

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

**INVOICE #**  
 MISC-RZE170925

**FORM USAGE**

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


**CHEQUE INFORMATION**

Payee Name: Christina Rzepa Vendor #: 2730365 Loc. Code: HOME  
 s.22  
 Cheque Mailing Address: \_\_\_\_\_

**DESCRIPTION OF PURCHASE(S)**

Date of Purchase	Description	Amount
Sept 25, 2017	registration fee for UBCM	178.50 ✓

Cheque Total 178.50

 ✓  
 Signature of Individual Receiving Reimbursement

OCT 16 2017  
 Date

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

**CODING**

Client: 019 Resp: 11001 Service Line: 18000 STOB: 6501 Project: 1100000

 ✓  
 Expense Authority Signature

16th Oct 2017  
 Date

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

RECORD #: R6482

DELEGATE FIRST NAME: CHRISTINA

DELEGATE LAST NAME: RZEPA

ORGANIZATION: Ministry of Advanced Education, Skills and Training

DELEGATE TITLE: Executive Assistant

PARTNER FIRST NAME:

PARTNER LAST NAME:

Registration Fee (Federal / Provincial Staff)

\$8.50

\$170.00

### GRAND SUMMARY

GRAND TOTAL	\$178.50
TOTAL PAID	
TOTAL DUE	\$178.50

UNION OF BC MUNICIPALITY  
1160-10551 SHELLBRIDGE WAY  
RICHMOND, BC, V6X2W9  
6042708226

VISA MID: 17331560011  
Term ID: 004

Ref #: 057

Sale

s.17,s.22

VISA

Entry Method: CHIP

09/25/17

15:43:22

Inv #: 000057

Appr Code: 024288

Apprvd

Batch#: 000060

Total:

\$ 178.50

By entering a verified PIN, cardholder  
agrees to pay issuer such total in  
accordance with issuer's agreement with  
cardholder (Merchant agreement if credit  
voucher).

Retain this copy for statement  
verification.

Application Label: VISA  
AID: A0000000031010  
TVR: 00 00 00 00 00  
TSI: F8 00

Customer Copy

NR18EXECDM3



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127334

**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.

<b>Name</b> Jones, Tristan	<b>Employee ID</b> s.22	<b>Phone Number</b> (250) 387-9275
<b>Client Organization</b> Forests, Lands, Natural Resource Operations and Rural Dev	<b>Job Title</b> Executive Assistant	<b>Travel Group Code</b> 3

<b>5. Date Completed</b> 2017/10/11	<b>6. Fiscal Year</b> 2018	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial Business	<b>Headquarters</b> Minister's Office	

**12. Mailing Address for Cheque**  
PO Box 9049 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									
09/10	Smithers to Vic	0830	2359		0.00	✓ F-BD	22.75	115.99	
09/11	Victoria	0700	2359		0.00	F-	51.50	115.99	✓
09/12	Victoria	0700	2359		0.00	F-	51.50	115.99	
09/13	Vic to Smithers	0700	2000		0.00	✓ F-	51.50		
09/21	Smithers	0700	2359		0.00		0.00		✓ 95.09 Case/screen iPhone
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>
				\$ 0.00	\$ 344.26	\$ 177.25	\$ 347.97	\$ 95.09	\$ 964.57

<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>	<b>Amount</b>
128	7100 428	4000 71000	5742 570	7100000	s.22	\$ 869.48
128	7100 428	4000 71000	6316	7100000		\$ 95.09
128						
128						

**Less Travel Advance**  
128

AMOUNT DUE TO EMPLOYEE

54. \$ 964.57

<b>45. Employee Signature (See Audit Trail)</b> - 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.	<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>

FIN 10 (EFI-F0012 v2.6.1)

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

CDM Nov 23/17

**Audit Trail for Travel Voucher (Restricted Use) E127334 for Jones, Tristan**

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/10/11 11:07:35	Silverio, Lisa M. (IDIR\LSILVERI) Lisa.Silverio@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2017/10/11 11:08:59	Silverio, Lisa M. (IDIR\LSILVERI) Lisa.Silverio@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2017/11/15 09:43:37	Silverio, Lisa M. (IDIR\LSILVERI) Lisa.Silverio@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2017/11/15 09:46:09	Silverio, Lisa M. (IDIR\LSILVERI) Lisa.Silverio@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2017/11/15 09:46:19	Silverio, Lisa M. (IDIR\LSILVERI) Lisa.Silverio@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2017/11/20 14:11:58	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Approved	Renneberg, Tim Tim.Renneberg@gov.bc.ca
2017/11/21 10:39:09	Renneberg, Tim ✓ (IDIR\TRENNEB) Tim.Renneberg@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E127334 for Jones, Tristan

2 note(s) returned.

Created On	Author		Note
2017/11/15 09:43:37	Silverio, Lisa M. (IDIR\LSILVERI)	Lisa.Silverio@gov.bc.ca	Sep 10-Smithers to Van AC 8561 and Van to Vic AC# 8085 Paid \$294.26 (126.26 on MC from previous flight and \$168 on MC for Sep 10/13 RT Flight) Shuttle from YYJ to Downtown paid \$25 on MC. Overnight in Hotel paid \$115.99 Sep 11- Victoria for meetings, Overnight in Hotel paid \$115.99 Sep-12- Victoria for meetings, Overnight in Hotel paid \$115.99 Sep 13- Vic to Smithers. Shuttle from dwntwn to YYJ paid \$25 on MC. AC 8074 Vic to Van and #8564 Van to Smithers (included in cost noted for Sep 10) Sep 21- purchased case and glass protector for iPhone, paid \$95.09 on Visa.
2017/11/15 09:46:09	Silverio, Lisa M. (IDIR\LSILVERI)	Lisa.Silverio@gov.bc.ca	

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YYJ AIRPORT SHUTTLE  
4196 GLANFORD AVE  
VICTORIA BC

s.17

CARD TYPE      MASTERCARD  
DATE            2017/09/10  
TIME            4345 15:07:49  
RECEIPT NUMBER  
T85027893-001-001-522-0

PURCHASE  
TOTAL

**\$25.00**

*Shuttle to Victoria*

**APPROVED**

AUTH# 02490S      01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YYJ AIRPORT SHUTTLE  
4196 GLANFORD AVE  
VICTORIA BC

s.17

CARD TYPE      MASTERCARD  
DATE            2017/09/13  
TIME            5501 14:31:00  
RECEIPT NUMBER  
T85051561-001-001-526-0

PURCHASE  
AMOUNT

**\$25.00**

s.22

*Shuttle to Airport*

**APPROVED**

AUTH# 03008S      01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

s.15

Che

s.15

Name:  
 Check-in:  
 Check-out:  
 Confirmation #: Terra ID: M2956301  
 Invoice number:  
 Invoice date:  
 GST:

Pre-Auth Comp

s.17

Unit assignment:

VISA

Er

Total: \$

Tristan Jones  
Canada

2017/09/13

Seq #: 001-4

Appr Code:

Resp Code: 01/027

VISA CREDIT  
A0000000031010

Date	Description of services	Cost(CAD)
10/09/2017	s.15 SPECIAL - 1 BR QUEEN - ABOVE PUB - RACK	99.00
11/09/2017	SPECIAL - 1 BR QUEEN - ABOVE PUB - RACK	99.00
12/09/2017	SPECIAL - 1 BR QUEEN - ABOVE PUB - RACK	99.00
Sub-total		297.00
PHRT		24.00
GST		15.00
DMF		2.97
Room Tax		9.00
Total		347.97
MasterCard: Sep 13, 2017 s.17		347.97
Amount owing (CAD)		0.00

s.15

BC WEB INC  
3855 2ND AVE BOX 190  
SMITHERS, BC  
V0J 2N0  
250-877-6227

**SALE**

MID: 8012295138  
TID: 0089250008012295138001  
Entry Method : C  
REF #: 2  
2017/09/21 12:32:40  
Trace:0003

**APPROVED**

Appr Code: 07216S  
MASTERCARD  
s.17

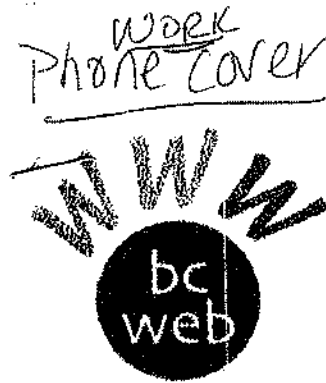
**AMOUNT \$95.09**

VERIFIED BY PIN

MasterCard  
AID: A0000000041010  
TC: E088C8  
TUR: 0000008000

THANK YOU / MERCI

CUSTOMER COPY



**BC Web**

3855 2nd Ave - Box 190  
Smithers, BC V0J 2N0  
Canada

1-74771

13:25:40 on 9/21/2017

Customer Frontstreet Holdings Ltd.  
10515 Snake Rd  
Smithers, BC V0J 2N7  
Canada

Contact Tristan Jones  
s.22  
frontstreet1@gmail.com

1	79991-5754: Speck Presidio Clear Graphics for iPhone 7 - Golden Blossom Pink SN: X6410140	\$49.95
1	LGX-12413: Logix Phantom Glass HD for iPhone 7/6/6s	\$34.95
	<b>Subtotal</b>	<b>\$84.90</b>
	GST	\$4.25
	PST	\$5.94
	<b>Total</b>	<b>\$95.09</b>
	Payment	\$95.09
	Balance	\$0.00
	VISA	\$95.09

Authorization: 07216S

Station: POS Right  
Ann Carroll

250-877-7777



# Congratulations and thank you for booking with the AIR MILES Reward Program!

Good Morning TRISTAN  
Enjoy your trip!

s.22

Mail! Check your email! You'll receive a copy of this confirmation and your itinerary will be sent to [frontstreet1@gmail.com](mailto:frontstreet1@gmail.com). Be sure to add [travel@airmiles.ca](mailto:travel@airmiles.ca) to your address book to ensure that the emails are delivered to your inbox.

**CANCELLED**  
April 5 - 9:50 AM (Smithers) 3:40 (Calgary)  
April 10 - 1:05 (C) → 7:20 (S)  
No Insurance

1-888-247-6453  
8000 383 6979

## Dream Rewards

Electronics

Kitchen &  
Dining

House &  
Home

Personal Care &  
Lifestyle

Events &  
Attractions

Travel

AIR MILES  
Perks

Did you know?


Get loads of Miles and find competitive rates on your hotel booking (CDN \$) with the AIR MILES Travel Hub.

travel

Your AIR MILES Confirmation # is: <sup>s.22</sup>  
Please see below for your airline confirmation numbers, which you will need to check in.  
Make sure you print a copy of this information.

## Your Itinerary

Wednesday, April 05, 2017

AIR CANADA  **AC 8561**  
Air Canada  
\*Operated by AIR  
CANADA EXPRESS -  
JAZZ

**9:50 am**  
Smithers (YYD)  
Smithers

**11:34 am**  
Vancouver (YVR)  
Vancouver

**01h 44m**  
DH3  
(Non-stop)  
Airline confirmation # s.22

Sept 13/20

flight change

Seat selection for your flight is only bookable by contacting the airline.

Cabin:  Economy

AIR CANADA **AC 214**  
Air Canada

**1:15 pm**  
Vancouver (YVR)  
Vancouver

**3:39 pm**  
Calgary (YYC)  
Calgary

**01h 24m**  
320  
(Non-stop)  
Airline confirmation #: s.22

Seat selection for your flight is only bookable by contacting the airline.

