17 | | | | |
| 07/27/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/27/17 | Destination Marketing Fee | | 2.49 | |
| 07/27/17 | Hotel Room Tax | | 27.66 | |
| 07/27/17 | Room GST | | 12.57 | |
| 07/27/17 | Parking-prev pd X Ref#E127097 | | 32.00 | |
| 07/28/17 | In Room Dining | Room# S.1 CHECK# 83554 | 24.57 | |
| 07/28/17 | Mastercard | s.22 06/20 s.22 | | |

Total

Balance Due

0.00

GST Summary

Room : 62.85
F&B : s.22
Other : 2.12
Total : s.22

s.15

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Thank you for choosing to stay with s.15



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127097

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | |
|---|---|---------------------------------------|
| Name Winstanley, Lori ✓ | Employee ID s.22 | Phone Number (250) 812-8206 |
| Client Organization Energy, Mines and Petroleum Resources | Job Title Ministerial Assistant | Travel Group Code 3 |

| | | | |
|--|-------------------------------|--------------------------------|-----------------------------------|
| 5. Date Completed 2017/08/23 | 6. Fiscal Year 2018 | 7. Special Cheque Issue | 8. Cheque Stub Information |
|--|-------------------------------|--------------------------------|-----------------------------------|

| | | |
|--------------------------------------|---|-------------------------------|
| Type of Travel In Province | 14. Reason for Travel Ministry Business | Headquarters Nelson |
|--------------------------------------|---|-------------------------------|

12. Mailing Address for Cheque
PO BOX 9052 STN PROV GOVT Minister's Office Victoria, BC V9W 9E2

| 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
|-------------------|----------------------|-------|------|--------------------------|----------------------|---------------------------|-----------------|---------------------|---------------------------|--|------------------------|
| | Destination | Start | End | Km | Cost | | Claim | Cost | | Cost | Describe |
| 2017 | | | | | | | | | | | |
| 07/23 | Victoria | 0900 | 1700 | | 0.00 | | | 0.00 | 291.72 | Hotel charges: X Ref#E127095, not prev. pd. 32.00 | 1 night, Hotel parking |
| 07/24 | Victoria | 0900 | 1700 | | 0.00 | | | 0.00 | 291.72 | | |
| 07/25 | Victoria | 0900 | 1700 | | 0.00 | | | 0.00 | 291.72 | | |
| 07/26 | Victoria | 0900 | 1700 | | 0.00 | | | 0.00 | 291.72 | | |
| 07/27 | Victoria | 0900 | 1700 | | 0.00 | | | 0.00 | 291.72 | | |
| 07/28 | Victoria | 0900 | 1000 | | 0.00 | 1.50 | | 0.00 | | | |
| 07/28 | Victoria | 1000 | 1200 | | 0.00 | 0.50 | | 0.00 | | | |
| 07/28 | Victoria | 1200 | 1241 | | 0.00 | 5.00 | | 0.00 | | | |
| 07/28 | Vic to Van (ferry) | 1700 | 1830 | | 0.00 | 89.50 | s 22 | 0.00 | | | |
| 07/29 | Vancouver | 0900 | 1700 | | 0.00 | ferry, s 22 | | 0.00 | 30.75 | | |
| TOTALS OF COLUMNS | | | | | 36. 96.50 \$ 0.00 | 37. 96.50 \$ s 22 | | 38. 0.00 \$ 0.00 | 39. 1489.35 \$ 1489.35 | 40. 32.00 \$ 0.00 | Claim Total \$ s 22 |
| | | | | | | | | | | | 1617.85 |

| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | Amount |
|-----------------|-----------|------------------|----------|-------------|-------------------|-----------------|
| 057 | 057 | 27011 | 5701 | 2700000 | s.22 | \$ 0.00 |
| 057 | 27011 | 26700 | 5701 | 2700000 | | 1617.85 \$ s.22 |
| 057 | | | | | | |
| 057 | | | | | | |

Less Travel Advance
057

AMOUNT DUE TO EMPLOYEE

54. 1617.85
\$ s.22

45. Employee Signature (See Audit Trail)
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.

Print Name

Date Signed

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

Print Name

Date Signed

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

Print Name

Date Signed

Audit Trail for Travel Voucher (Restricted Use) E127097 for Winstanley, Lori

5 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|---|---|----------|---|
| 2017/08/23 12:02:07 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 12:03:39 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Notified | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:35:31 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:35:41 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Approved | Mungall, Michelle Michelle.Mungall@gov.bc.ca |
| 2017/08/25 16:47:50 | Mungall, Michelle (IDIR\MMUNGAL) Michelle.Mungall@gov.bc.ca | ✓ | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127097 for Winstanley, Lori

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|---|
| 2017/08/23 12:02:07 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | <u>July 23/24/25/26/27</u> s.15 Victoria <u>July 28</u> Parking Victoria, Ferry Victoria to Vancouver <u>July 29</u> Overnight s.22 Vancouver |

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Janke, Debra FIN:EX

From: Janke, Debra FIN:EX
Sent: Wednesday, September 6, 2017 2:50 PM
To: Hansen, Lucy EMPR:EX
Subject: FW: T/V#E127097 Lori Winstanley

Hi Lucy,

Travel Claim has been processed.

The s.15 in not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and return by email.

Thanks.
Debra

From: Janke, Debra FIN:EX
Sent: Wednesday, September 6, 2017 1:39 PM
To: Hansen, Lucy EMPR:EX
Subject: RE: T/V#E127097 Lori Winstanley

Thanks, Lucy.

