

Reid, Heidi FIN:EX

From: Argue, Elizabeth MAH:EX
Sent: Thursday, March 1, 2018 2:49 PM
To: Reid, Heidi FIN:EX
Subject: RE: Accommodations at UBCM for Minister Carole James - attached
Attachments: MAKING YOUR RESERVATION.PDF

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Travel

I've attached the instructions for you, just in case you need any of the other information in the attachment!

Elizabeth

From: Reid, Heidi FIN:EX
Sent: Thursday, March 1, 2018 2:40 PM
To: Argue, Elizabeth MAH:EX
Subject: RE: Accommodations at UBCM for Minister Carole James - attached

Okay...thanks.

Can you remind me what the block name is held under? I can't find the instructions in my emails...sigh.

Thanks Elizabeth

Heidi

From: Argue, Elizabeth MAH:EX
Sent: Thursday, March 1, 2018 2:25 PM
To: Reid, Heidi FIN:EX
Subject: RE: Accommodations at UBCM for Minister Carole James - attached

Hi Heidi,

No you're good to go in regards to booking for Robyn!

Thanks for getting back to me,
Elizabeth

From: Reid, Heidi FIN:EX
Sent: Thursday, March 1, 2018 2:22 PM
To: Argue, Elizabeth MAH:EX
Subject: RE: Accommodations at UBCM for Minister Carole James - attached

Hi Elizabeth...I was under the assumption that I had to wait to book Robyn to make sure the Minister's all got rooms first.

If there's rooms left, I will book Robyn today ☺

Thanks...Heidi

From: Argue, Elizabeth MAH:EX
Sent: Thursday, March 1, 2018 2:14 PM
To: Reid, Heidi FIN:EX
Subject: RE: Accommodations at UBCM for Minister Carole James - attached

Hi Heidi,

I wanted to follow up with you about your reservations. I see that you have booked for Minister James, but have not booked for Robyn Spilker. Are you still booking for this staff member?

Thank you,

Elizabeth Argue
MAH UBCM Accommodations Coordinator
Elizabeth.Argue@gov.bc.ca or 778 698-4047

From: Reid, Heidi FIN:EX
Sent: Thursday, February 8, 2018 3:39 PM
To: Argue, Elizabeth MAH:EX
Cc: Reid, Heidi FIN:EX
Subject: Accommodations at UBCM for Minister Carole James - attached

Hi Elizabeth,

Here is my completed form for accommodations for UBCM in September.

Thanks and any questions, let me know.

Heidi

Heidi Reid
Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 250-356-7877
E-mail: Heidi.Reid@gov.bc.ca

Reid, Heidi FIN:EX

From: Reid, Heidi FIN:EX
Sent: Monday, March 12, 2018 10:20 AM
To: Janke, Debra FIN:EX
Cc: Reid, Heidi FIN:EX
Subject: BEA for payment for Budget 2018 Reception - Feb 20
Attachments: BEA - Budget 2018 Reception.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Debra...here's the BEA for payment for the Budget Reception held in the Buildings on Feb 20, 2018.

Please let me know that you rec'd it and all is filled in properly.

Thanks..Heidi

Heidi Reid
Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 250-356-7877
E-mail: Heidi.Reid@gov.bc.ca

Reid, Heidi FIN:EX

From: Reid, Heidi FIN:EX
Sent: Monday, March 12, 2018 2:43 PM
To: Janke, Debra FIN:EX
Cc: Reid, Heidi FIN:EX
Subject: RE: BEA for payment for Budget 2018 Reception - Feb 20
Attachments: BEA 2018 Budget Reception.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Here you go ... signed qualified receiver area has been signed by Robyn Spilker

From: Janke, Debra FIN:EX
Sent: Monday, March 12, 2018 2:04 PM
To: Reid, Heidi FIN:EX
Subject: RE: BEA for payment for Budget 2018 Reception - Feb 20

Hi Heidi,

Please have the BEA signed by a Qualified Receiver.