Cabin:  Economy

Monday, April 10, 2017

AIR CANADA **AC 215**  
Air Canada

**1:05 pm**  
Calgary (YYC)  
Calgary

**1:31 pm**  
Vancouver (YVR)  
Vancouver

**01h 26m**  
319  
(Non-stop)  
Airline confirmation #: s.22

Seat selection for your flight is only bookable by contacting the airline.

Cabin:  Economy

AIR CANADA **AC 8564**  
Air Canada  
\*Operated by AIR  
CANADA EXPRESS -  
JAZZ

**5:35 pm**  
Vancouver (YVR)  
Vancouver

**7:20 pm**  
Smithers (YYD)  
Smithers

**01h 45m**  
DH3  
(Non-stop)  
Airline confirmation #: s.22

Seat selection for your flight is only bookable by contacting the airline.

Cabin:  Economy

## Flight and Traveller Summary

### MS TRISTAN JONES

**Born** s.22  
**Nationality** s.22  
**Home #** s.22  
**Mobile #** s.22  
**Address** 10515 SNAKE ROAD, SMITHERS, CANADA V0N 2N7  
**Emergency contact** s.22

**Email** frontstreet1@gmail.com  
**Resident of** s.22

**Special Assistance** None required

s.22

**reward miles**  
+ **\$126.26 taxes & fees**

Canada Air Security Charge	\$14.25
Airport Improvement Fee	\$55.00
Airline Surcharges 1	\$36.00
Goods and Services	\$6.01
Tax (GST) - Canada	
Booking Fee	\$15.00

**Reward Miles** s.22

Why taxes and fees? Total & Taxes

**\$126.26**

Insurance Summary

From: **AIR MILES REWARD PROGRAM** [travel@airmiles.ca](mailto:travel@airmiles.ca)  
Subject: **We have processed your flight change.**  
Date: **September 5, 2017 at 9:28 AM**  
To: [frontstreet1@gmail.com](mailto:frontstreet1@gmail.com)



## Your itinerary has changed.

Please review flight times and call 1-888-413-1311 or 416-228-6627 if you have any questions.

Your AIR MILES® confirmation code is **s.22**

Use this confirmation code when speaking with an AIR MILES® representative about your reservation.

Your airline confirmation code is **s.22**

Use this confirmation code when dealing directly with the airline, such as during check-in or when calling them.

Need to arrange anything else for your trip?



[Car Rentals](#)



[Hotel Reservations](#)



[Flight Bookings](#)

Please print your confirmation and be sure to have it when you check in for your flight.

If you have any questions, please [Contact Us](#).

## Your Itinerary

### Sunday, September 10, 2017

AIR CANADA

**AC 8561**

Air Canada

**9:45 am**

Smithers (YYD)

Smithers

**11:31 am**

Vancouver (YVR)

Vancouver

**1h 46m**

DH3

(Non-stop)

\*Operated by AIR  
CANADA EXPRESS  
- JAZZ

Airline Confirmation #:  
**s.22**

**Seating:** Unless specified below, some of your seating has not been assigned.

AIR CANADA

**AC 8085**

**12:50 pm**

**1:20 pm**

**0h 30m**

Air Canada	Vancouver (YVR)	Victoria (YYJ)	DH4
	Vancouver	Victoria	(Non-stop)

\*Operated by /AIR  
CANADA EXPRESS  
- JAZZ

Airline Confirmation #:  
s.22

**Seating:** Unless specified below, some of your seating has not been assigned.

### Wednesday, September 13, 2017

<small>AIR CANADA</small>	<b>4:35 pm</b>	<b>5:02 pm</b>	<b>0h 27m</b>
<b>AC 8074</b>			

Air Canada	Victoria (YYJ)	Vancouver (YVR)	DH4
	Victoria	Vancouver	(Non-stop)

\*Operated by /AIR  
CANADA EXPRESS  
- JAZZ

Airline Confirmation #:  
s.22

**Seating:** Unless specified below, some of your seating has not been assigned.

<small>AIR CANADA</small>	<b>5:45 pm</b>	<b>7:33 pm</b>	<b>1h 48m</b>
<b>AC 8564</b>			

Air Canada	Vancouver (YVR)	Smithers (YYD)	DH3
	Vancouver	Smithers	(Non-stop)

\*Operated by AIR  
CANADA EXPRESS  
- JAZZ

Airline Confirmation #:  
s.22

**Seating:** Unless specified below, some of your seating has not been assigned.

## Flight and Traveller Summary

**MS TRISTAN JONES**

**Email**  
frontstreet1@gmail.com

**Address:**  
10515 SNAKE ROAD  
SMITHERS, CANADA  
V0J 2N7

**Special Assistance**  
None



## Insurance Summary

### You declined travel insurance.

But it's not too late! Discover what plans are available at [AIR MILES Travel Insurance](#).



#### Trip Cancellation & Interruption Plan

The Trip Cancellation plan is designed to provide coverage in case of trip cancellation, trip interruption and travel delay. We recommend this plan when you are certain you already have travel medical coverage elsewhere and you only wish to protect your reward miles.

#### Non-Medical Package

The Non-Medical Package is recommended if you already have travel medical coverage through another plan. This plan offers trip cancellation, trip interruption, travel delay and baggage coverage.

#### Canada Comprehensive Plan

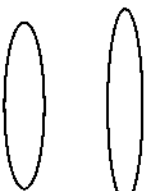
Our most comprehensive product, the Canada Comprehensive Plan is designed to provide you with a full range of benefits such as 24/7 access to an emergency assistance provider, emergency medical insurance, trip cancellation, trip interruption, misconnection and travel delay coverage.

## AIR MILES Redemption Summary

Date	Vendor	AIR MILES
13/03/17	AIR MILES reward miles	s.17,s.22
Total reward miles		s.22

## Credit Card Charges Summary

Charges will appear on card as separate items below

Date	Card	Card Number	Vendor	Amount
13/03/17	Master Card	s.17	AIR MILES Travel	\$126.26
20/04/17	Master Card		AIR MILES Travel	\$105.00
05/09/17	Master Card		AIR MILES Travel	\$168.00
			Total Amount	CAD 399.26

## Travel Document Advisory

### RECONFIRMATION :

You must reconfirm your flight times directly with the carrier within 24 hours of departure. Flight times are subject to change without notice

AB18EXEPAL32



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127433

**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.

<b>Name</b> Dick, Jolleen				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 953-4844					
<b>Client Organization</b> Indigenous Relations and Reconciliation				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2017/10/24		<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> MA orientation/mtgs w/ Min etc				<b>Headquarters</b> Port Alberni					
<b>12. Mailing Address for Cheque</b> PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2											
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>
2017											
09/10	PrtAlbni/Vic/PA	0600	2359	394	208.82			0.00			
09/24	PrAlbni/Nan/PA	1000	1200	158	83.74			0.00			
09/30	PrtAlbni/Nan/PA	1800	2100	172	91.16			0.00			
10/15	PrtAlbni/Vict	1530	2359	197	104.41		H-	25.75	126.44		
10/16	Victoria	0600	2359		0.00		F-B	41.00	126.44		
10/17	Victoria	0600	2359		0.00		F-B	41.00	126.44		
10/18	Victoria	0600	2359		0.00		F-	51.50	126.44		
10/19	Vic/PrtAlbni	0600	1900	197	104.41		F-	51.50			
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 592.54	<b>37.</b> \$ 0.00		<b>38.</b> \$ 210.75	<b>39.</b> \$ 505.76	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 1309.05
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>		<b>51. STOB</b>	<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>		
120	0794A	52000		5702	0700000		s.22		\$ 1309.05		
120											
120											
120											
<b>Less Travel Advance</b>											
120											
										<b>54.</b>	\$ 1309.05
<b>AMOUNT DUE TO EMPLOYEE</b>											
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>		

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Oct 25-17

**Audit Trail for Travel Voucher (Restricted Use) E127433 for Dick, Jolleen**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/10/24 10:29:49	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2017/10/24 10:29:58	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2017/10/24 13:12:19	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommended	Sas, Jonathan Jonathan.Sas@gov.bc.ca
2017/10/25 08:30:43	Sas, Jonathan (IDIR\JOSAS) Jonathan.Sas@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E127433 for Dick, Jolleen

1 note(s) returned.

Created On	Author	Note
2017/10/24 10:29:49	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Sept.10: home/Vic (prs.mlge); mtg with EA's/Min; Vic/home (prs.mlge) Sept..24: home/Nan (prs.mlge); mtg AC to pu new electronics for work; Nan/home (prs.mlge) Sept.30: home/Nan lprs.mlge); mtg AC to pu new electronics for work; Nan/home (prs.mlge) Oct. 15: home/Vic (prs.mlge); EA Orientation mtgs next day Oct. 16: EA orientation; mtgs with Minister Oct. 17: EA orientation Oct. 18: EA orientation Oct. 19: mtgs with Minister; Vic/home (prs.mlge)

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=MA18EXEPAL=

MA18EXEPAL166



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127645

**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.

<b>Name</b> Ranjan, Ramesh				<b>Employee ID</b> s.22				<b>Phone Number</b> s.22							
<b>Client Organization</b> Jobs, Trade and Technology				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3							
<b>5. Date Completed</b> 2017/11/21			<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>							
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Surrey Board of Trade					<b>Headquarters</b> Surrey							
<b>12. Mailing Address for Cheque</b> 10574 King George Blvd Surrey, BC V3T 2X3															
<b>16. Travel Dates</b> 2017 09/27	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>					
	<b>Destination</b> Surrey	<b>Start</b> 0700	<b>End</b> 1800	<b>Km</b>	<b>Cost</b> 0.00		<b>Claim</b>	<b>Cost</b> 0.00		<b>Cost</b> 57.50	<b>Describe</b> parking & payment				
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00		<b>37.</b> \$ 0.00		<b>38.</b> \$ 0.00		<b>39.</b> \$ 0.00		<b>40.</b> \$ 57.50		<b>Claim Total</b> \$ 57.50	
<b>48. Client Code</b> 125 125 125 125		<b>49. Resp.</b> 51000		<b>50. Service Line</b> 08001		<b>51. STOB</b> 5701		<b>52. Project</b> 5111111		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 57.50			
<b>Less Travel Advance</b> 125															
										<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 57.50			
<b>45. Employee Signature (See Audit Trail)</b> - 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.							<b>Print Name</b>			<b>Date Signed</b>					
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							<b>Print Name</b>			<b>Date Signed</b>					
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition correct pursuant to section 32 of the Financial Administration Act.							<b>Print Name</b>			<b>Date Signed</b>					

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Mar 21-18

**Audit Trail for Travel Voucher (Restricted Use) E127645 for Ranjan, Ramesh**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/11/21 15:09:51	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/03/02 12:01:34	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/03/19 15:08:13	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2018/03/20 17:24:06	Robb, Amanda (IDIR\AROB) Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E127645 for Ranjan, Ramesh**

1 note(s) returned.

Created On	Author	Note
2017/11/21 15:09:51	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	Parking \$5.00 Online Registration Fee \$52.50  Expenses were reviewed & approved by Kathie Currie

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**Hay, Lorna MAH:EX**

---

**From:** XT:Scragg, Heather, INFO Surrey Board of Trade CITZ:IN  
**Sent:** Friday, September 29, 2017 11:34 AM  
**Subject:** Online Payment Confirmation

Your online payment request has been received by Surrey Board of Trade.