Travel Claim has been adjusted from \$1602.55 to \$1617.85 to include July 27th Hotel parking \$32.00 (deducted from E127095). s.22

Debra

From: Hansen, Lucy EMPR:EX
Sent: Wednesday, September 6, 2017 12:45 PM
To: Janke, Debra FIN:EX
Subject: RE: T/V#E127097 Lori Winstanley

No please deduct s.22



Lucy Hansen

Administrative Coordinator to the
Honourable Michelle Mungall
Minister of Energy, Mines and Petroleum Resources
Direct: 250-387-2201
Office: 250-953-0900
E-mail: Lucy.Hansen@gov.bc.ca

From: Janke, Debra FIN:EX
Sent: Wednesday, September 6, 2017 12:43 PM

Room : s.15
 Folio # : s.22
 Cashier # : 3855
 Page # : 1 of 2

Reference No.

Ms Lori Winstanley ✓
 Canada

Arrival : 07/23/17
 Departure : 07/28/17

| Date | Description | Additional Information | Charges | Credits |
|----------|----------------------------|------------------------|---------|--------------------------|
| 07/23/17 | s.22 | | | |
| 07/23/17 | Room Charge-Provincial Gov | | 249.00 | Room 5 nights @ \$291.72 |
| 07/23/17 | Destination Marketing Fee | | 2.49 | |
| 07/23/17 | Hotel Room Tax | | 27.66 | |
| 07/23/17 | Room GST | | 12.57 | |
| 07/24/17 | s.22 | | | |
| 07/24/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/24/17 | Destination Marketing Fee | | 2.49 | |
| 07/24/17 | Hotel Room Tax | | 27.66 | |
| 07/24/17 | Room GST | | 12.57 | |
| 07/25/17 | s.22 | | | |
| 07/25/17 | s.22 | | | |
| 07/25/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/25/17 | Destination Marketing Fee | | 2.49 | |
| 07/25/17 | Hotel Room Tax | | 27.66 | |
| 07/25/17 | Room GST | | 12.57 | |
| 07/26/17 | s.22 | | | |
| 07/26/17 | | | | |
| 07/26/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/26/17 | Destination Marketing Fee | | 2.49 | |

Room : s.15
Folio # : s.22
Cashier # : 3855
Page # : 2 of 2

Reference No.

Arrival : 07/23/17
Departure : 07/28/17

Ms Lori Winstanley ✓
Canada

| Date | Description | Additional Information | Charges | Credits |
|----------|----------------------------|--------------------------------|---------|---------------|
| 07/26/17 | Hotel Room Tax | | 27.66 | |
| 07/26/17 | Room GST | | 12.57 | |
| 07/27/17 | s.22 | | | |
| 07/27/17 | | | | |
| 07/27/17 | Room Charge-Provincial Gov | | 249.00 | |
| 07/27/17 | Destination Marketing Fee | | 2.49 | |
| 07/27/17 | Hotel Room Tax | | 27.66 | |
| 07/27/17 | Room GST | | 12.57 | |
| 07/27/17 | Parking | Parking, Pd on E127097 E127095 | (32.00) | Separate line |
| 07/28/17 | s.22 | | | |
| 07/28/17 | Mastercard | s.22 06/20 | s.22 | |

Total

Balance Due

0.00 ✓

GST Summary

Room : 62.85
F&B : s.22
Other : 2.12
Total : s.22

1120

IS YOUR PARKING SPACE

641 Menzies

▼ PARKING TIME EXPIRES AT ▼

28/07/
09:32am



ENJOY DOWNTOWN

2017 Ticket 0055641

AMOUNT CAD 001.50 CC

GST Paid: 7

27/07

5235

IS YOUR PARKING SPACE

1451 Quadra

▼ PARKING TIME EXPIRES AT ▼

28/07/
10:01am



ENJOY DOWNTOWN

2017 Ticket 0035389

AMOUNT CAD 000.50 CC

GST Paid: CAD 000.02

28/07/2017 9:46am

1238

IS YOUR PARKING SPACE

675 Belleville

▼ PARKING TIME EXPIRES AT ▼

28/07/
12:41pm



ENJOY DOWNTOWN

2017 Ticket 0049335

AMOUNT CAD 005.00

GST Paid: CAD 000.24

28/07/2017 10:41am

PURCHASE



2017/07/28

Swartz Bay

To Tsawwassen

AUTH ONLY

RESERVATION-R1800

CONF: s.22

RES: 2

20' Undersize Vehi 57.50

s.22 1 Reservation Pr 17.00

Fuel Rebate 2.70-

Total \$89.50 s.22

Prepayment
MasterCard

s.22

005/01-66223093

0013985840

Approved: 028561

CHANGE DUE 0.00

LANE 04

SWB 28 Jul 2017 17:16



1005031 137359

SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127098

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | | |
|---|-----------------------------|-------------------------|---|---|--------------------------------|----------------------------------|--------|---------------------------------------|-----------------------|-------------------------------|------------------------------------|---------------------------|
| Name Winstanley, Lori ✓ | | | | Employee ID s.22 | | | | Phone Number (250) 812-8206 | | | | |
| Client Organization Energy, Mines and Petroleum Resources | | | | Job Title Ministerial Assistant | | | | Travel Group Code 3 | | | | |
| 5. Date Completed 2017/08/23 | | | 6. Fiscal Year 2018 | | 7. Special Cheque Issue | | | 8. Cheque Stub Information | | | | |
| Type of Travel In Province | | | 14. Reason for Travel Ministry Business | | | | | Headquarters Vernon | | | | |
| 12. Mailing Address for Cheque PO BOX 9052 STN PROV GOVT Minister's Office Victoria, BC V9W 9E2 | | | | | | | | | | | | |
| 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | |
| | | | | | | | | | | | | |
| | Destination | Start | End | Km | Cost | | | Claim | Cost | | Cost | Describe |
| 2017 | Van to Vic (H/A) | 0900 | 1700 | | 0.00 | | 166.00 | | 0.00 | | | |
| 07/30 | Victoria | 0600 | 0800 | | 0.00 | | 5.00 | | 0.00 | | | |
| 07/31 | Victoria | 0800 | 1000 | | 0.00 | | 5.50 | | 0.00 | | | |
| 07/31 | Victoria | 0900 | 1700 | | 0.00 | | 32.94 | | 0.00 | | | |
| 08/05 | Victoria | 0900 | 1700 | | 0.00 | | 5.00 | | 0.00 | | | |
| 08/05 | Victoria | 0900 | 1700 | | 0.00 | | 9.50 | | 0.00 | | | |
| 08/06 | Victoria | 0900 | 1700 | | 0.00 | | 5.00 | | 0.00 | | | |
| 08/07 | Victoria | 0900 | 1700 | | 0.00 | | 5.00 | | 0.00 | | | |
| TOTALS OF COLUMNS | | | | | 36. \$ 0.00 | 37. ✓ \$ 233.94 | | 38. \$ 0.00 | 39. \$ 0.00 | 40. \$ 0.00 | Claim Total ✓ \$ 233.94 | |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | | | Amount | | | | |
| 057 | -057 | 27041 | 5701 | 2700000 | s.22 | | | \$ 0.00 | | | | |
| 057 | 27011 057 | 26700 27041 | 5701 | 2700000 | | | | \$ 233.94 | | | | |
| 057 | | | | | | | | | | | | |
| 057 | | | | | | | | | | | | |
| Less Travel Advance | | | | | | | | | | | | |
| 057 | | | | | | | | | | | | |
| | | | | | | | | | | AMOUNT DUE TO EMPLOYEE | | 54. ✓ \$ 233.94 |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | Print Name | | | Date Signed | | | | |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | Print Name | | | Date Signed | | | | |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | Print Name | | | Date Signed | | | | |