Thanks.
Debra

From: Reid, Heidi FIN:EX
Sent: Monday, March 12, 2018 10:20 AM
To: Janke, Debra FIN:EX
Cc: Reid, Heidi FIN:EX
Subject: BEA for payment for Budget 2018 Reception - Feb 20

Hi Debra...here's the BEA for payment for the Budget Reception held in the Buildings on Feb 20, 2018.

Please let me know that you rec'd it and all is filled in properly.

Thanks..Heidi

Heidi Reid
Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 250-356-7877
E-mail: Heidi.Reid@gov.bc.ca

Reid, Heidi FIN:EX

From: Reid, Heidi FIN:EX
Sent: Wednesday, March 21, 2018 3:49 PM
To: Gillezeau, Rob FIN:EX; Spilker, Robyn FIN:EX
Subject: BANK OF MONTREAL (MASTERCARD) HREID s.17 03MAR18 \$7,324.78
Attachments: HREID s.17 03MAR18.xlsx; HREID s.17 -03MAR18-receipts.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

Can someone please approve & send on to Finance please & thanks...

Please forward to FINFSAMINOFF@gov.bc.ca

And copy Debra.janke@gov.bc.ca

Thanks...Heidi

The attached register package is complete, with register (all descriptions, account coding and taxes entered), receipts and forms attached.

Please forward your approval, along with the transaction package to accounts payable for Oracle entry.

Reid, Heidi FIN:EX

From: Reid, Heidi FIN:EX
Sent: Thursday, March 22, 2018 12:03 PM
To: Janke, Debra FIN:EX
Subject: BANK OF MONTREAL (MASTERCARD) HREID s.17 03MAR18 \$7,324.78 - Updated version
Attachments: HREID s.17 03MAR18.xlsx
Follow Up Flag: Follow up
Flag Status: Completed

The attached register package is complete, with register (all descriptions, account coding and taxes entered), receipts, forms and expense authority approvals attached.

Reid, Heidi FIN:EX

From: Reid, Heidi FIN:EX
Sent: Wednesday, March 28, 2018 11:08 AM
To: Janke, Debra FIN:EX
Subject: MCJ's travel and receipts claim E128445
Attachments: MCJ travel E128445 and receipts.pdf

Here you be...

Heidi Reid

Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 250-356-7877
E-mail: Heidi.Reid@gov.bc.ca

Reid, Heidi FIN:EX

From: Lana Garraway <lane@ralphs.ca>
Sent: Thursday, March 29, 2018 9:02 AM
To: Reid, Heidi FIN:EX
Subject: RE: Roaming Passes

Follow Up Flag: Follow up
Flag Status: Completed

Hi Heidi, Both of the packages have been added!

Lana Garraway
Ralph's Radio Ltd.
815 View St, Victoria BC V8W 1K1
Cellular: (250)896-4866
Office: 778-404-7232
Please note: I have a new email address lane@ralphs.ca
www.ralphs.ca



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From: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Sent: March 28, 2018 12:43 PM
To: Lana Garraway <lane@ralphs.ca>
Subject: RE: Roaming Passes
Importance: High

Hi Lana...thanks.

I'll go with the US Passport Essentials 80 for both the Minister & Robyn. Seems a bit much, but I'd rather be on the safe side for them both.

If you could add those onto their phone numbers, that would be great.

Minister's is s.17 (fly's out early on April 1st)
Robyn is s.17 (fly's out a couple of days before the Minister on March 30th)

Let me know if you need anything else.

Heidi

From: Lana Garraway [<mailto:lane@ralphs.ca>]
Sent: Wednesday, March 28, 2018 11:42 AM
To: Reid, Heidi FIN:EX
Subject: Roaming Passes

Hi Heidi, please find attached the Roaming passes available. Please let me know which one you would like added to numbers:

s.17 Effective April 1st.
 Effective March 30th

Lana Garraway
Ralph's Radio Ltd.
815 View St, Victoria BC V8W 1K1
Cellular: (250)896-4866
Office: 778-404-7232
Please note: I have a new email address lane@ralphs.ca
www.ralphs.ca



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