**Payment Confirmation**

**Name:** Ramesh Ranjan  
**Company:** MLA Surrey-Whalley, Bruce Ralston  
**Transaction Number:** 10003264  
**CC Number:** s.17,s.2  
**Amount:** \$52.50

Description	Item(s)	Quantity	Total Amount
Credit Card Payment Entry	Invoice#92288 (Bruce Ralston, MLA Surrey-Whalley): September 27, 2017 - BC FINANCE MINISTER SURREY P...	1	\$52.50
<b>Grand Total:</b>			<b>\$52.50</b>

This Email was automatically generated. For questions or feedback, please contact us at:

**Surrey Board of Trade**

101 - 14439 104 Avenue Surrey, B.C. V3R 1M1

604.581.7130

[info@businessinsurrey.com](mailto:info@businessinsurrey.com)

<http://businessinsurrey.com>

Finance Minister's Budget Update had to attend  
with the Minister



**RECEIPT  
IMPARK**

Sheraton Van Guildford  
Impark Lot - 1658  
www.impark.com

**Stall # 94**

Expiration Date/Time

**01:32 PM**

**SEP 27, 2017**

Purchase Date/Time: 11:32am Sep 27, 2017

Total Due: \$5.00

Rate: \$5.00 - For 2 Hours

Total Paid: \$5.00

Payment Type: Card

Ticket #: 00005934

S/N #: 500011520330

Setting: 1658 - Outside

Mach Name: Meter 7

s.17

Visa

Auth #: 076449

Thank You!  
Please come again

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING REC



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127515

**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.

<b>Name</b> Zimmerman, Emily		<b>Employee ID</b> s.22		<b>Phone Number</b> (778) 584-5909	
<b>Client Organization</b> Labour		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2017/11/03		<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b> EFT	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meetings			
<b>Headquarters</b> Surrey					
<b>12. Mailing Address for Cheque</b> BC					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2017					
09/20	Surrey to Victor	0700	0800	37	19.61
09/20	victoria to surrey	1600	1800	37	19.61
09/25	surrey to richmond	0800	1000	34	18.02
09/25	rich to van	1000	1130	18	9.54
09/25	van to surrey	1130	1630	41	21.73
09/26	sur meeting	1430	1630	13	6.89
09/27	sur meeting	1130	1330	20	10.60
09/28	sur meeting	1530	1630	4	2.12
09/29	pu/do Minister	1700	1730	14	7.42
				<b>36.</b> ✓ \$ 115.54	<b>37.</b> \$ 0.00
				<b>38.</b> \$ 51.50	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 13.50	<b>Claim Total</b> \$ 180.54
<b>TOTALS OF COLUMNS</b>					
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
127	51608	52080	5702	5155555	s.22
127	51608	52080	6501	5155555	
127	51608	52080	5701	5155555	
127					
<b>Amount</b>					
\$ 47.17					
\$ s.22					
\$ 42.65					
\$ 90.72					
<b>Less Travel Advance</b>					
127					
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 180.54
<b>45. Employee Signature (See Audit Trail)</b> - 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.				<b>Print Name</b>	
				<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>	
				<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>	
				<b>Date Signed</b>	

**Audit Trail for Travel Voucher (Restricted Use) E127515 for Zimmerman, Emily**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/11/03 13:07:50	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Saved	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2017/11/19 15:20:34	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Saved	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2017/11/23 15:36:31	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Saved	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2017/11/23 15:37:29	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2017/11/23 16:36:58	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E127515 for Zimmerman, Emily**

0 note(s) returned.

Created On	Author	Note

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RECEIPT  
IMPARK  
Lot - 1530  
JPOCSC Hospital  
9750 140 St Surrey  
**Stall # 563**  
Expiration Date/Time  
**04:35 PM**  
**SEP 26, 2017**

Purchase Date/Time: 03:35pm Sep 26, 2017  
Total Due: \$4.25 ✓ Rate: \$4.25 - For 1 Hour  
Total Paid: \$4.25 Payment Type: Card  
Ticket #: 00096462  
S/N #: 300011170016  
Setting: 1530 - Ethernet  
Mach Name: Meter 9

s.17

MasterCard

Auth #: 085012

Thank You  
Visitors Add Time  
604-662-7275  
Location: 1530

RECEIPT  
IMPARK  
Lot - 1530  
JPOCSC Hospital  
9750 140 St Surrey  
**Stall # 563**  
Expiration Date/Time  
**03:32 PM**  
**SEP 26, 2017**

Purchase Date/Time: 02:32pm Sep 26, 2017  
Total Due: \$4.25 ✓ Rate: \$4.25 - For 1 Hour  
Total Paid: \$4.25 Payment Type: Card  
Ticket #: 00157832  
S/N #: 300011170015  
Setting: 1530 - Coupons  
Mach Name: Meter 8

s.17

MasterCard

Auth #: 063200

Thank You  
Visitors Add Time  
604-662-7275  
Location: 1530

Purchase Date/Time: 11:29am Sep 27, 2017  
Total Due: \$5.00 Rate: \$5.00 - For 2 Hour  
Total Paid: \$5.00 Payment Type: Card  
Ticket #: 0005720  
S/N #: 50001520325  
Setting: 1556 - Parkade  
Mach Name: Meter 2  
s.17  
MasterCard ✓  
Auth #: 083633  
Thank You  
Please come again

RECEIPT  
IMPARK  
Sheraton Van Gullford  
Impark Lot - 1656  
www.impark.com  
**Stall # 126**  
Expiration Date/Time  
**01:29 PM**  
**SEP 27, 2017**



### Travel Voucher (Restricted Use)

Control No.

E127194

**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.

<b>Name</b> Tombs, Brenda				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-7750				
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2017/09/15			<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> MEETING					<b>Headquarters</b> Vancouver				
<b>12. Mailing Address for Cheque</b>												
<b>16. Travel Dates</b> 2017 09/10 09/11 09/12 09/13 09/14	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>	
	Van-Vic (HA)	1400	2359		0.00		F-BLI	18.25 ✓		297.59 ✓	15.75 ✓	Parking
	Vic	0800	2359		0.00		F-B	41.00 ✓		297.59 ✓	15.75 ✓	Parking
	Vic	0800	2359		0.00		F-B	41.00 ✓		297.59 ✓	15.75 ✓	Parking
	Vic	0800	2359		0.00		F-	51.50 ✓		297.59 ✓	15.75 ✓	Parking
	Vic-Van (HA)	0800	1900		0.00		F-D	33.25 ✓				
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 185.00	<b>39.</b> \$ 1190.36	<b>40.</b> \$ 63.00	<b>Claim Total</b> \$ 1438.36	
<b>48. Client Code</b> 031 031 031 031		<b>49. Resp.</b> 46001	<b>50. Service Line</b> 48000		<b>51. STOB</b> -5711 5701	<b>52. Project</b> 4600000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 1438.36		
<b>Less Travel Advance</b> 031												
						<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 1438.36	
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E127194 for Tombs, Brenda**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/09/15 14:26:22	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Tombs, Brenda Brenda.Tombs@gov.bc.ca	Saved	Tombs, Brenda Brenda.Tombs@gov.bc.ca
2017/09/15 14:45:42	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Tombs, Brenda Brenda.Tombs@gov.bc.ca	Saved	Tombs, Brenda Brenda.Tombs@gov.bc.ca
2017/09/15 14:45:51	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Tombs, Brenda Brenda.Tombs@gov.bc.ca	Notified	Tombs, Brenda Brenda.Tombs@gov.bc.ca
2017/09/19 11:25:13	Tombs, Brenda (IDIR\BTOMBS) Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2017/09/19 11:28:46	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E127194 for Tombs, Brenda**

1 note(s) returned.

Created On	Author	Note
2017/09/15 14:45:42	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Sept10:Van-Vic, Flew Harbour Air Paid on AC MC, Overnight Hotel/Parking Paid on Pers Visa. Sept11-13: Vic, Hotel Paid on Pers Visa. Sept14:Vic-Van, Flew Harbour Air Paid on AC MC.

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## INVOICE

Ms Brenda Tombs  
s.22

Room No. s.15  
Arrival : 09-10-17  
Departure : 09-14-17

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

Page No. : 1 of 2  
Conf. No. s.22  
Folio No. s.22  
Reference No. :  
s.15

Date	Posting	Charges CAD	Credits CAD
09-10-17	Room Revenue	254.00	
09-10-17	Room Destination Fee	2.54	
09-10-17	Room GST Tax	12.83	
09-10-17	Room PST Tax	28.22	
09-10-17	Parking Revenue	15.00	
09-10-17	Parking GST	0.75	
09-11-17	Room Revenue	254.00	
09-11-17	Room Destination Fee	2.54	
09-11-17	Room GST Tax	12.83	
09-11-17	Room PST Tax	28.22	
09-11-17	Parking Revenue	15.00	
09-11-17	Parking GST	0.75	
09-12-17	Room Revenue	254.00	
09-12-17	Room Destination Fee	2.54	
09-12-17	Room GST Tax	12.83	
09-12-17	Room PST Tax	28.22	
09-12-17	Parking Revenue	15.00	
09-12-17	Parking GST	0.75	
09-13-17	s.22	s.22	
	s.15		
09-13-17	Room Revenue	254.00	
09-13-17	Room Destination Fee	2.54	
09-13-17	Room GST Tax	12.83	
09-13-17	Room PST Tax	28.22	
09-13-17	Parking Revenue	15.00	
09-13-17	Parking GST	0.75	
09-14-17	s.22	s.22	
	s.15		
09-14-17	Visa		
	s.17		

Hotel - \$1190.36  
Parking - \$63

  
Hotel Authorization

## INVOICE

Ms Brenda Tombs  
s.22

Room No. s.15  
Arrival : 09-10-17  
Departure : 09-14-17

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

Page No. : 2 of 2  
Conf. No. s.22  
Folio No.  
Reference No. :  
s.15

---

Total	1,257.36	1,257.36
Balance	\$ 0.00	

---

## McKnight, Valerie SDSI:EX

**From:** reservation@harbourair.com  
**Sent:** Friday, September 15, 2017 11:07 AM  
**To:** McKnight, Valerie SDSI: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](http://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	Brenda Tombs

### Booking

s.22

**Sunday, September 10, 2017**

Invoice s.17

**Flight #509**

**15:30 South Vancouver (YVR) /**

**Map**

**16:00 Victoria Harbour / Map**

**30 minutes**



**KK- Confirmed**

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 500 : Carbon Offset	\$0.65
Sked 500 : Standard GO Flex	\$151.73
+ Goods and Services Tax	\$7.62
Billing	\$152.38
Taxes	\$7.62

<b>Grand Total</b>		<b>\$160.00</b>
<b>1 Passenger(s) - GoFlex</b>		
<b>• Brenda Tombs, Female</b>		
<b>Master Card</b>		<b>\$160.00</b>
Date / Time	September 10, 2017 @ 2:16:23 PM	
Summary	s.17	
Expiration	s.17	
Authorization	171632	
<b><u>Add to Calendar</u></b>		
<b>Fare Conditions:</b>		
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		
<b>Baggage:</b>		
<b>All routes (except routes listed below)</b>		
25 lbs. Guaranteed		
25 lbs. (space available)		
\$1/lb. over 50 lbs.(space available)		
<b>Between South Vancouver (YVR), Ganges &amp; Maple Bay</b>		
35 lbs. Guaranteed		
15 lbs. (space available)		
\$1/lb. over 50 lbs.(space available)		
<b>Between South Vancouver (YVR), Victoria &amp; Nanaimo</b>		
50 lbs. Guaranteed		
\$1/lb. over 50 lbs.		
<b>Scenic &amp; Packaged Tours Cancellation:</b>		
100% cancellation fee if cancelled within 24hrs of departure		