FIN 10 (EFI-F0012 v2.6.1)

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

cont'd from E127097

D/J Sept 7/17

Audit Trail for Travel Voucher (Restricted Use) E127098 for Winstanley, Lori

5 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|---|---|----------|---|
| 2017/08/23 12:46:50 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/23 12:49:29 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | Winstanley, Lori Lori.Winstanley@gov.bc.ca | Notified | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:36:30 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Saved | Winstanley, Lori Lori.Winstanley@gov.bc.ca |
| 2017/08/24 08:36:37 | Winstanley, Lori (IDIR\LWINSTA) Lori.Winstanley@gov.bc.ca | | Approved | Mungall, Michelle Michelle.Mungall@gov.bc.ca |
| 2017/08/25 16:47:24 | Mungall, Michelle ✓ (IDIR\MMUNGAL) Michelle.Mungall@gov.bc.ca | | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127098 for Winstanley, Lori

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|--|
| 2017/08/23 12:46:50 | King, Sandra (IDIR\SMKING) Sandra.M.King@gov.bc.ca | July 30 - Harbour Air to Victoria July 31 - Parking Victoria, Budget Car Rental Aug 5/6/7 - Parking Victoria |

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Harbour Air Seaplanes

Vancouver (504) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

1-800-665-0212
Website: www.harbourair.com
30/07/2017 4:07:47 PM
GST: 54295 5858 R0001

CUSTOMER COPY

Booking #7867332

Lori Winstanely
Sunday, July 30, 2017
1 Passenger(s)

Flight #511
Departs 17:45 PM @ South Vancouver (YVR)
Arrives 18:15 PM @ Victoria Harbour

Invoice #: s.17

1.00 All Skeds - Baggage : Chec \$0.00 CDN
1.00 Sked 500 : Carbon Offset \$0.65 CDN
1.00 Sked 500 : Non-Peak GO G \$157.45 CDN

Gross and Services Tax \$7.90 GST

Grand Total \$166.00 CDN

Payment Information: (\$166.00)

Master Card \$166.00 CDN

Date/Time 30/07/2017 4:07:46 PM
Station YVRC02
Terminal ID YVRC02
Action Purchase/Telephone
Card Type V/C
Card Number s.22
Amount \$166.00
Authorization 030555
Trace Number 012001001027
Response 00-001/APPROVED 030555

CUSTOMER COPY

Free WIFI Password: request99

PLACE FACE UP ON DASH

Expiration Date/Time

06:00 AM
JUL 31, 2017

Purchase Date/Time: 08:13pm Jul 30, 2017
Total Due: \$5.00 Rate: Park til 6AM \$5.00
Total Paid: \$5.00 Payment Type: Card
Ticket #: 00013492
S/N #: 100008390015
Setting: Lot 064
Mach Name: Lot 64 - 1

s.22 , MasterCard

Auth #: 030815

PLACE FACE UP ON DASH

Expiration Date/Time

08:06 AM
JUL 31, 2017

Purchase Date/Time: 06:06am Jul 31, 2017
Total Due: \$5.50 Rate: Park 2 Hrs \$5.50
Total Paid: \$5.50 Payment Type: Card
Ticket #: 00013494
S/N #: 100008390015
Setting: Lot 064
Mach Name: Lot 64 - 1

s.22 MasterCard

Auth #: 031755

Budget Rent A Car of Victoria Ltd.

A-03 YYJ Downtown (Station Code: 4448)

757 Douglas Street
Victoria, British Columbia V8W 2B4
(250) 953-5300

Contract #: S.22

Reservation #: S.22

Renter: WINSTANLEY, LORI ✓

BCD Number: A162000

Company: PERSONAL

Credit Card: Master Card S.22

Rental Rate Used: BCG DT 2016 - A

Vehicle Class: Compact

Km Charge: 0.05 per Km

| Period | From | To | Amount | Km Cap | Type |
|--------|------|-----|---------|--------|---------|
| Day | 1 | End | 28.00 ✓ | 200 | Regular |
| Hour | 25 | End | 14.00 | 0 | Regular |
| Week | 1 | End | 166.60 | 1400 | 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 2.990 per litre).

VLF/ERF: 1.99 (Per Day) subject to taxes

GST: 5% PST: 7% PVRT: 1.50 per Day

Vehicle Not allowed to Travel to Alaska, Mexico & 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 250-953-5300

Contract close subject to final audit.