<b>Booking Information</b>
<p>• <b>Check-in time is 25 minutes prior to departure.</b> 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.</p> <p>• <b>Please be prepared to show government issued photo identification.</b> It's required for all passengers 18 years and older.</p> <p>• Our records indicate that the passenger(s) reserved on the flight(s) is/are <b>not an Unaccompanied Minor (11 and under).</b></p> <p>• <b>Luggage</b> restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.</p> <p>• The maximum weight per single piece of luggage is 50 pounds.</p>

		Grand Total	\$160.00
1 Passenger(s) - GoFlex			
. Brenda Tombs, Female			
<a href="#">Add to Calendar</a>			
		<b>Fare Conditions:</b>	
		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	
		<b>Baggage:</b>	
		<b>All routes (except routes listed below)</b>	
		25 lbs. Guaranteed	
		25 lbs. (space available)	
		\$1/lb. over 50 lbs.(space available)	
		<b>Between South Vancouver (YVR), Ganges &amp; Maple Bay</b>	
		35 lbs. Guaranteed	
		15 lbs. (space available)	
		\$1/lb. over 50 lbs.(space available)	
		<b>Between South Vancouver (YVR), Victoria &amp; Nanaimo</b>	
		50 lbs. Guaranteed	
		\$1/lb. over 50 lbs.	
		<b>Scenic &amp; Packaged Tours Cancellation:</b>	
		100% cancellation fee if cancelled within 24hrs of departure	

<b>Booking</b> s.22			
Thursday, September 14, 2017		Invoice	s.17
<b>Flight #512</b>		All Skeds - Baggage : Checked Baggage Fee	\$0.00
<b>18:20 Victoria Harbour / Map</b> 		Sked 500 : Carbon Offset	\$0.65
<b>18:50 South Vancouver (YVR) / Map</b> 		Sked 500 : Standard GO Flex	\$151.73
<b>30 minutes</b>		+ Goods and Services Tax	\$7.62
<b>KK- Confirmed</b>		Billing	\$152.38
<b>1 Passenger(s) - GoFlex</b>		Taxes	\$7.62
<b>. Brenda Tombs, Female</b>		<b>Grand Total</b>	<b>\$160.00</b>
<a href="#">Add to Calendar</a>		<b>Fare Conditions:</b>	
		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	



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127272

**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.

<b>Name</b> Carreras, Korleen				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 812-5204																																																																																				
<b>Client Organization</b> Tourism, Arts and Culture				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3																																																																																				
<b>5. Date Completed</b> 2017/10/02			<b>6. Fiscal Year</b> 2018			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																																																			
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Meeting						<b>Headquarters</b> Maple Ridge																																																																																			
<b>12. Mailing Address for Cheque</b>																																																																																												
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th>Destination<sup>MR-</sup></th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/17</td> <td>Victoria</td> <td>2000</td> <td>2330</td> <td>84</td> <td>44.52</td> <td>72.50</td> <td>✓</td> <td>0.00</td> <td>178.60</td> <td>15.75</td> <td>Parking</td> </tr> <tr> <td>09/18</td> <td>Victoria</td> <td>0800</td> <td>2030</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>22.75</td> <td>178.60</td> <td>15.75</td> <td>Parking</td> </tr> <tr> <td>09/19</td> <td>Pitt Meadows</td> <td>0800</td> <td>2000</td> <td>84</td> <td>44.52</td> <td>72.50</td> <td>✓</td> <td>15.25</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="11"></td> <td>*Parking included in hotel cost under Lodging</td> </tr> </tbody> </table>												16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination <sup>MR-</sup>	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2017												09/17	Victoria	2000	2330	84	44.52	72.50	✓	0.00	178.60	15.75	Parking	09/18	Victoria	0800	2030		0.00			22.75	178.60	15.75	Parking	09/19	Pitt Meadows	0800	2000	84	44.52	72.50	✓	15.25															*Parking included in hotel cost under Lodging
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											*Parking included in hotel cost under Lodging																																																																																	
<b>TOTALS OF COLUMNS</b>					36. \$ 89.04	37. \$ 145.00		38. \$ 38.00	39. \$ 357.20	40. \$ 0.00	Claim Total \$ 629.24																																																																																	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code																																																																																		
126		51384		54006		5701		5188888		s.22																																																																																		
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										<b>54.</b> \$ 629.24																																																																																		
<b>45. Employee Signature (See Audit Trail)</b> - 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.								<b>Print Name</b>		<b>Date Signed</b>																																																																																		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>		<b>Date Signed</b>																																																																																		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>		<b>Date Signed</b>																																																																																		

**Audit Trail for Travel Voucher (Restricted Use) E127272 for Carreras, Korleen**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/10/02 15:19:32	Carreras, Korleen (IDIR\KCARRERA) Korleen.Carreras@gov.bc.ca		Initiated	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2017/10/04 11:38:36	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Laird, Patricia A. Patricia.Laird@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E127272 for Carreras, Korleen**

0 note(s) returned.

Created On	Author	Note

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# PURCHASE



2017/09/19

Swartz Bay

To

Tsawwassen

AUTH ONLY

20'	Undersize Vehi	57.50
1	Adult	17.20
1	Reservation Pr	21.00
Fuel Rebate		2.20-

Total	93.50
Prepayment	21.00
Visa	72.50

005/01-66223093

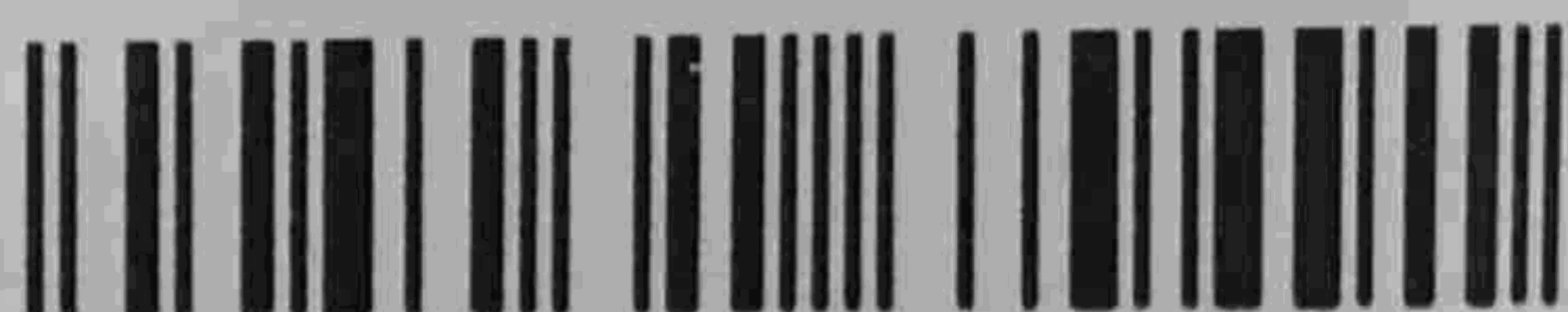
0014513980

Approved: 055122

CHANGE DUE 0.00

**LANE 07**

SWB 19 Sep 2017 18:45



1005031 679491

104218

SEE REVERSE SIDE OF TICKET

# PURCHASE



2017/09/17

Tsawwassen

To

Swartz Bay

AUTH ONLY

20'	Undersize Vehi	57.50
1	Adult	17.20
1	Reservation Pr	17.00
Fuel Rebate		2.20-

Total	89.50
Prepayment	17.00
Visa	72.50

005/01-66223129

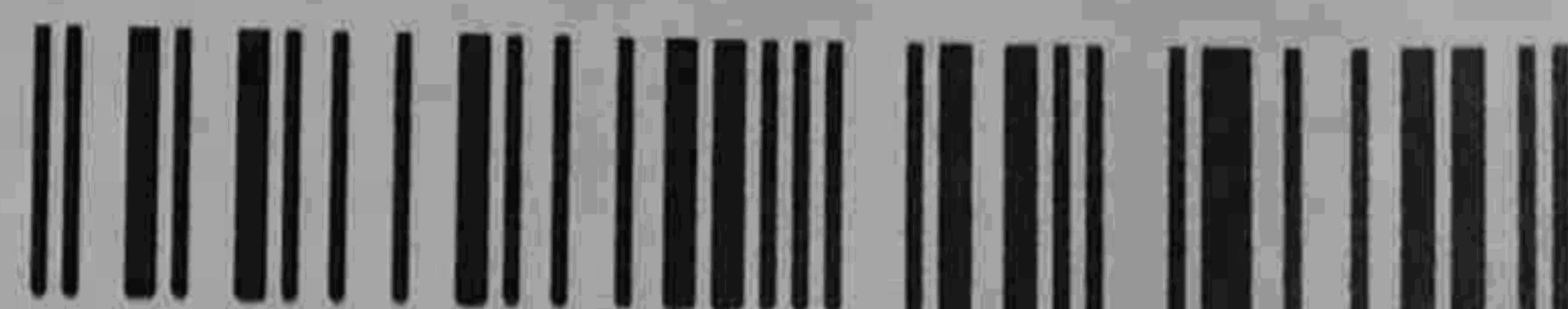
0014494210

Approved: 012036

CHANGE DUE 0.00

**LANE 36**

TSA 17 Sep 2017 20:26



1007072 316472

SEE REVERSE SIDE OF TICKET



s.15



INVOICE

Room No. : s.15  
Arrival : 09-17-17  
Departure : 09-19-17

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

s.22 Ms Korleen Carreras ✓  
Membership No :  
A/R Number :  
Group Code :  
Company Name : Provincial Government

Date	Posting	Charges CAD	Credits CAD
09-17-17	Room Revenue	139.00 ✓	
09-17-17	Room Destination Fee	1.39	
09-17-17	Room GST Tax	7.02	
09-17-17	Room PST Tax	15.44	
09-17-17	Parking Revenue	15.00 ✓	
09-17-17	Parking GST	0.75 ✓	
09-18-17	Room Revenue	139.00 ✓	
09-18-17	Room Destination Fee	1.39	
09-18-17	Room GST Tax	7.02	
09-18-17	Room PST Tax	15.44	
09-18-17	Parking Revenue	15.00 ✓	
09-18-17	Parking GST	0.75 ✓	
09-18-17	Visa		357.20
Total		357.20	357.20
Balance		\$ 0.00 ✓	

FI18EXED1169



Where ideas work

## Business Expense Approval

Control No.

B023286

Freedom of Information and Protection of Privacy Act: The personal information you are providing is collected for the purposes of business expense administration and under the authority of the Financial Administration Act, and 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.

<b>Name</b> Grewal, Param ✓ <b>Client Organization</b> Citizens' Services		<b>Branch</b> Minister's Office <b>Division</b>		<b>Phone Number</b> (250) 812-7256 <b>Job Title</b> Executive Assistant	
<b>EVENT</b> <b>Location (City)</b> Surrey		<b>Description</b> Surrey Board of Trade		<b>Start Date</b> 2017/09/22 <b>End Date</b> 2017/10/04	
<b>PARTICIPANTS</b>					
<b>Organization</b> Ministry of Citizens' Services		<b>Number of People</b> 1		<b>Organization</b> 	
<b>INDIVIDUALS INCLUDED IN MEAL CLAIMS</b>					
<b>Name</b> Grewal, Param .		<b>Organization</b> Citizens' Services		<b>Name</b> 	
<b>Name</b> 		<b>Organization</b> 		<b>Name</b> 	
<b>Name</b> 		<b>Organization</b> 		<b>Name</b> 	
<b>BUSINESS EXPENSE REQUESTED</b>					
1. Meeting Room Rental		STOB 6531	Amount 	Responsibility 112/32805	Service Line 34610 /6531/3200000
2. Equipment/Furniture Rental		6531			
3. Photocopying, Faxing, Telephone, etc.		6531			
4. Food/Beverages for Meetings		6531	105.00	<b>Mail to:</b>	supplier s.22 Param . Grewal ✓ s.22
<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Dinner					
<input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.					
5. Business Meals in Restaurant					
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner					
6. Event Planners, Speakers, etc.		6531			
7. Travel Costs for Non-BC Government Participants		6531			
<b>Estimated Total</b>			\$105.00	<b>Reimbursement Total</b>	
				(\$105.00)	
<b>SIGNATURES</b> Refer to Treasury Board directives for approval authorities. (See Audit Trail)					
<b>Employee</b>			<b>Print Name</b> PARAM GREWAL		<b>Date Signed</b> Dec 12 <sup>th</sup> 2017
<b>Supervisor/Designated Authority</b>			<b>Print Name</b> Shauna Russell		<b>Date Signed</b> Dec 13, 2017
<b>Signing Authority</b>			<b>Print Name</b>		<b>Date Signed</b>

FIN 215 (EFI-F0013 v1.3.1)

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ARCS/ORCS 1155-02

DJ Jan 2/18

## Audit Trail for Business Expense Approval B023286 for Grewal, Param

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/12/12 15:36:19	Sanders, Trent (IDIR\TRSANDER) Trent.Sanders@gov.bc.ca	Grewal, Param Param.Grewal@gov.bc.ca	Saved	Grewal, Param Param.Grewal@gov.bc.ca

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## Notes for Business Expense Approval B023286 for Grewal, Param

1 note(s) returned.

Created On	Author	Note
2017/12/12 15:36:19	Sanders, Trent (IDIR\TRSANDER) Trent.Sanders@gov.bc.ca	Sept. 22: Surrey Board of Trade lunch with Translink CEO Oct. 4: Surrey Board of Trade lunch with BC Finance Minister

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inclusive | innovative | independent

101 - 14439 104 Avenue  
Surrey, B.C. V3R 1M1  
Phone: 604.581.7130 Fax: 604.588.7549  
info@businessinsurrey.com

## Receipt

Invoice Date: 9/22/17  
Invoice Number: 92877

GST#: 1230 65880

Jinny Sims, Minister of Citizens' Services Surrey-Panorama  
Param Grewal ✓  
s.22

Terms  
PAID

Description	Qty	Rate	Amount
✓ September 27, 2017 - BC FINANCE MINISTER SURREY POST-BUDGET LUNCH ( <u>Param Grewal</u> )	1	\$50.00	\$50.00
Subtotal:			\$50.00
GST:			\$2.50
Total:			\$52.50
Payment/Credit Applied:			
11/30/17 - Payment: CASH		(\$52.50)	(\$52.50)
11/30/17 - Writeoff		(\$50.00)	(\$50.00)
11/30/17 - Writeoff		(\$2.50)	(\$2.50)
Balance:			-\$52.50

Thank you for your support of the Surrey Board of Trade



inclusive | innovative | independent

101 - 14439 104 Avenue  
Surrey, B.C. V3R 1M1  
Phone: 604.581.7130 Fax: 604.588.7549  
info@businessinsurrey.com

## Receipt

Invoice Date: 9/22/17  
Invoice Number: 92273

GST#: 1230 65880

Jinny Sims, Minister of Citizens' Services Surrey-Panorama  
Jinny Sims  
s.22

Terms  
PAID

Description	Qty	Rate	Amount
✓ October 4, 2017 - Lunch with TransLink CEO Kevin Desmond (Param Grewal) =====	1	\$65.00	\$65.00
Subtotal:			\$65.00
GST:			\$3.25
Total:			\$68.25
Payment/Credit Applied:			
11/30/17 - Payment: CASH		(\$52.50)	(\$52.50)
11/6/17 - Writeoff		(\$15.00)	(\$15.00)
11/6/17 - Writeoff		(\$0.75)	(\$0.75)
Balance:			\$0.00

Thank you for your support of the Surrey Board of Trade



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127258

**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.

<b>Name</b> Hill, Robert N.				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 208-7363	
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2017/09/28		<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Meeting				<b>Headquarters</b> Minister's Office	
<b>12. Mailing Address for Cheque</b> s.22							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>
2017							<b>Cost</b>
09/14	Vic to Nelson	0730	2359	700	371.00	72.50	F-B 41.00
09/15	Nelson	0730	2359		0.00		F-L 41.00
09/16	Nelson	0730	2359		0.00		H- 25.75
09/17	Nelson	0730	2359		0.00		H- 25.75
09/18	Nelson	0730	2359		0.00		F-B 41.00
09/19	Nelson	0730	2359		0.00		F-B 41.00
09/20	Nelson	0730	2359		0.00		F-BD 22.75
09/21	Nelson	0730	2359		0.00		F-B 41.00
09/22	Nelson	0730	2359		0.00		F-B 41.00
09/23	Nelson	0730	2359		0.00		H- 25.75
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>
				\$ 371.00	\$ 72.50	\$ 346.00	\$ 0.00
<b>40.</b>	<b>41. Miscellaneous</b>			<b>42.</b>		<b>43.</b>	<b>44.</b>
	<b>Cost</b>	<b>Describe</b>					<b>Claim Total</b>
	\$ 0.00						\$ 789.50
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>53. Supplier Code</b>	<b>54. Amount</b>	
057	27011	26700	5702	2700000	s.22	\$ 789.50	
057							
057							
057							
<b>Less Travel Advance</b>							
057							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b>
							\$ 789.50
<b>45. Employee Signature (See Audit Trail)</b>				<b>Print Name</b>		<b>Date Signed</b>	
- 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.							
<b>56. Spending Authority Signature (See Audit Trail)</b>				<b>Print Name</b>		<b>Date Signed</b>	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
<b>57. Payment Authority Signature (See Audit Trail)</b>				<b>Print Name</b>		<b>Date Signed</b>	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							



**Audit Trail for Travel Voucher (Restricted Use) E127258 for Hill, Robert N.**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/09/28 12:26:38	Hill, Robert N. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert N. Robert.Hill@gov.bc.ca
2017/09/28 12:27:32	Hill, Robert N. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert N. Robert.Hill@gov.bc.ca
2017/09/28 12:29:46	Hill, Robert N. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2017/10/11 13:16:27	Sanderson, Melissa (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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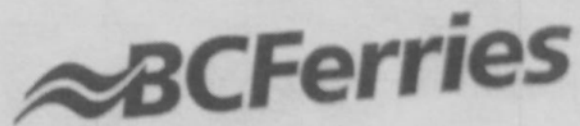
**Notes for Travel Voucher (Restricted Use) E127258 for Hill, Robert N.**

1 note(s) returned.

Created On	Author	Note
2017/09/28 12:27:32	Hill, Robert N. (IDIR\ROHILL) Robert.Hill@gov.bc.ca	Travel from Victoria BC to Nelson BC (personal use vehicle) for Ministerial Work in my role as EA.

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PURCHASE



2017/09/14

Swartz Bay

To  
Tsawwassen

PURCHASE

20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	2.20-

Total	72.50
CDN Cash	100.00
CHANGE DUE	27.50-

**LANE 05**

SWB 14 Sep 2017 08:23



1005031 628826  
101904

SEE REVERSE SIDE OF TICKET



## Where ideas work

### Travel Voucher (Restricted Use)

Control No.

E127259

**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.

<b>Name</b> Hill, Robert s. <b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Employee ID</b> s.22 <b>Job Title</b> Executive Assistant				<b>Phone Number</b> (250) 208-7363 <b>Travel Group Code</b> 3																																						
<b>5. Date Completed</b> 2017/09/28			<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Meetings					<b>Headquarters</b> Minister's Office																																						
<b>12. Mailing Address for Cheque</b> s.22																																														
<b>16. Travel Dates</b> 2017 09/24 09/25 09/26 09/27		<b>17. Places Travelled</b> <table border="1"> <thead> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Nelson</td> <td>0730</td> <td>2359</td> </tr> <tr> <td>Nelson</td> <td>0730</td> <td>2359</td> </tr> <tr> <td>Nelson</td> <td>0730</td> <td>2359</td> </tr> <tr> <td>Nelson to Vic</td> <td>0430</td> <td>1630</td> </tr> </tbody> </table>			Destination	Start	End	Nelson	0730	2359	Nelson	0730	2359	Nelson	0730	2359	Nelson to Vic	0430	1630	<b>18. Personal Vehicle Use</b> <table border="1"> <thead> <tr> <th>Km</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>700</td> <td>371.00</td> </tr> </tbody> </table>		Km	Cost	700	371.00	<b>19. Other Transport Costs</b> 72.50 ✓		<b>20. &amp; 21. Meals</b> <table border="1"> <thead> <tr> <th>Claim</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>H-</td> <td>25.75</td> </tr> <tr> <td>F-B</td> <td>41.00</td> </tr> <tr> <td>F-B</td> <td>41.00</td> </tr> <tr> <td>F-BD</td> <td>22.75</td> </tr> </tbody> </table>		Claim	Cost	H-	25.75	F-B	41.00	F-B	41.00	F-BD	22.75	<b>22. Lodging Costs</b> \$ 0.00	<b>20. &amp; 21. Miscellaneous</b> <table border="1"> <thead> <tr> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>\$ 0.00</td> <td></td> </tr> </tbody> </table>		Cost	Describe	\$ 0.00	
Destination	Start	End																																												
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\$ 0.00																																														
<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 371.00		<b>37.</b> \$ 72.50		<b>38.</b> \$ 130.50		<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 574.00																																
<b>48. Client Code</b> 057 057 057 057		<b>49. Resp.</b> 27011	<b>50. Service Line</b> 26700		<b>51. STOB</b> 5702	<b>52. Project</b> 2700000		<b>45. Supplier Code</b> s.22			<b>Amount</b> \$ 574.00																																			
<b>Less Travel Advance</b> 057																																														
											<b>AMOUNT DUE TO EMPLOYEE</b>			<b>54.</b> \$ 574.00																																
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>																																					
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>																																					
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>																																					

**Audit Trail for Travel Voucher (Restricted Use) E127259 for Hill, Robert s.2**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/09/28 12:33:59	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert s.2 Robert.Hill@gov.bc.ca
2017/09/28 12:34:05	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2017/10/11 13:16:42	Sanderson, Melissa (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E127259 for Hill, Robert s.**

1 note(s) returned.