Remarks:

BC Travel Only

/Estimated Charges: \$32.94 X _____

Vehicle Rented:

Owner: a/Budget Victoria
Model: Yaris LE HB

Unit #: 149799

MVA #: 3327181-4

Licence: AS231K

Km Out: 7840

Km In: 7841

Km Driven: 1

Time Out: 30 Jul 2017 18:38

Time In: 31 Jul 2017 10:43

Location In: A-03 YYJ Downtown

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.

Charges:

| Item | Unit | Qty | Charge | GST | PST | PVRT | Billed To |
|----------------|------|-----|--------|------|------|--------|-----------|
| Vehicle Rental | Day | 1 | 28.00 | 1.48 | 1.96 | 1.50 ✓ | |

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds

Total: 32.94

| Type | Date | Amount | Exchange | Amount | Location |
|--|-------------------|--------|----------|--------|----------------|
| Master Card | 31 Jul 2017 10:44 | 32.94 | | | A-03 YYJ Downt |
| BV002S02 01300100101 | S.22 | | | | Purchase ✓ |
| BV002C02 MasterCard APPROVED AID:A0000000041010 00-000 C | | | | | |

Amount Owning

Net Charges & Taxes:

32.94

Net Payment & Refunds:

32.94

PLACE FACE UP ON DASH

Expiration Date/Time

06:00 AM
AUG 05, 2017

Purchase Date/Time: 10:16pm Aug 04, 2017
Total Due: \$5.00 Rate: Park til 6AM \$5.00
Total Paid: \$5.00 Payment Type: Card
Ticket #: 00013997
S/N #: 100008390015
Setting: Lot 064
Mach Name: Lot 64 - 1

s.22 , MasterCard

Auth #: 005584

PLACE FACE UP ON DASH

Expiration Date/Time

06:00 PM
AUG 05, 2017

Purchase Date/Time: 06:04am Aug 05, 2017
Total Due: \$9.50 Rate: Park til 6pm \$9.50
Total Paid: \$9.50 Payment Type: Card
Ticket #: 00014004
S/N #: 100008390015
Setting: Lot 064
Mach Name: Lot 64 - 1

s.22 , MasterCard

Auth #: 005616

PLACE FACE UP ON DASH

Expiration Date/Time

06:00 AM
AUG 06, 2017

Purchase Date/Time: 06:04pm Aug 05, 2017
Total Due: \$5.00 Rate: Park til 6AM \$5.00
Total Paid: \$5.00 Payment Type: Card
Ticket #: 00014085
S/N #: 100008390015
Setting: Lot 064
Mach Name: Lot 64 - 1

s.22 MasterCard

Auth #: 005315

PLACE FACE UP ON DASH

Expiration Date/Time

06:00 AM
AUG 07, 2017

Purchase Date/Time: 06:03pm Aug 06, 2017
Total Due: \$5.00 Rate: Park til 6AM \$5.00
Total Paid: \$5.00 Payment Type: Card
Ticket #: 00014183
S/N #: 100008390015
Setting: Lot 064
Mach Name: Lot 64 - 1

s.22 MasterCard

Auth #: 006967



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127148

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

| | | | | | | | | | | | | | | |
|---|--|-----------------------------|-------------------------|--|---------------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------|---------------------------|---------------------------|-----------------|------------------------------------|--|
| Name Russell, Shannon ✓ | | | | Employee ID s.22 | | | | Phone Number (250) 952-7623 | | | | | | |
| Client Organization Mental Health and Addictions | | | | Job Title Ministerial Assistant | | | | Travel Group Code 3 | | | | | | |
| 5. Date Completed 2017/09/08 | | | | 6. Fiscal Year 2018 | | | | 7. Special Cheque Issue | | | | | | |
| Type of Travel In Province | | | | 14. Reason for Travel to accompany Minister to meetings in van | | | | Headquarters Victoria | | | | | | |
| 12. Mailing Address for Cheque PO Box 9087 Stn Prov Gov't | | | | | | | | | | | | | | |
| 16. Travel Dates | | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | | 20. & 21. Meals | | 22. Lodging Costs | | 20. & 21. Miscellaneous | |
| | | Destination | Start | End | Km | Cost | | | Claim | Cost | P/Card | Cost | Describe | |
| 2017 | | vic/ van (H/A) | 0750 | 0830 | | 0.00 | 246.45 | | F- | 51.50 | | | | |
| 07/27 | | van/ vic | 1630 | 1730 | P/Card | 0.00 | 23.10 | | F-BLD | 12.25 | | | | |
| 07/28 | | vic/ van/ vic (H/A) | 0750 | 1430 | P/Card | 0.00 | 19.00 | | H- | 25.75 | | | | |
| 08/03 | | vic | 0700 | 2359 | | 0.00 | 19.10 | | | 0.00 | | | | |
| 08/21 | | VIC | 0700 | 2359 | | 0.00 | 19.80 | | | 0.00 | | | | |
| 08/29 | | Vic/ van / (H/A) | 0730 | 0830 | P/Card | 0.00 | s.22 190.70 | | F-D | 33.25 | 153.12 | 207.00 | see notes | |
| 09/05 | | van | 0700 | 2349 | | 0.00 | 6.95 | | F-BL | 30.50 | 153.12 | | Aug 31/17 flight, Vic-Van | |
| 09/06 | | van/ vic (H/A) | 1730 | 1800 | | 0.00 | 45.00 459.00 | | F-B | 41.00 | | | Minister Darcy | |
| 09/07 | | | | | | | | | | | | | | |
| TOTALS OF COLUMNS | | | | | | 36. \$ 0.00 | s.22 | | 38. ✓ \$ 194.25 | 39. ✓ \$ 306.24 | 40. ✓ \$ 207.00 | s.22 | | |
| 48. Client Code | | 49. Resp. | 50. Service Line | | 51. STOB | 52. Project | | 45. Supplier Code | | Amount | | | | |
| 027 | | 66M02 | 44900 | | 5701 | 66MH00 MHA00 | | s.22 | | 929.99 \$ 1552.69 | | | | |
| 027 | | 66M02 | 44900 | | 6501 | 66MH00 ✓ | | | | \$ 38.90 | | | | |
| 027 | | 66M02 | 44900 | | 5711 | 66MTVNC (Minister Darcy) | | | | 207.00 | | | | |
| Less Travel Advance | | | | | | | | | | | | | | |
| 027 | | | | | | | | | | | | | | |
| AMOUNT DUE TO EMPLOYEE | | | | | | | | | | | | 54. s.22 | | |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | | Print Name | | Date Signed | | | | |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | Print Name | | Date Signed | | | | |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | | Print Name | | Date Signed | | | | |