Created On	Author	Note
2017/09/28 12:33:59	Hill, Rober S. (IDIR\ROHILL) Robert.Hill@gov.bc.ca	Remaining Travel as part of previous travel form E127258  Total travel dates were Sept 14 to Sept 27

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# PURCHASE

## BC Ferries

2017/09/27  
Tsawwassen  
To  
Swartz Bay  
PURCHASE

20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	2.20-

Total	72.50
CDN Cash	80.00
CHANGE DUE	7.50-

**LANE 38**

TSA 27 Sep 2017 12:23





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127462

**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.

<b>Name</b> Hill, Roberts				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 208-7363						
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2017/10/26			<b>6. Fiscal Year</b> 2018			<b>7. Special Cheque Issue</b> EFT			<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> MOVING EXPENSES						<b>Headquarters</b> Minister's Office					
<b>12. Mailing Address for Cheque</b> s.22														
<b>16. Travel Dates</b>		<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
		<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Costs</b>	<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Cost</b>	<b>Describe</b>
2017					700	371.00	✓	256.32	F-B	41.00		✓	1355.55	Uhaul+dolly rental
09/30		Vic to Nelson	0700	2359		0.00				0.00		✓	37.05	L+D for spouse
09/30		Vic to Nelson	0700	2359		0.00				0.00		✓	18.53	L+D for dependent 1
09/30		Vic to Nelson	0700	2359		0.00				0.00		✓	18.53	L+D for dependent 2
09/30		Vic to Nelson	0700	2359		0.00	✓	122.41		0.00				
09/30		Vic to Nelson	0700	2359		0.00	✓	90.00		0.00				
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>		<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>			
					\$ 371.00	\$ 468.73		\$ 41.00	\$ 0.00	\$ 1429.66	\$ 2310.39			
<b>48. Client Code</b>		<b>49. Resp.</b>	<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>			
057		27011	26700		5702 5226		2700000		s.22		\$ 2310.39			
057														
057														
057														
<b>Less Travel Advance</b>														
057														
<b>AMOUNT DUE TO EMPLOYEE</b>										<b>54.</b>				
										\$ 2310.39				
<b>45. Employee Signature (See Audit Trail)</b> - 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.								<b>Print Name</b>		<b>Date Signed</b>				
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>		<b>Date Signed</b>				
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>		<b>Date Signed</b>				



## Audit Trail for Travel Voucher (Restricted Use) E127462 for Hill, Robert s.2

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/10/26 14:01:30	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert s. Robert.Hill@gov.bc.ca
2017/10/26 14:02:59	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert s. Robert.Hill@gov.bc.ca
2017/10/26 14:04:45	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2017/10/26 14:47:31	Sanderson, Melissa (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E127462 for Hill, Roberts.2**

2 note(s) returned.

Created On	Author	Note
2017/10/26 14:01:30	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca	Moving Expenses.  Includes mileage, gas (two receipts), per diems for employee, spouse and two dependents.
2017/10/26 14:02:59	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca	Also includes Uhaul truck rental 700 km mileage was for family van.

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PERSONAL AND CONFIDENTIAL

September 12, 2017

Robert Hill  
s.22

Dear Robert:

As your supervisor, I am pleased to confirm your appointment as Executive Assistant, Ministry of Energy, Mines and Petroleum Resources, as specified in the appointment Order in Council, effective September 14, 2017.

Your salary will be \$60,000 per annum. The terms and conditions of your employment are equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them. If you have any questions, please contact Dawn-Lynn Phillips ([Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)), HR Executive Support Services Advisor, BC Public Service Agency.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Once you have signed this letter indicating your acceptance, please scan and email it to Dawn-Lynn Phillips.

---

Office of the Premier

Deputy Minister's Office

Mailing Address:  
Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1

Telephone: 250 387-2226  
Facsimile: 250 356-7258  
Website: [www.gov.bc.ca](http://www.gov.bc.ca)

Lastly, I want to extend my best wishes for your success in this role.

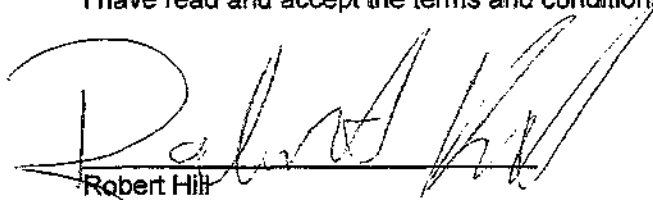
Yours truly,



Geoff Meggs  
Chief of Staff  
Office of the Premier

pc: Dawn-Lynn Phillips, BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

  
Robert Hill

Oct 18, 2017  
Date

## Relocation Assistance and/or House Hunting Expense Report and Assignment of Wages Agreement

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

**OR**

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ 2310.39 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.

It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15<sup>th</sup> day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

*For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.*

*Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.*

I understand and agree to these terms and conditions.

Date: <div style="font-family: cursive; font-size: 1.2em;">Oct 26 2017</div>	Employee's / New Appointee's Signature and Printed Name: <div style="font-family: cursive; font-size: 1.2em;">Robert Hill</div> <div style="font-family: sans-serif; font-weight: bold;">Robert Hill</div>
Date: <div style="font-family: cursive; font-size: 1.2em;">Oct 26 2017</div>	Witness Signature and Printed Name: <div style="font-family: cursive; font-size: 1.2em;">Laurie Langille</div> <div style="font-family: sans-serif; font-weight: bold;">Laurie Langille (Constituency Assistant)</div>

**Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.**

**Note:** Canada Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.

pc. Financial Services and Administration Branch, Ministry of Finance  
pc. BC Public Service Agency, HR Client Services, Personnel File

-One-Way Rental (OUT) - Friday, 9/29/2017 9:23 AM Contract No.: 20350865 Equip.: TT S030D

ROADSIDE ASSISTANCE: visit [uhaul.com/help](http://uhaul.com/help)

Dispatched From: S45059 - Safe-Protection:(YES)



Customer:  
S.22

S.22

Renting Location:  
U-Haul Moving & Storage of Victoria -  
(S45059)  
GST / HST No: 105438196RT0001  
776-790 Topaz Ave  
CANADA  
VICTORIA, BC V8T2M1 (250)382-4711

Destination: NELSON, BC

Due Date/Time: 10/2/2017 9:00 AM

DROP OFF EQUIPMENT AT: Kootenay Glass & Mirror

206 Lakeside Dr. NELSON, BC

(250) 352-2990

Days Allowed: 3

MI Allowed: \$04.0

Extra MI Allowed: 47.0

Extra Day Rate for the TT \$40.00 Per Day

\$0.40 Per MI

Extra Day Rate for Safemove \$15.00 Per Day

Equipment

MI Out

Coverage

Rental Charge

Total Charge

TT S030D

\$7826.1

SafeMove \$75.00

\$1,125.00

\$1,200.00

AE23672 AZ

Utility Dolly

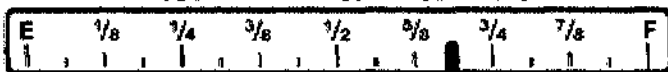
Qty Rented: 1

\$0.00

\$0.00

REGULAR CHECK-IN - EMAIL ON FILE

FUEL TANK CAPACITY: 151 LITERS



Estimated liters needed to return to agreed to level of 11/16

Card Type: Visa  
Account: S.17  
(K)

Type: PURCHASE  
Ref No: S.22

Approved:  
417193

Credit Card Payment: \$1,344.35

Net Paid Today: \$1,344.35

- I agree to verify my truck's fuel level is 11/16 before leaving the premises. I will return the vehicle with the same amount of fuel as when dispatched and/or agree to pay a \$1.65 per litre convenience fee for the estimated fuel I do not replace. If returned with less than a 1/4 tank, I agree to also pay a \$30.00 service fee. U-Haul does not reimburse if this truck is returned with more fuel than what is printed on the receipt gauge. U-Haul pays for oil (save receipts).
- An automobile liability insurance policy or a qualified self-insurance arrangement provides the authorized driver with the minimum limits required by the automobile financial responsibility or compulsory insurance law of the jurisdiction in which the accident occurs.
- Cardholder will pay card issuer above amount pursuant to Cardholder Agreement.
- I understand that this equipment must be returned to one of the U-Haul drop-off locations listed on this contract or I must call the drop-off number.
- I understand that the equipment rented is water resistant and not water proof.
- I acknowledge that I have received the appropriate User Instructions and acknowledge my responsibility to fully read and understand these User Instructions before operating the equipment.
- I understand that I will receive an email link to review the rental process and the U-Haul Store employees to feedback to U-Haul any compliments, concerns or requests that I have about my rental.
- I understand that I can also contact U-Haul Customer Service at [uhaul.com/contact/email.aspx](http://uhaul.com/contact/email.aspx)
- I agree to submit all legal claims in accordance with the U-Haul Arbitration Agreement, incorporated by reference, and available at [uhaul.com/arbitration](http://uhaul.com/arbitration) or from my local U-Haul representative.
- Watch for overhead objects and lock-up the cargo box. I understand that a collision with an overhead object and theft of my cargo are just two specific exclusions not covered by Safemove or Safetow protection.
- I agree that distracted driving is dangerous and that driving while distracted is likely to lead to an accident/crash causing serious injury or death. I agree not to use a hand held mobile phone (other than for an emergency call) and not to text while driving any U-Haul truck or towing any U-Haul Trailer, Tow Dolly or Auto Transport. My agreement not to do so is material to U-Haul's decision to enter into this Agreement. My failure to comply is material breach of this Agreement.
- The following shall be admissible as evidence of negligence and breach of contract in any lawsuit or arbitration: 1) that the driver of the U-Haul truck, or vehicle towing any U-Haul Trailer, Tow Dolly or Auto Transport was texting while driving; 2) that the driver of the U-Haul truck, or vehicle towing any U-Haul Trailer, Tow Dolly or Auto Transport, was using any mobile phone (other than hands free or for an emergency call) while driving.
- I acknowledge that I have received and agree to the terms and conditions of this Rental Contract and the Rental Contract Addendum.

X

Customer Signature - (Mark Hill)

TEMP AGENT

U-Haul Signature - (TEMP AGENT)

Discount Savings on Motel and Hotel Rooms. Advanced Reservations Required. 20% OFF at Days Inn, Ramada and Super 9 Motels: 1-877-670-7088  
Online @ [www.wyndhamrewards.com/uhaul](http://www.wyndhamrewards.com/uhaul)  
Questions or need help? Call me.

(250)382-4711

69461162(G)  
Customer Self-Pick-Up

Add 11.20  
(see other side)

Total Claim:  
\$1355.55

Uhaul paid through  
Robert Hill's father's  
credit card.  
Father reimbursed  
in full for charge

Customer Name:

Cust No - Email:

s.22

s.22

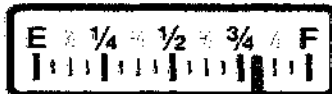
Rental Date/Time: 9/29/2017 8:03 AM

Return Date/Time: 10/1/2017 10:14 AM

Dispatching Location: 640559

Days Allowed: 3

MI Allowed: 551.2



Truck Details:	Amount
Truck: TT-20 Truck: TT-60800	
Mileage: OUT = 57028.1 IN = 56288.7	
Total Truck Charges:	\$0.00

SRI Details:	Amount
SRI Utility Duty - UT	
Qty Rented: 1 Qty Returned: 1	
Wrong Destination Charge:	\$10.00
Total SRI Charges:	\$10.00

Total Equipment Charges:	Amount
SubTotal:	\$10.00
PST Tax:	\$0.70
GST / HST Tax:	\$0.50
Grand Total:	\$11.20

Previous Paid: \$0.00

Card Type: Visa Account: s.17

Type: PURCHASE Ref No: s.22

Approved: 477840

Credit Card Payment: \$11.20

Net Paid Today: 11.20 \$11.20

- Cardholder will pay card issuer above amount pursuant to Cardholder Agreement.

- I confirm that during the term of my rental there was not an accident involving the rented U-haul equipment and no incidence where this equipment struck or otherwise caused damage to any person or property either while on a public road or private property. There was no injury or damage sustained by me or any other drivers or passengers of this equipment.