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

s.22

Sept 8/17 Flight claims to be submitted on suppl. claim (air invoices not included with receipts)

Audit Trail for Travel Voucher (Restricted Use) E127148 for Russell, Shannon

13 audit trail record(s) returned.

| Date/Time | Who | On Behalf Of | Action | Next To Act |
|---------------------|--|---|----------|---|
| 2017/09/08 15:56:23 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/21 21:31:22 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/26 15:24:09 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/27 13:10:35 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/27 16:11:23 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/28 12:24:54 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/28 13:18:43 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/28 13:19:18 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/09/28 13:19:28 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/10/03 10:31:19 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Russell, Shannon Shannon.Russell@gov.bc.ca | Notified | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/10/03 12:31:37 | Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca | | Saved | Russell, Shannon Shannon.Russell@gov.bc.ca |
| 2017/10/03 12:33:37 | Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca | | Approved | Darcy, Judy Judy.Darcy@gov.bc.ca |
| 2017/10/03 13:50:39 | Darcy, Judy (IDIR\JDARCY) ✓ Judy.Darcy@gov.bc.ca | | Approved | FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca |

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Notes for Travel Voucher (Restricted Use) E127148 for Russell, Shannon

3 note(s) returned.

| Created On | Author | Note |
|---------------------|---|---|
| 2017/09/28 13:18:43 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | July 27th - vic/ van - HA \$ 230.00 - Full day per diem \$ 51.50 - Hotel paid for by Ministry's purchasing card <u>Van-Vic July 28 - Vic/ van - HA - paid for by Ministry PC - per diem \$ 12.25 - incidentals - sky train \$ 11.20 - taxi \$ 11.90</u> Aug. 3rd - HJ - Vic/ van/ Vic - pd for by Ministry pcard - taxi's \$19.00 |
| 2017/09/28 13:19:18 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Aug. 21st - taxi's in Victoria for meetings \$ 19.10 Aug. 29th - taxi's in victorai for meetings - \$19.80 Sept. 5th - Vic/ van - HA - - pd for by office pcard - full day per diem - Dinner \$ 33.25 - hotel \$153.12 - claiming for HA flight paid for by Shannon for Minister Darcy's aug. 31st flight |
| 2017/09/28 13:19:28 | Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca | Sept. 6th - in van for First Nations Leadership Gathering - per diem full day - <u>S. 1 - hotel \$ 153.12</u> Sept. 7th - Van/ Vic - HA - - charged to Shannon's pcard - (both her and Ministers flight as Minister cc wouldn't work \$ 459.00 - per diem \$ 41.00 - Full day - Break |

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127148

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| | | | | | | | | | | | | | | | |
|---|--------------------------------|--|------------|---|-----------------------|-------------------------------------|-------------------------|--|-------------------------|-----------------------------|------------------|---------------------------------------|--|--------------------|--|
| Name Russell, Shannon ✓ Client Organization Mental Health and Addictions | | | | Employee ID s.22 Job Title Ministerial Assistant | | | | Phone Number (250) 952-7623 Travel Group Code 3 | | | | | | | |
| 5. Date Completed 2017/09/08 | | 6. Fiscal Year 2018 | | 7. Special Cheque Issue | | | | 8. Cheque Stub Information | | | | | | | |
| Type of Travel In Province | | 14. Reason for Travel to accompany Minister to meetings in van | | | | | | Headquarters Victoria | | | | | | | |
| 12. Mailing Address for Cheque PO Box 9087 Stn Prov Gov't | | | | | | | | | | | | | | | |
| 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | | 20. & 21. Meals | | 22. Lodging Costs | | 20. & 21. Miscellaneous | | | |
| | | | | | | | | | | | | | | | |
| | Destination | Start | End | Km | Cost | Claim | Cost | Cost | Cost | Describe | | | | | |
| 2017 | vic/ van (H/A) | 0750 | 0830 | | 0.00 | | 246.45 | F- | 51.50 | | | | | | |
| 07/27 | van/ vic | 1630 | 1730 | P/Card | 0.00 | | 23.10 | F-BLD | 12.25 | | | | | | |
| 08/03 | vic/ van/ vic (H/A) | 0750 | 1430 | P/Card | 0.00 | | 19.00 | H- | 25.75 | | | | | | |
| 08/21 | vic | 0700 | 2359 | | 0.00 | | 19.10 | | 0.00 | | | | | | |
| 08/29 | VIC | 0700 | 2359 | | 0.00 | | 19.80 | | 0.00 | | | | | | |
| 09/05 | Vic/ van / (H/A) | 0730 | 0830 | P/Card | 0.00 | S. 90.70 | F-D | 33.25 | 153.12 | 207.00 | see notes | | | | |
| 09/06 | van | 0700 | 2349 | | 0.00 | 6.95 | F-BL | 30.50 | 153.12 | | Aug 31/17 flight | | | | |
| 09/07 | van/ vic (H/A) | 1730 | 1800 | | 0.00 | 45.00 | F-B | 41.00 | | | Minister Darcy | | | | |
| TOTALS OF COLUMNS | | | | | 36. \$ 0.00 | 37. 468.40 \$ 884.10 | 38. \$ 194.25 | 39. \$ 306.24 | 40. \$ 207.00 | s.22 | | | | | |
| 48. Client Code | | 49. Resp. | | 50. Service Line | | 51. STOB | | 52. Project | | 45. Supplier Code | | s.22 | | | |
| 027 | | 66M02 | | 44900 | | 5701 | | 66MH00 | | s.22 | | | | | |
| 027 | | 66M02 | | 44900 | | 6501 | | 66MH00 | | | | | | | |
| 027 | | 66M02 | | 44900 | | 5711 | | 66MTVNC | | | | | | | |
| 027 | | | | | | | | (Minister Darcy) | | | | | | | |
| Less Travel Advance 027 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 54. 1175.89 \$ 1591.59 | | | |
| 45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. | | | | | | | | | | | | Print Name | | Date Signed | |
| 56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | | | | | Print Name | | Date Signed | |
| 57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act. | | | | | | | | | | | | Print Name | | Date Signed | |

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

s.22

Sept 8/17 Flight claims to be submitted on suppl. claim (air invoices not included with receipts)

Please sign

- Hotel Rate approval
- Minister Darcy

D/J Oct 14/17

<http://www.eforms.gov.bc.ca/Libraries/PrintFormsShell.htm>

Page 99 of 110 FIN-2018-83440

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO SKYTRAIN
Main Street Stn
TVN05132
Thu 27 Jul 17 09:11PM

Payment Type: VISA
Purchase: 1 Zone Ticket
Product Price: \$ 2.85

Compass Ticket #: \$2.85
**** * 3606

Credit Card #: s.22
Auth #: 041113
Ref #: TUV4UCVNAGM9
Receipt #: 51733

Card Entry: Chip
AID: A0000000031010
TVR: 0000000000
IS1: 1800 ✓

Retain for your records.
View Translink Policies
at www.translink.ca

Thank You!

YELLOW CAB #250
1441 CLARK DR
VANCOUVER BC ✓

CARD s.22
CARD TYPE VISA
DATE 2017-07-27
TIME 4:12 18.15.19
CLERK ID 5
RECEIPT NUMBER
C85061848-001-001-454-0

PURCHASE
AMOUNT \$7.90
TIP s.22
TOTAL s.22

Visa Credit
A0000000031010
1973987C6B110743
0280008000-E800
E1F527F62C496BB3
0280008000-F800 ✓

APPROVED

AUTH# 056351 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST:

SUNDELL TAXI 071
103 - 12975 11 AVE V3V1B3
SURREY ON
20104439

|||| PURCHASE ||||
07-27-2017 21:51.20
s.22

Exp Date Card Type VI
Name: SUNDELL TAXI
A0000000031010 Visa Credit

Trace # 590002 Operator 271
FB2010443903
Inv. # 919
Auth # 136178 *** 0000000000

Purchase \$5.70
Tip s.22
Total

(00) APPROVED-THANK YOU

Retain this copy for your
records ✓

Expiration 04 / 2018

Authorization 053407

Visa (\$230.00)

Date / Time July 27, 2017 @ 10:13:56 AM

Summary s.22

Expiration 04 / 2018

Authorization 000000

Mastercard \$230.00

Date / Time July 27, 2017 @ 10:14:03 AM

Summary s.17

Expiration 03 / 2021 P/Card, Flight July 28

Authorization 131404

Booking s.22

Friday, July 28, 2017

723

16:00 Vancouver Harbour

16:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Sale ✓

Shannon Russell, Female

Add to Calendar

Invoice S.17

FARE-YWH-OffPeak_Summer \$170.48

+ GST \$8.52

P/Card

Billing \$170.48

Taxes \$8.52

Grand Total \$179.00

Mastercard \$179.00

Date / Time July 27, 2017 @ 10:12:23 AM

Summary s.17

Expiration 03 / 2021

Authorization 131223

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

Wade, Debbie HLTH:EX

From: passengerservices@helijet.com
Sent: Thursday, July 27, 2017 10:17 AM
To: Bracewell, Barb HLTH: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 Shannon Russell
Company Provincial Government

Booking s.22

Thursday, July 27, 2017

704

07:50 Victoria Harbour

08:25 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare ☒

Shannon Russell, Female

Add to Calendar

Invoice s.17

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

Visa **\$230.00**

Date / Time July 27, 2017 @ 7:18:46 AM

Summary s.17

Name RUSSELL/SHANNON S.

Not on CSA

BOOKING CONFIRMED!

s.15

CONFIRMATION

Itinerary Number: S.22

We have charged your credit card for the full payment of this reservation.

1 Queen Bed - Nonsmoking Room - Free Contin...

[+ Room Details](#)[+ Non-Refundable](#)

CA\$189.00 per night

Check-In: July 27, 2017
Check-Out: July 28, 2017
Nights: 1
Guests: Shannon Russell, 1 Adult, 0 Child
Rooms: 1
Description: 1 queen bed non-smoking room with free continental breakfast, free high speed internet and refrigerator

Customer Name: Carole Chan
Customer Email: barb.bracewell@gov.bc.ca
Customer Phone: 250-952-7623

Subtotal: CA\$189.00
Taxes & Fees: CA\$42.06
Total Cost: CA\$231.06

Billing Name: Carole Chan
CC Type: Master Card
CC Number: s.22

CANCELLATION POLICY

27 Jul 17
Thursday28 Jul 17
Friday

1 Room

1 Guest

Room 1: July 27, 2017 CA\$189.00

Taxes & Fees: CA\$42.06

Total: CA\$231.06

Your booking is guaranteed and paid in full.

[Print Receipt](#) s.15[Manage Booking](#)[Book This Hotel](#)

- pd for

s.17

Barb Bracewell's
gov-mc-?