\_\_\_\_\_  
Customer Signature - (Mand Hill)

\_\_\_\_\_  
U-haul Signature - (Customer Web)

paid through  
Robert Hill's  
father's credit  
card.  
Father reimbursed  
in full for  
charge on CC.

**PURCHASE**  
**BCFerries**

2017/09/30  
 Swartz Bay  
 To  
 Tsawwassen  
**PURCHASE**

20'	Undersize Vehi	57.50
2	Adult	34.40
2	Under 5 years	0.00
	Fuel Rebate	2.70-
	<b>Total</b>	<b>89.20</b>
	CDN Cash	100.00
	CHANGE DUE	10.80-

claim 89.20

**LANE 07**

SWB 30 Sep 2017 08:22



1005022 001850  
 SEE REVERSE SIDE OF TICKET

**PURCHASE**  
**BCFerries**

2017/09/30  
 Swartz Bay  
 To  
 Tsawwassen  
**PURCHASE**

26'	Commercial Tru	s.22
s.22		
	Fuel Rebate	5.00-
	<b>Total</b>	<b>s.22</b>
	CDN Cash	
	CHANGE DUE	
	s.22	

Not claiming driver.

s.22

claim: 167.12

**LANE 19**

SWB 30 Sep 2017 08:19



1005042 420495  
 SEE REVERSE SIDE OF TICKET

Total claim

\$ 256.32



Lyding J #861  
55100 Flood Hope Roa  
Hope BC V0X 1L2  
604-868-4681

Invoice # 75648  
Date 09/30/17  
Time 12:46  
Auth # 565255

DBT Acct#  
s.17

Pump Litres \$/L  
03 99.601 \$ 1.229

Product Amount  
Bronze \$ 122.41  
Total Sale \$ 122.4  
Prompt: Swipe your A  
Result: 80086882257=  
INTERAC  
TYPE: PURCHASE  
ACCT: SAVINGS  
AMOUNT: \$122.41  
CARD NO:

s.17

DATE/TIME:  
30 Sep 2017 12:46:19  
REFERENCE #:  
36671419  
0010010380 C  
AUTHOR. #: 565255  
TERMINAL #: 00861P03  
TRAN ID. #: 134863  
00 001  
Approved - Thank You

A0000002771010  
8080008000  
6800  
INTERAC  
VERIFIED BY PIN  
Customer Copy  
5% GST is included  
in the posted  
price per litre  
GST# 855506127

Thank You  
Please Come Again

Uhaul truck  
fill up in  
Hope BC  
Claim 122.41

Account Activity Documents Additional Services Direct Deposits & Payments

ROB/ CARD -

Quick Menu

Current balance:

Available balance:

Document delivery:

Paperless

Balance details:

No Holds

Turn on notifications

Turn on notifications and we'll keep you up-to-date on your bank account activity.

Show account number and details

### Transaction History for September 2017

Search transaction descriptions

September 2017

Custom Search

Reset

Search

Transaction Date	Transaction description	Withdrawals \$	Deposits \$	Balance \$
September 30, 2017	POS Purchase SHELL C01118 GRAND	90.00		

↑ filled up in  
Grand forks

↑ uhaul gas receipt.  
original not found.

MINISTERIAL STAFF AUTHORIZED FOR RELOCATION ASSISTANCE - SEPTEMBER 2017

Name	Relocating from	Ministry	Amount
HILL, Robert	Victoria to Nelson, BC	Energy, Mines and Petroleum Resources	\$3,000

*Note: Amounts exceeding \$3,000 require further authorization from the hiring manager*

Personnel Authorization:

Chrissy Oliver



# APPLICATION FOR ACCOUNTABLE ADVANCE

## Instructions:

- Sections A, B, C and D** – to be completed by employee requiring advance.  
**Section E** – to be completed by ministry expense authority.  
**Section F** – to be completed by Government Agent (in accordance with CPPM B.2).  
**Section G** – to be completed by person receiving cheque, if other than applicant.

Pursuant to Treasury Board CPPM 4.3.9.2, assignment of wages is not applicable to advances issued for purposes of salaries and wages.

## Freedom of Information and Protection of Privacy Act

The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection or use of this information can be directed to the Branch Secretary, Financial Management Branch at 250 387-4671, PO Box 9413 Stn Prov Govt, Victoria BC V8W 9V1.

MINISTRY CONTROL NO.

ADV-HIL170921

DOCUMENT CONTROL NO.

<b>A</b> CLIENT	EMPLOYEE ID.	EMPLOYEE SURNAME	INITIALS	RESP. CENTRE	SERVICE LINE	STOB
057	s.22	Hill, Robert		27011	26700	1821

MINISTRY/BRANCH/ADDRESS	EMPLOYEE HOME ADDRESS	SUPPLIER CODE
Ministry of Energy, Mines & Petroleum Resources Rm 301, Parliament Buildings Victoria, BC V8W 1X4	Robert Hill s.22	s.22
WORK PHONE NO.		
(250) 208-7363		
HOME PHONE NO.		
( )		

TYPE OF ADVANCE	AMOUNT REQUIRED
<input type="checkbox"/> TRAVEL <input type="checkbox"/> SALARY/INDIVIDUAL <input type="checkbox"/> WORKING CAPITAL <input checked="" type="checkbox"/> OTHER: Relocation	\$2,000.00
<input type="checkbox"/> STANDING <input type="checkbox"/> TEMPORARY – applicants must complete Section C. Advance must be accounted for or repaid within one week of completion of the travel.	
DATE CHEQUE REQUIRED	YYYY / MM / DD
	2017/09/22

IF YOU NOW HOLD A TRAVEL ADVANCE, COMPLETE BELOW	<b>C</b> ESTIMATED COSTS (CDN \$)
AMOUNT OF STANDING ADVANCE AMOUNT OF TEMPORARY ADVANCE	TRANSPORTATION 516.19 PER DIEMS 100.55 ACCOMMODATION 0.00 OTHER 1,400.00 <b>TOTAL \$2,016.74</b>
<b>B</b> REASON FOR ADVANCE AND DESTINATION	
Relocation advance for move from Victoria to Nelson on Sept. 27/17.	
D cheque to be hand-delivered to Lucy in the Minister's office.	

DATES OF TRAVEL	DEPARTURE YYYY / MM / DD	RETURN YYYY / MM / DD
	2017/09/27	2017/10/01

**D** In consideration of the accountable advance made to me, as requested above, I promise to pay the Minister of Finance, on demand, any amount of the advance not expended for the purpose for which it was authorized and not repaid.

I understand and agree that the Comptroller General is authorized to recover by setoff under section 38 of the *Financial Administration Act*, any amount of the accountable advance not expended for the purpose for which it was authorized and not repaid. I also agree that recovery by setoff may be made against any money due and payable to me by the Province of British Columbia. Money due and payable to me may include, but is not restricted to, wages, salaries and severance payments.

Nothing contained in this agreement shall prejudice the right of the Minister of Finance to recover by setoff or by any other collection action any amount of the accountable advance not expended for the purpose for which it was authorized and not repaid.

EMPLOYEE SIGNATURE	DATE SIGNED YYYY MM DD
X	20170921

<b>E</b> AUTHORIZATION EXPENSE AUTHORITY – Certified that the amount to be advanced is in accordance with appropriate statute or other authority for payment and/or contract.	
NAME – TYPE OR PRINT	POSITION TITLE
Michelle Mungall	Minister
SIGNATURE OF EXPENSE AUTHORITY	DATE SIGNED YYYY MM DD
X	20170919

<b>F</b> GOVERNMENT AGENT CHEQUE NO.	TYPE OF ID	ID NO.

<b>G</b> SIGNATURE OF PERSON RECEIVING CHEQUE – IF OTHER THAN APPLICANT	SURNAME – TYPE OR PRINT
X	Hansen

**Janke, Debra FIN:EX**

---

**From:** Janke, Debra FIN:EX  
**Sent:** Thursday, September 21, 2017 12:29 PM  
**To:** FIN PT BCM CHQ  
**Subject:** D Cheque

**Importance:** High

Hello,

I have processed a D.Cheque request, today. The cheque is payable to Robert <sup>s.22</sup> Hill in the amount of \$2,000.00. Please pull from "EM" entity and put in "FI", Finance envelope.

Thank you.

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](mailto:Debra.Janke@gov.bc.ca)  
**Website:** <http://www.min.fin.gov.bc.ca>  
Serving all Ministers' Offices and the Office of the Premier

## Janke, Debra FIN:EX

---

**From:** Hansen, Lucy EMPR:EX  
**Sent:** Thursday, September 21, 2017 12:11 PM  
**To:** Janke, Debra FIN:EX  
**Subject:** FW: Accountable Advance - Robert Hill  
**Attachments:** IMG\_20170921\_0001.pdf

Hi Debra,

Here is the signed document.

Lucy



*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](mailto:Lucy.Hansen@gov.bc.ca)

---

**From:** Hill, Robert EMPR:EX  
**Sent:** Thursday, September 21, 2017 12:09 PM  
**To:** Hansen, Lucy EMPR:EX  
**Subject:** RE: Accountable Advance - Robert Hill

Here is the form signed for you.

Thanks

---

Robert Hill | Executive Assistant to the Honourable Michelle Mungall | Minister of Energy, Mines and Petroleum Resources | C:  
250-208-7363 | E: [Robert.Hill@gov.bc.ca](mailto:Robert.Hill@gov.bc.ca)

---

**From:** Hansen, Lucy EMPR:EX  
**Sent:** Thursday, September 21, 2017 10:16 AM  
**To:** Hill, Robert EMPR:EX  
**Subject:** FW: Accountable Advance - Robert Hill

Hi Rob,

## **Janke, Debra FIN:EX**

---

**From:** Janke, Debra FIN:EX  
**Sent:** Thursday, September 21, 2017 7:47 AM  
**To:** Hansen, Lucy EMPR:EX  
**Subject:** RE: Accountable Advance - Robert Hill

Hi Lucy,

Email sent to you by Laurie Holland on Sept 19/17 indicates that the completed form is to be emailed to Rob and have him indicate his agreement back to you by email. Do you have Rob's agreement by email? I need it to attach to the advance application.

Thanks.  
Debra

---

**From:** Hansen, Lucy EMPR:EX  
**Sent:** Wednesday, September 20, 2017 4:04 PM  
**To:** Janke, Debra FIN:EX  
**Subject:** Accountable Advance - Robert Hill



*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](mailto:Lucy.Hansen@gov.bc.ca)

**From:** LHANSEN [<mailto:Lucy.Hansen@gov.bc.ca>]  
**Sent:** Wednesday, September 20, 2017 4:03 PM  
**To:** Hansen, Lucy EMPR:EX  
**Subject:** Scan From <Device Name>

## Janke, Debra FIN:EX

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, September 19, 2017 12:12 PM  
**To:** Hansen, Lucy EMPR:EX  
**Cc:** Janke, Debra FIN:EX; McKinstry, Cindy D FIN:EX  
**Subject:** RE: Moving Expenses-Rob Hill  
**Attachments:** Draft Advance Form - Robert Hill.pdf

Hi Lucy,

I've drafted the form to request a \$2,000 relocation advance for Rob who is moving on Sept. 27th. Please review the form and complete the address and phone number fields. The cheque required by date can also be updated as necessary.

Once the form is ready to go, please email it to Rob and have him indicate his agreement back to you by email and then obtain the minister's approval. The completed form should be emailed to Debra Janke in the Ministry of Finance. Debra will provide you with the cheque so it can be couriered to Rob.

Thanks, L.

**Laurie Holland, Manager, Financial Operations**  
Financial Management Office | BC Public Service Agency  
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 778-698-4329

[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

---

**From:** Hansen, Lucy EMPR:EX  
**Sent:** Friday, September 15, 2017 6:04 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Fwd: Moving Expenses-Rob Hill

Hi Laurie,

As per our conversation on Wed here is Rob's break down of expense. This is why an advance was suggested for him he has coordinated everything already.

Lucy

Sent from my iPhone

Begin forwarded message:

**From:** "Hill, Robert EMPR:EX" <[Robert.Hill@gov.bc.ca](mailto:Robert.Hill@gov.bc.ca)>  
**Date:** September 15, 2017 at 5:44:02 PM PDT  
**To:** "Hansen, Lucy EMPR:EX" <[Lucy.Hansen@gov.bc.ca](mailto:Lucy.Hansen@gov.bc.ca)>  
**Subject:** Moving Expenses





### Travel Voucher (Restricted Use)

Control No.

E127675

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Yeung, Lucinda ✓	s.22	(250) 953-3547
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Health	Executive Assistant	3

<b>5. Date Completed</b> 2017/11/24	<b>6. Fiscal Year</b> 2018	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
--	-------------------------------	--------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel Beginning of session	Headquarters Vancouver
-------------------------------	---	---------------------------

12. Mailing Address for Cheque	
--------------------------------	--

s.22

O/R

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						16.70			54.21	7.80	
09/10	Van - Vic (ferry)	1030	1830		0.00	16.70	H-	25.75	54.21		Taxi
09/11	Victoria	0700	1900		0.00		F-	51.50	184.44		
09/12	Vic - Van (ferry)	0700	2100		0.00	16.70	F-	51.50		5.00	BC Tansit Day Pass

	<b>36.</b>	<b>37.</b> 33.40		<b>38.</b> ✓	<b>39.</b> 238.65	<b>40.</b> ✓	<b>Claim Total</b>
TOTALS OF COLUMNS	\$ 0.00	\$ .22		\$ 128.75	\$ .22	\$ 12.80	\$ .22

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
										s.22		s.22
	026		66001		44000		5701		6600000			413.60
	026		66001		44000		5702		6600000			
	026		66001		44000		5750		6600000			
	026		66001		44000		5701		6600000			

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	413.60 \$ s 22
--	------------------------	-----	-------------------

<b>45. Employee Signature (See Audit Trail)</b> - 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.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

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

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

## Audit Trail for Travel Voucher (Restricted Use) E127675 for Yeung, Lucinda

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2017/11/24 10:04:19	McCormick, Erika (IDIR\IERIMCCOR) Erika.McCormick@gov.bc.ca	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca	Saved	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2017/11/24 12:47:32	McCormick, Erika (IDIR\IERIMCCOR) Erika.McCormick@gov.bc.ca	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca	Saved	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2017/11/24 12:48:04	McCormick, Erika (IDIR\IERIMCCOR) Erika.McCormick@gov.bc.ca	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca	Notified	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2017/11/24 13:05:19	Yeung, Lucinda (IDIR\LYEUNG) Lucinda.Yeung@gov.bc.ca		Saved	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2017/11/24 13:05:24	Yeung, Lucinda (IDIR\LYEUNG) Lucinda.Yeung@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2017/11/24 13:21:40	Yeung, Lucinda (IDIR\LYEUNG) Lucinda.Yeung@gov.bc.ca		Recalled	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2017/11/24 13:22:14	Yeung, Lucinda (IDIR\LYEUNG) Lucinda.Yeung@gov.bc.ca		Saved	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2017/11/24 13:22:37	Yeung, Lucinda (IDIR\LYEUNG) Lucinda.Yeung@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2017/12/02 13:26:24	Singh, Jasmyn ✓ (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

**Notes for Travel Voucher (Restricted Use) E127675 for Yeung, Lucinda**

1 note(s) returned.

Created On	Author	Note
2017/11/24 10:04:19	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	09/10 Drove on Ferry, paying her passenger portion. 09/11 Hotel had no Gov rate available

Production \*\*\* Copyright © Government of British Columbia

**From:** [McCormick, Erika HLTH:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Subject:** RE: T/V#E127675 Lucinda Yeung  
**Date:** Tuesday, December 19, 2017 10:38:53 AM

---

Great thank you Debra!

---

**From:** Janke, Debra FIN:EX  
**Sent:** Tuesday, December 19, 2017 10:36 AM  
**To:** McCormick, Erika HLTH:EX  
**Subject:** T/V#E127675 Lucinda Yeung

Hi Erika,

For your records, the above-noted travel claim has been adjusted from s.22 to \$413.60. The s.15 indicates that the key deposit for \$10.00 was a cash refund upon return at check out. BC Ferries on Sept 10/17 was adjusted from s.22 to \$16.70 s.22 per passenger, fuel rebate).

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](mailto:Debra.Janke@gov.bc.ca)  
**Website:** <http://www.min.fin.gov.bc.ca>  
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**From:** [McCormick, Erika HLTH:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Subject:** RE: E127675 Lucinda Yeung  
**Date:** Thursday, December 14, 2017 2:46:37 PM  
**Attachments:** [Scan\\_20171214.pdf](#)

---

Hi Debra,

Please see attached signed hostel folio by the Minister, for Lucinda.

Thanks,  
Erika

---

**From:** Janke, Debra FIN:EX  
**Sent:** Wednesday, December 13, 2017 11:17 AM  
**To:** McCormick, Erika HLTH:EX  
**Subject:** E127675 Lucinda Yeung

Hi Erika,

For auditing purposes, please provide a copy of <sup>s.15</sup> folio. The receipt attached is inter act, only. <sup>s.15</sup> is not on the CSA approved accommodation listing. When you get a copy, please have the Minister sign off a copy with "Hotel approved" and return.

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](mailto:Debra.Janke@gov.bc.ca)  
**Website:** <http://www.min.fin.gov.bc.ca>  
Serving all Ministers' Offices and the Office of the Premier

# PURCHASE



2017/09/10 ✓

Tsawwassen

To

Swartz Bay

AUTH ONLY

s.22

\$16.70

2 Adult

s.22

s.22

less s.2 fuel rebate  
2

Fuel Rebate

s.22

Total

MasterCard s.17  
\*\*\*\*\*

005/01-66223131

0014413440

Approved: 073676

CHANGE DUE

0.00

**LANE 40**

TSA 10 Sep 2017 12:19



1007090 242197

SEE REVERSE SIDE OF TICKET

Out Folio: 88616 - Lucinda Yeung

Room: s.15      Folio: s.22      Check-In: 10/09/2017 - Sun ✓      Rate: PRIV  
 Lucinda Yeung      Nights: 1      Weekday: 53.10  
 Check-Out: 11/09/2017 - Mon      Weekend: 58.50  
 Adults/Child: 1/0      Discount: 12%  
 How Booked?: Hostelworld      Room (GST/PST + MLN)

Master Folio (CC) 0.00

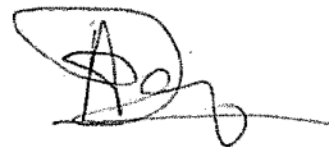
Travel Agent: Hostelworld Group ☒ Hide voids

Type	Room	Display Date	Audit Date	Account/Voucher	Debit	Credit	Void
220	J 27K	10/09/2017	10/09/2017	s.22	s.22	0.00	
100	J 27K	10/09/2017	10/09/2017	Room (GST/PST + MLN) + 12.00% discount (6	46.73	0.00	
106	J 27K	10/09/2017	10/09/2017	Municipal Tax - 3%	1.40	0.00	
107	J 27K	10/09/2017	10/09/2017	Goods & Services Tax - 5%	2.34	0.00	
109	J 27K	10/09/2017	10/09/2017	Provincial Sales Tax (Rooms) - 8%	3.74	0.00	
221	J 27K	11/09/2017	11/09/2017	s.22	0.00	s.22	
201	J 27K	11/09/2017	11/09/2017	Cash Refund ✓	10.00	0.00	
reimburse \$54.21 s.22 s.22							

0.00 ↓

More Options Properties No Check-In Check-Out Close Help

Hotel Approved



Ministers approval

Virus-free. [www.avast.com](http://www.avast.com)

On 13 December 2017 at 11:26, Fullaway, Elijah HLTH:EX <[Elijah.Fullaway@gov.bc.ca](mailto:Elijah.Fullaway@gov.bc.ca)> wrote:

Good afternoon,

Could you please send me the invoice of a stay from Lucinda Yeung on September 10, 2017? The total should be \$64.21.

Thank you

Elijah Fullaway

Administrative Assistant to the Honourable Minister Adrian Dix | Minister of Health

PO Box 9050 Stn Prov Gov, Victoria, BC, V8W 9E2 | [250-953-3547](tel:250-953-3547)

BLUEBIRD CABS LTD  
CAB 93  
2612 QUADRA ST, 2ND FLOOR  
VICTORIA, BC V8T 4E4  
250-382-2222

TERM ID: GZ342463

BATCH#: 135  
SHIFT#: 003

Sale

INV#: 000000049

MCARD

Chip  
SEQ#:135001001049

Application Label: MasterCard  
AID:A0000000041010  
TVR:00 00 00 00 00  
TSI:FR 00

s.17

Amount: \$  
Tip: \$

7.80

s.22

Total:CAD\$

APPROVED R2478Z  
001/00

10-Sep -17 ✓

21:49:11

CUSTOMER COPY  
VICTORIA'S FIRST CHAIR

s.15

CARD s.17

CARD TYPE MASTERCARD

DATE 2017/09/10 ✓

TIME 9179 16:12:09

RECEIPT NUMBER

C84012055-001-436-046-0

PURCHASE

TOTAL Reimburse \$54.21 (refunded) s.22

s.22

MasterCard

A0000000041010

E742F1FADF36DA8C

0000000000-E800

2D6BCCDD38F1FD21

APPROVED

AUTH# H3826Z

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



*Lucinda*

s.15

YEUNG LUCINDA  
s.22

Room # s.15 Invoice # 358959  
Arrive 09/11/17 Depart 09/12/17

PGOV

Date	Clerk	Department	Description	Reference	Amount
09/11/17	SK	2-Room Charg		CSA single, rate ok ✓	159.00
09/11/17	SK	3-Room Tax			12.72
09/11/17	SK	21-MRDT 3%	On Room Charge		4.77
09/12/17	R	93-Mastercard			-184.44
GST On Room Charge s.15					7 95
Tax Reg. #					

s.15

*21*

CARD s.17  
CARD TYPE MASTERCARD  
DATE 2017/09/12  
TIME 9431 08:35:16  
RECEIPT NUMBER  
C84014771-001-390-016-0

PRE-AUTH COMPLETION  
TOTAL

**\$184.44**

MasterCard  
A0000000041010

**APPROVED**

AUTH# H6285Z 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Balance: 0.00 ✓

Swartz Bay  
To  
Tsawwassen



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

RECEIPT - PLEASE RETAIN

PURCHASE 2017/09/12 ✓

1 Adult 17.20

Fuel Rebate 0.50-

Total 16.70

MasterCard

S.17

16.70

AUTH X51452 66251946 0010016020 C

MasterCard

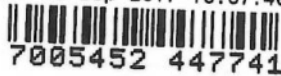
00000000041010 / 0000000000 / E000

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

SWB 12 Sep 2017 18:37:46



7005452 447741

SEE REVERSE SIDE OF TICKET

K106K00545

\$5.00

TUE  
12  
SEP  
2017 ✓

DayPASS

020892