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

27/07/2017 7:18:57 AM
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 #202188

Shannon Russell (Provincial Government)
Thursday, July 27, 2017
1 Passengers

704

Departs 07:50 AM @ Victoria Harbour
Arrives 08:25 AM @ Vancouver Harbour

Invoice #: s.17

1.00 FARE-YWH-Full_Summer - 2 \$219.05 CAD

GST \$10.95 GST

Grand Total \$230.00 CAD

Payment Information:

Visa \$230.00 CAD

| | |
|---------------|------------------------|
| Date/Time | 27/07/2017 7:18:43 AM |
| Station | JYWHCS05 |
| Terminal ID | W66248403 |
| Action | Purchase |
| Card Type | VISA |
| Card Number | s.22 |
| Amount | \$230.00 |
| Authorization | 053407 |
| Trace Number | 0017080080 |
| Response | 01-005/APPROVED 053407 |
| Chip Label | Visa Credit |
| Chip ID | s.22 |

pd. for Sarah Plank also

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO SKYTRAIN
Gateway Stn
TVM18112
Fri 28 Jul 17 02:13PM

Payment Type: VISA
Purchase: 3 Zone Ticket
2 Adult \$5.60
Quantity: 2
Total price: \$ 11.20

Compass Ticket #:
***** 2498
***** 0568

Credit Card #:
***** s.22
Auth #: 076597
Ref #: TU46CUVNCVPB
Receipt #: 12274

Chip
AID:A0000000031010
TVR:0080008000
TS1:F800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You

NEWTON WALLEY
UNIT 1

FILE ID: 0753736 BATCH: 052
FILE TYPE: 10 SHIFT: 000

Sale

INVT: 0000000006
VISA
ST 00:05200001006
Application Label: visa Credit

s.22

For cash on hand
For cash

\$11.90

Amount: \$ 11.90
For cash

Total: CAD\$ 11.90

APPROVED BY 02
001 000

26-Jul-17

00-4000

CUS 0010



076192

BLUEBIRD CABS LTD
CAB 44
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: FJ342463

BATCH#: 220
SHIFT#: 002

Sale

INV#: 0000000008

VISA

Chip

SEON:220001001008

Application Label: Visa Credit

AID: A0000000031010

TVR: 00 00 00 00 00

TSI: F8 00

s.22

Total: CAD\$ 9.90

APPROVED 007543
001/00

01-Aug-17

15:30:25

CUSTOMER COPY
UTATODATA'S LTDST CHATIFF

BLUEBIRD CABS LTD
CAB 77
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: GK342463

BATCH#: J66
SHIFT#: 002

Sale

INV#: 0000000021

VISA

Chip

SEON:066001001021

Application Label: Visa Credit

AID: A0000000031010

TVR: 00 00 00 00 00

TSI: F8 00

s.22

Amount: \$ 7.50
Tip: \$ s.22

Total: CAD\$

APPROVED 090529
001/00

01-Aug-17

13:53:01

CUSTOMER COPY

Not claimed on T/V

YELLOW CAB #66
1441 CLARK DR
VANCOUVER BC

CARD *****s.22
CARD TYPE VISA
DATE 2017/08/03
TIME 1100 12:56:34
CLERK ID 1
RECEIPT NUMBER
C85061614-001-007-113-0

PURCHASE
TOTAL

\$9.00

Visa Credit
A0000000031010
E3FD39FF74D124FB
0280008000-E800
EE511436C9C54E85
0280008000-F800

APPROVED

AUTH# 090461 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
FOR YOUR RECORDS

YELLOW CAB #103
1441 CLARK DR
VANCOUVER BC

CARD *** s.22
CARD TYPE VISA
DATE 2017/08/03
TIME 2925 08:48:58
CLERK ID 1
RECEIPT NUMBER
H85047819-001-001-118-0

PURCHASE
TOTAL

\$10.00

Visa Credit
A0000000031010
E144693B41A9D35D
0000000000-

APPROVED

AUTH# 057823 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GET105762447RT0001

Aug 21

BLUEBIRD CABS LTD
CAB #1
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: GX34246

BATCH#: 150
SHIFT#: 002

Sale

INV#: 000000005

VISA

SEC#: 03401001005

Application Label: Visa Credit

AID: A0000000031010

TVR: 00 00 00 00 00

TOT: 00 00

\$22

Total: CAD\$

8.00

APPROVED 015027
001/00

21-Aug -17

16:40:50

CUSTOMER COPY
VICTORIA'S FIRST CHOICE

Aug 21

BLUEBIRD CABS LTD
CAB 22
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: EP342463

BATCH#: 150
SHIFT#: 002

Sale

INV#: 000000043

VISA

SEC#: 03401001043

Application Label: Visa Credit

AID: A0000000031010

TVR: 00 00 00 00 00

TOT: 00 00

\$22

Total: CAD\$

11.10

APPROVED 020927
001/00

21-Aug -17

12:54:03

CUSTOMER COPY
VICTORIA'S FIRST CHOICE

BLUEBIRD CABS LTD
CAB 29
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: EH342463

BATCH#: 141
SHIFT#: 001

Sale

INV#: 000000002

VISA Chip
SEQ#:141001001002

Application Label: Visa Credit
AID:A0000000031010
TVR:00 00 00 00 00
IST:FR 00

6.22

Total:CAD\$ 11.00

APPROVED 040293
001/00

29-Aug -17 00:00:01

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

Aug 29
BLUEBIRD CABS LTD
CAB 37
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: EH342463

BATCH#: 288
SHIFT#: 001

Sale

INV#: 000000004

VISA Chip
SEQ#:288001001004

Application Label: Visa Credit
AID:A0000000031010
TVR:00 00 00 00 00
IST:FR 00

S.22

Amount: \$ 8.80
Tip: \$ S.22

Total:CAD\$

APPROVED 050853
001/00

29-Aug -17 11:48:36

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

Sept 6

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVM01122
Wed 06 Sep 17 08:04PM

Payment Type: MASTER CARD

Purchase: 1 Zone Ticket

Product Price: \$ (2.85)

Compass Ticket #: ***** 4895

Credit Card #: s.22

Auth #: 230438
Ref #: T0U462VRXW8V
Receipt #: 20302

Card Entry: Chip
AID:A0000000041010
TVR:8000008000
TSI:E800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

Sept 6

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
980-CANADA LINE
Bridgeport Stn
TVM61111
Wed 06 Sep 17 07:07AM

Payment Type: MASTER CARD

Purchase: 2 Zone Ticket

Product Price: \$ (4.10)

Compass Ticket #: ***** 5323

Credit Card #: s.22

Auth #: 100705
Ref #: TUEEB7VRJZDJ
Receipt #: 84487

Card Entry: Chip
AID:A0000000041010
TVR:8000008000
TSI:E800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

OFFICIAL RECEIPT

Garden City Cabs
of Richmond Ltd.

#148-2633 Viking Way, Richmond, BC V6V 3B6

604-279-1111 604-233-1111

Cab No. 114 24 HOUR SERVICE

Date: Sept 7, 2017

Fare \$ 45- G.S.T. Included

From:

To:

Driver: [Signature]

GST # 84755-1793 RT 0001 www.gardencitycabsofrichmond.com

CSA approved, single rate ✓

Ms. Shannon Russell ✓
s.22

Arrival 09-05-17
Departure 09-07-17
Room No. s.15
Folio No. s.22
Cashier 137
Page No. 1 of 1

INFORMATION INVOICE
GST # s.15

Email:

| Date | Description | Charges | Payments |
|--------------|----------------------|---------|----------|
| 09-05-17 | Room Charge | | |
| 09-05-17 | Room Tax | 132.00 | |
| 09-05-17 | Room GST | 14.52 | |
| 09-06-17 | | 6.60 | |
| | s.22 | | |
| 09-06-17 | Room Charge | | |
| 09-06-17 | Room Tax | 132.00 | |
| 09-06-17 | Room GST | 14.52 | |
| 09-07-17 | Mastercard | 6.60 | |
| | | | s.22 |
| GST Summary: | | Balance | |
| | Rooms GST: | s.22 | 0.00 ✓ |
| | Food & Beverage GST: | | |
| | Other GST: | | |

Guest Signature

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. s.15
card issuer for payment. Merchandise / or services purchased on this credit card shall not be resold for a cash refund.

Wade, Debbie HLTH:EX

From: reservation@harbourair.com
Sent: Wednesday, September 20, 2017 12:36 PM
To: Wade, Debbie HLTH:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!

*Flight for Minister Darcy
Paid for by Shannon's
personal Visa - as min's
cc was not working*

[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.

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 Judy Darcy
Company Ministry Of Mental Health And Addictions

Booking s.22

Thursday, August 31, 2017

s.17

Flight #226 ✓

18:30 Victoria Harbour / Map

19:05 Vancouver Harbour / Map

35 minutes

KK- Confirmed

| | |
|---|----------|
| All Skeds - Baggage : Checked Baggage Fee | \$0.00 |
| Sked 200 : Carbon Offset | \$0.65 |
| Sked 200 : VHFC Terminal Fee | \$9.86 |
| Sked 200/300 : Standard GO Flex | \$186.64 |
| + Goods and Services Tax | \$9.85 |

1 Passenger(s) - GoFlex

Judy Darcy, Female ✓

Add to Calendar

| | |
|--------------------|-----------------|
| Billing | \$197.15 |
| Taxes | \$9.85 |
| Grand Total | \$207.00 |

| | |
|------|-----------------|
| Visa | \$207.00 |
|------|-----------------|

Date / Time August 31, 2017 @ 6:11:25 PM

Summary #**** *s.22

Expiration 04 / 2018

Authorization 006175

Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

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).

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

YELLOW CAB #7
1441 CLARK DR
VANCOUVER BC

YELLOW CAB #321
1441 CLARK DR
VANCOUVER BC

s.22

CARD TYPE MASTERCARD
DATE 2017/09/05
TIME 0489 20:40:28
CLERK ID 4444
INVOICE # 1
RECEIPT NUMBER
C85042477-001-209-005-0

PURCHASE
TOTAL

\$38.00

MasterCard
A0000000041010
247334B3A7C51792
0000008000-E800
91D16B04B257ADD6

APPROVED

AUTH# 234028 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CARD TYPE MASTERCARD
DATE 2017/09/05
TIME 1378 15:33:58
CLERK ID 1
RECEIPT NUMBER
C85038173-001-005-357-0

PURCHASE
TOTAL

\$8.40

MasterCard
A0000000041010
DA879B2A8F950BEA
0000008000-E800
3E9D5B5DAA1E7912

APPROVED

AUTH# 183358 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

CARD TYPE MASTERCARD
DATE 2017/09/05
TIME 0156 12:06:31
CLERK ID 1
RECEIPT NUMBER
C85033711-001-003-202-0

PURCHASE
AMOUNT
TIP
TOTAL

\$16.30

\$1.70

\$18.00

MasterCard
A0000000041010
81B110772588F334
0000008000-E800
56B9AED93CA12E57

APPROVED

AUTH# 150631 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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DUPLICATE

BLACKTOP & CHECKER
CABS#230
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

s.22

CARD TYPE MASTERCARD
DATE 2017/09/05
TIME 5079 09:57:04
CLERK ID 1
RECEIPT NUMBER
009953-001-784-003-0

PURCHASE

\$15.70

erCard

0000041010
62975B2F2C41
008000-E800
5909F27E5C24

PROVED

125704 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

DUPLICATE

BLACKTOP & CHECKER
CABS#402
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

s.22

CARD TYPE MASTERCARD
DATE 2017/09/05
TIME 5001 14:24:07
CLERK ID 1
RECEIPT NUMBER
C85008920-001-336-010-0

PURCHASE

\$10.60

AMOUNT
TIP
TOTAL

MasterCard
A0000000041010
5EF1EB61F6313BE2
0000008000-E800
0FA30A5B5C96531

APPROVED

AUTH# 172407 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS