



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128325

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22																																						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3																																						
5. Date Completed 2018/03/14		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria																																						
12. Mailing Address for Cheque																																												
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <td>2018 03/02</td> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <td>76.00</td> <th>Claim</th> <th>Cost</th> <td>41.00</td> <th>Cost</th> <th>Describe</th> </tr> <tr> <td></td> <td>*PCard Vic-Van-Vic *Vic-Van (HJ) Van-Vic(AC)</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-B</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		2018 03/02	Destination	Start	End	Km	Cost	76.00	Claim	Cost	41.00	Cost	Describe		*PCard Vic-Van-Vic *Vic-Van (HJ) Van-Vic(AC)	0800	2359		0.00		F-B				
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																		
2018 03/02	Destination	Start	End	Km	Cost	76.00	Claim	Cost	41.00	Cost	Describe																																	
	*PCard Vic-Van-Vic *Vic-Van (HJ) Van-Vic(AC)	0800	2359		0.00		F-B																																					
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 76.00		38. \$ 41.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 117.00																																	
48. Client Code 004 004 004 004		49. Resp. 36A10		50. Service Line 36200		51. STOB 5701		52. Project 3600000		45. Supplier Code s.22		Amount \$ 117.00																																
Less Travel Advance 004																																												
										54. AMOUNT DUE TO EMPLOYEE \$ 117.00																																		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed																																				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed																																				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed																																				

Audit Trail for Travel Voucher (Restricted Use) E128325 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/14 17:02:24	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/14 17:03:28	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/14 17:09:38	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128325 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/14 17:02:24	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	March 2: Vic-Van-Vic: Cab, Helijet to Van, A/C to Vic, Cab P/D: LDI

Production *** Copyright © Government of British Columbia

E128325

02 MAR 2018 ▶ 02 MAR 2018 TRIP TO VICTORIA BC, CANADA

PREPARED FOR
HORGAN/JOHN
MCCONNELL/SHEENA
BROWN/EVAN

FLIGHT CENTRE
Business Travel

Flight Centre Business Travel
250-360-2058

s.22



DEPARTURE: **FRIDAY 02 MAR** Please verify flight times prior to departure.

AIR CANADA
AC 8087

Operated by:
/AIR CANADA EXPRESS - JAZZ

Duration:
0hr(s) 30min(s)

Class:
Economy

Status:
Confirmed

YVR
VANCOUVER BC,
CANADA

Departing At:
11:20pm

Terminal:
MAIN TERMINAL

YYJ
▶ VICTORIA BC,
CANADA

Arriving At:
11:50pm

Terminal:
Not Available

Aircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 40

Stop(s): 0

Notes:
AIR CANADA
LOCATOR- K45YAI
SEATs.15

Passenger Name:

» HORGAN/JOHN
» MCCONNELL/SHEENA
» BROWN/EVAN

Seats:

Check-In Required
Check-In Required
Check-In Required

Flight Centre Business Travel
250-360-2058

E128325

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

OFFICE OF OFFICIAL OPPOSITION - X
PREMIER'S OFFICE
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: 6CQC2018CINVC0977
Date: 26th February 2018

Consultant: TAMRA BARTILUCCI

Traveller Name: BROWN/MR E
PNR: s.22
Destination: YYJ

Order Number:
Customer Reference:
Date of Travel: 2nd March 2018

Description	Amount	
02MAR VANCOUVER TO VICTORIA		
AIR CANADA BASE FARE	206.00	206.00
GST	12.66	12.66
TAXES	12.12	12.12
SERVICE FEE	35.00	35.00
PAID ON MASTERCARD ENDING ON s.17		
<u>Invoice Total:</u>		\$265.78

E128325

YELLOW CAB
17 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240066

PURCHASE
02-02-2018 00:31:37
***** s.17
Exp Date **/** Card Type MC
Name: EVAN BROWN
00000041010 Master

Operator: 166
Trace # 870
Inv # 166
Auth # 033137 RRN 001173004

Total \$67.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.ca
250-381-3227

YELLOW CAB
17 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240063

PURCHASE
02-02-2018 08:34:00
***** s.17
Exp Date **/** Card Type MC
Name: EVAN BROWN
00000041010 Master

Operator: 063
Trace # 14967
Inv # 063
Auth # 113440 RRN 00118

Total \$9.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.ca
250-381-3227

E128325

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, February 28, 2018 9:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Premier John Horgan
	Company	Premier Of British Columbia

Booking # s.22

Friday, March 2, 2018

710

09:35 Victoria Harbour

10:10 Vancouver Harbour

35 minutes

Confirmed

4 Passengers - Full-Fare

- Evan Brown, Male
- Paul Cuffley, Male
- Premier John Horgan, Male
- Sheena Mcconnell, Female

Invoice s.22

FARE-YWH-Full_Winter17-18 \$1,200.00

+ GST \$60.00

Billing \$1,200.00

Taxes \$60.00

Grand Total \$1,260.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to

Add to Calendar

departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

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

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

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

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

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

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply.

Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128326

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3						
5. Date Completed 2018/03/14		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria						
12. Mailing Address for Cheque												
16. Travel Dates 2018 03/03	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Victoria	Start 0930	End 1345	Km 13	Cost 6.89			Claim s.22	Cost		Cost	Describe
TOTALS OF COLUMNS					36. \$ 6.89	37. \$ 0.00		38. s.22	39. \$ 0.00	40. \$ 0.00	Claim Total s.22 6.89	
48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200		51. STOB 5704-6501		52. Project 3600000		45. Supplier Code s.22		Amount s.22 6.89		
Less Travel Advance 004												
										54. 6.89		
AMOUNT DUE TO EMPLOYEE												
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E128326 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/14 17:12:22	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/14 17:14:23	Brown, Evan (IDIR\EVBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/14 17:20:09	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128326 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/14 17:12:22	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Mar 3: Victoria: Mileage to event P/D: LI

Production *** Copyright © Government of British Columbia



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128328

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

Name Brown, Evan		Employee ID s.22		Phone Number s.22																																						
Client Organization Office of the Premier		Job Title Executive Assistant		Travel Group Code 3																																						
5. Date Completed 2018/03/15		6. Fiscal Year 2018		7. Special Cheque Issue																																						
8. Cheque Stub Information																																										
Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria																																					
12. Mailing Address for Cheque																																										
<table border="1"> <tr> <td rowspan="2">16. Travel Dates 2018 03/09</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. Personal Vehicle Use</td> <td>19. Other Transport Costs</td> <td colspan="2">20. & 21. Meals</td> <td>22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td>*PCard</td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td></td> <td>Claim</td> <td>Cost</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td></td> <td>* Vic-Van-Vic Vic-Van (HA) Van-Vic (WJ)</td> <td>0645</td> <td>2315</td> <td></td> <td>0.00</td> <td></td> <td>75.00</td> <td>F-D</td> <td>33.25</td> <td></td> <td></td> <td></td> </tr> </table>						16. Travel Dates 2018 03/09	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		*PCard	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe		* Vic-Van-Vic Vic-Van (HA) Van-Vic (WJ)	0645	2315		0.00		75.00	F-D	33.25			
16. Travel Dates 2018 03/09	17. Places Travelled			18. Personal Vehicle Use			19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																															
	*PCard	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe																														
	* Vic-Van-Vic Vic-Van (HA) Van-Vic (WJ)	0645	2315		0.00		75.00	F-D	33.25																																	
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 75.00		38. \$ 33.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 108.25																															
48. Client Code 004 004 004 004		49. Resp. 36A10	50. Service Line 36200	51. STOB 5701	52. Project 3600000	45. Supplier Code s.22	Amount \$ 108.25																																			
Less Travel Advance 004																																										
						AMOUNT DUE TO EMPLOYEE					54. \$ 108.25																															
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed																																		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed																																		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed																																		

Audit Trail for Travel Voucher (Restricted Use) E128328 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/15 10:15:39	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/15 10:36:02	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/16 08:32:12	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128328 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/15 10:15:39	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	March 9: Vic-Van-Vic: Cab, Helijet (on Pcard), WestJet (on Pcard), Cab P/D: BLI

Production *** Copyright © Government of British Columbia

E128328

2612 QUADRA ST
VICTORIA BC

09-2018 23:05:46
CARD TYPE MASTERCARD
DATE 2018/03/09
TIME 4424 06:58:39
RECEIPT NUMBER
085069245-001-170-013-0

PURCHASE
TOTAL

\$12.00

MasterCard
A0000000041010
37HCA49510AF21B9
0000008000-E800
DEL2B0D980196C6C

APPROVED

AUTH# 095839 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250 381 2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240098

PURCHASE

09-2018 23:05:46
CARD # *****s.17
CARD TYPE MC
NAME: EVAN BROWN
A000000041010 MasterCard

Operator: 098
Trace # 427
Inv. # 098
Auto # 020546 RRN 00194910

TOTAL \$63.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.co
250-381-2222

E128328

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

OFFICE OF OFFICIAL OPPOSITION - X
PREMIER'S OFFICE
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: 6CQC2018DINVC0134
Date: 6th March 2018

Consultant: TAMRA BARTILUCCI

Traveller Name: HORGAN/JOHN
PNR: s.22
Destination: YYJ

Order Number:
Customer Reference:
Date of Travel: 9th March 2018

Description	Amount
09 MAR, VANCOUVER TO VICTORIA	
WESTJET BASE FARE	167.00
AIRLINE TAXES AND FEES	24.12
GST	10.81
SERVICE FEE	35.00
PAID ON MC s.17	
<hr/>	
Invoice Total:	\$236.93

E128328

09 MAR 2018 ▶ 09 MAR 2018 TRIP TO VICTORIA BC, CANADA

PREPARED FOR
HORGAN/JOHN
BROWN/EVAN

FLIGHT CENTRE
Business Travel

Flight Centre Business Travel
250-360-2058

s.22

Travel Arranger Priority Comments

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330
THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330



DEPARTURE: FRIDAY 09 MAR Please verify flight times prior to departure

WESTJET
WS 3185

Operated by:
WESTJET ENCORE

Duration:
0hr(s) 35min(s)

Class:
Economy

Status:
Confirmed

YVR
VANCOUVER BC,
CANADA

Departing At:
9:55pm

Terminal:
MAIN TERMINAL

YYJ
▶ VICTORIA BC,
CANADA

Arriving At:
10:30pm

Terminal:
Not Available

Aircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 40
Stop(s): 0

Passenger Name:	Seats:	Frequent Flyer #:	eTicket Receipt(s):
» HORGAN/JOHN	s.15 / - / Confirmed	s.17 / WESTJET	8385193638662
» BROWN/EVAN	/ - / Confirmed		8385193638664

Flight Centre Business Travel
250-360-2058

Parkinson, Elizabeth PREM:EX

From: reservation@harbourair.com
Sent: Thursday, March 8, 2018 10:28 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information		
Account	HAS #	s.17
	Name	Evan Brown
	Company	Office Of The Premier

Booking s.17	
Friday, March 9, 2018	Invoice s.17
Flight #2020	Air Transportation Charges

07:30 Victoria Harbour /

Map 

08:05 Vancouver Harbour /

Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Evan Brown, Male

[Add to Calendar](#)

Sked 200/300 : Standard GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Fare Conditions:

Refundable up to 15 minutes prior to

Departure

Changeable up to 15 minutes prior to

Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if

cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within

24hrs of departure

Booking Information

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128330

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22																																						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3																																						
5. Date Completed 2018/03/15		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria																																						
12. Mailing Address for Cheque																																												
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <td>2018 03/10</td> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <td>63.50</td> <th>Claim</th> <th>Cost</th> <td>12.25</td> <th>Cost</th> <th>Describe</th> </tr> <tr> <td></td> <td>*PCard * Vic-Van-Vic Vic-Van(AC) Van-Vic(WJ)</td> <td>1400</td> <td>2300</td> <td></td> <td>0.00</td> <td></td> <td>F-BLD</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		2018 03/10	Destination	Start	End	Km	Cost	63.50	Claim	Cost	12.25	Cost	Describe		*PCard * Vic-Van-Vic Vic-Van(AC) Van-Vic(WJ)	1400	2300		0.00		F-BLD				
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																		
2018 03/10	Destination	Start	End	Km	Cost	63.50	Claim	Cost	12.25	Cost	Describe																																	
	*PCard * Vic-Van-Vic Vic-Van(AC) Van-Vic(WJ)	1400	2300		0.00		F-BLD																																					
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 63.50		38. \$ 12.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 75.75																																	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code																																		
004 004 004 004		36A10		36200		5701		3600000		s.22																																		
Amount \$ 75.75																																												
Less Travel Advance 004																																												
										54. \$ 75.75																																		
AMOUNT DUE TO EMPLOYEE																																												
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																																			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																																			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed																																			

Audit Trail for Travel Voucher (Restricted Use) E128330 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/15 10:32:36	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/15 10:35:35	Brown, Evan (IDIR\EVBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/16 08:33:13	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128330 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/15 10:32:36	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	March 10: Vic-Van-Vic: Air Canada, WestJet, Cab P/D: I Travel to Airport with the Detail

Production *** Copyright © Government of British Columbia

YELLOW CAB
617 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240098

PURCHASE

2018 22:59:49
***** s.17
Card Type MC
Name EVAN BROWN
000041010 MasterCard

Operator: 098
Trace # 434
Inv # 098
015949 RRN 00195001

Total \$63.50

(01) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

yellowcabvictoria.com
250 361 2222

10 MAR 2018 ▶ 10 MAR 2018 TRIP TO **VANCOUVER BC, CANADA**PREPARED FOR
HORGAN/JOHN
BROWN/EVAN**FLIGHT CENTRE**
Business TravelFlight Centre Business Travel
250-360-2058

s.22

Travel Arranger Priority CommentsTHANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330**DEPARTURE: SATURDAY 10 MAR** Please verify flight times prior to departure

AIR CANADA AC 8072 Operated by: AIR CANADA EXPRESS - JAZZ Duration: 0hr(s) 27min(s) Class: Economy Status: Confirmed	YYJ VICTORIA BC, CANADA	YVR ▶ VANCOUVER BC, CANADA	Aircraft: DEHAVILLAND DASH 8- 400 TURBOPROP
	Departing At: 4:05pm Terminal: Not Available	Arriving At: 4:32pm Terminal: MAIN TERMINAL	Distance (in Miles): 40 Stop(s): 0 Notes: AIR CANADA LOCATOR- MMVYRV SEATs.15

Passenger Name:

» HORGAN/JOHN

» BROWN/EVAN

Seats:

Check-In Required

Check-In Required

**DEPARTURE: SATURDAY 10 MAR** Please verify flight times prior to departure

WESTJET WS 3185 Operated by: WESTJET ENCORE Duration: 0hr(s) 35min(s) Class: Economy Status: Confirmed	YVR VANCOUVER BC, CANADA	YYJ ▶ VICTORIA BC, CANADA	Aircraft: DEHAVILLAND DASH 8- 400 TURBOPROP
	Departing At: 9:55pm Terminal: MAIN TERMINAL	Arriving At: 10:30pm Terminal: Not Available	Distance (in Miles): 40 Stop(s): 0 Notes: WESTJET LOCATOR- DXBWOB

Passenger Name:

» HORGAN/JOHN

» BROWN/EVAN

Seats:

s.15 / - / Confirmed

/ - / Confirmed

Frequent Flyer #:

s.17 / WESTJET

eTicket Receipt(s):

8385193650292

8385193650294

Flight Centre Business Travel
250-360-2058

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

OFFICE OF OFFICIAL OPPOSITION - X
PREMIER'S OFFICE
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: 6CQC2018DINVC0139
Date: 6th March 2018

Consultant: TAMRA BARTILUCCI

Traveller Name: BROWN/EVAN
PNR: s.22
Destination: YVR

Order Number:
Customer Reference:
Date of Travel: 10th March 2018

Description

Amount

MAR 10, VICTORIA TO VANCOUVER RETURN
AIR CANADA / WESTJET BASE FARE
AIRLINE TAXES AND FEES
GST
SEAT SELECTION
SERVICE FEE
PAID ON s.17

314.00	314.00
58.24	58.24
20.12	20.12
15.00	15.00
35.00	35.00

Invoice Total: \$442.36



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128414

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22																									
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3																									
5. Date Completed 2018/03/20		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																									
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria																									
12. Mailing Address for Cheque																															
<table border="1"> <tr> <td rowspan="2">16. Travel Dates 2018 03/16</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. Personal Vehicle Use</td> <td>19. Other Transport Costs</td> <td colspan="2">20. & 21. Meals</td> <td>22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td>*PCard Destination * Vic-Van RTN Vic-Van (HA) Van-Vic (HJ)</td> <td>Start 0630</td> <td>End 1800</td> <td>Km</td> <td>Cost 0.00</td> <td>23.20</td> <td>Claim F-D</td> <td>Cost 33.25</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> </table>									16. Travel Dates 2018 03/16	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		*PCard Destination * Vic-Van RTN Vic-Van (HA) Van-Vic (HJ)	Start 0630	End 1800	Km	Cost 0.00	23.20	Claim F-D	Cost 33.25		Cost	Describe
16. Travel Dates 2018 03/16	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals			22. Lodging Costs	20. & 21. Miscellaneous																				
	*PCard Destination * Vic-Van RTN Vic-Van (HA) Van-Vic (HJ)	Start 0630	End 1800	Km	Cost 0.00	23.20	Claim F-D	Cost 33.25		Cost	Describe																				
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 23.20		38. \$ 33.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 56.45																					
48. Client Code 004 004 004 004		49. Resp. 36A10		50. Service Line 36200		51. STOB 5701		52. Project 3600000		45. Supplier Code s.22																					
										Amount \$ 56.45																					
Less Travel Advance 004																															
										54. \$ 56.45																					
AMOUNT DUE TO EMPLOYEE																															
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																						
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																						
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed																						

Audit Trail for Travel Voucher (Restricted Use) E128414 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/20 15:25:54	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/20 15:54:32	Brown, Evan (IDIR\EVBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/21 07:36:24	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128414 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/20 15:25:54	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	March 16: Vic-Van-Vic: Cabs, Harbour Air to Van (on Pcard), Helijet to Victoria P/D: BLI

Production *** Copyright © Government of British Columbia

E128414

BLUEBIRD CABS #80
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/16
TIME 0838 17:39:31
RECEIPT NUMBER
C85068588-001-225-002-0

PURCHASE
TOTAL

\$14.70

MasterCard
A0000000041010
1322B9270E056622
0000008000-E800
51FC2B97F4915A93

APPROVED

AUTH# 203931 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

BLUEBIRD CABS #42
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/16
TIME 5626 06:39:05
RECEIPT NUMBER
C85069006-001-238-001-0

PURCHASE
TOTAL

\$8.50

MasterCard
A0000000041010
6F5744DF8856EC84
0000008000-E800
A406BCEE52B52E5C

APPROVED

AUTH# 093905 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Parkinson, Elizabeth PREM:EX

From: reservation@harbourair.com
Sent: Thursday, March 15, 2018 3:24 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	John Horgan
	Company	Bc Government/Mia Ndp Acct# s.17 Only

Booking s.17

Friday, March 16, 2018

Invoice # s.17

Air Transportation Charges

Flight #2020/Twin Otter	Sked 200/300 : Standard GO Flex	\$186.64
07:30 Victoria Harbour /	Taxes, Fees and Charges	
Map <input checked="" type="checkbox"/>	All Skeds - Baggage : Checked Baggage Fee	\$0.00
08:05 Vancouver Harbour /	Sked 200 : Carbon Offset	\$0.65
Map <input checked="" type="checkbox"/>	Sked 200 : VHFC Terminal Fee	\$9.86
35 minutes	+ Goods and Services Tax	\$9.85
<i>Confirmed -</i>	Billing	\$197.15
WL - Waiting List (KK	Taxes	\$9.85
Alternate)	Grand Total	\$207.00
1 Passenger(s) - GoFlex		
Evan Brown, Male		

[Add to Calendar](#)

Fare Conditions:

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

Baggage:

All routes (except routes listed below)
 25 lbs. Guaranteed
 25 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure



Booking #s.17

Friday, March 16, 2018

Invoice s.17

Air Transportation Charges

E128414

Flight #204	Sked 200/300 : Standard GO Flex	\$186.64
08:00 Victoria Harbour /	Taxes, Fees and Charges	
Map 	All Skeds - Baggage : Checked Baggage Fee	\$0.00
08:35 Vancouver Harbour /	Sked 200 : Carbon Offset	\$0.65
Map 	Sked 200 : VHFC Terminal Fee	\$9.86
35 minutes	+ Goods and Services Tax	\$9.85
KK- Confirmed	Billing	\$197.15
1 Passenger(s) - GoFlex	Taxes	\$9.85
Evan Brown, Male	Grand Total	\$207.00

[Add to Calendar](#)

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

Baggage:
All routes (except routes listed below)
 25 lbs. Guaranteed
 25 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
 35 lbs. Guaranteed
 15 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
 50 lbs. Guaranteed
 \$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
 100% cancellation fee if cancelled within 24hrs of departure

Booking s.17
Thursday, April 19, 2018
Invoice s.17
Air Transportation Charges

Flight #2240

Sked 200/300 : Standard GO Flex

\$186.64

18:30 Victoria Harbour /

Taxes, Fees and Charges

Map ☒

All Skeds - Baggage : Checked Baggage

19:05 Vancouver Harbour /

Fee

\$0.00

Map ☒

Sked 200 : Carbon Offset

\$0.65

35 minutes

Sked 200 : VHFC Terminal Fee

\$9.86

+ Goods and Services Tax

\$9.85

KK- Confirmed

Billing

\$197.15

1 Passenger(s) - GoFlex

Taxes

\$9.85

. Evan Brown, Male

Grand Total**\$207.00****Add to Calendar****Fare Conditions:**Refundable up to 15 minutes prior to
DepartureChangeable up to 15 minutes prior to
Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if
cancelled within 24 hrs of departure**Baggage:****All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

**Between South Vancouver (YVR), Ganges &
Maple Bay**

35 lbs. Guaranteed

15 lbs. (space available)

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

**Between South Vancouver (YVR), Victoria &
Nanaimo**

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within
24hrs of departure**Booking Information**

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

departure

will also result in the cancellation of any onward and/or return reservations
(additional cancellation fees may apply)

Booking s.17

Friday, March 16, 2018

725

16:40 Vancouver Harbour

17:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Evan Brown, Male

[Add to Calendar](#)

Invoice s.17

FARE-YWH-Full_Winter17-18 \$300.00

+ GST \$15.00

Billing \$300.00

Taxes \$15.00

Grand Total \$315.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

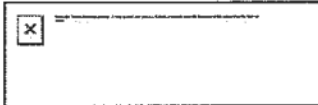
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: Tuesday, February 27, 2018 3:41 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Evan Brown
	Company	Office Of The Premier

Booking s.22

Friday, March 16, 2018

706

08:20 Victoria Harbour

08:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Evan Brown, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-Fuji_Winter17-18	\$300.00
+ GST	\$15.00
Billing	\$300.00
Taxes	\$15.00
Grand Total	\$315.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128416

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22																																																																																						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3																																																																																						
5. Date Completed 2018/03/20		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																																																																																						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria																																																																																						
12. Mailing Address for Cheque																																																																																												
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <td></td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td></td> <td>Claim</td> <td>Cost</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td>2018</td> <td>*PCard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/19</td> <td>*Vic-Van (HJ)</td> <td>0730</td> <td>2359</td> <td></td> <td>0.00</td> <td>11.80</td> <td>F-BL</td> <td>30.50</td> <td>240.87</td> <td></td> <td></td> </tr> <tr> <td>03/20</td> <td>*Van-Vic (HA)</td> <td>0000</td> <td>1100</td> <td></td> <td>0.00</td> <td></td> <td>F-LD</td> <td>22.75</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td>36.</td> <td>37.</td> <td></td> <td>38.</td> <td>39.</td> <td>40.</td> <td colspan="2">Claim Total</td> </tr> <tr> <td colspan="4"></td> <td>\$ 0.00</td> <td>\$ 11.80</td> <td></td> <td>\$ 53.25</td> <td>\$ 240.87</td> <td>\$ 0.00</td> <td colspan="2">\$ 305.92</td> </tr> </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	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2018	*PCard											03/19	*Vic-Van (HJ)	0730	2359		0.00	11.80	F-BL	30.50	240.87			03/20	*Van-Vic (HA)	0000	1100		0.00		F-LD	22.75				TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total						\$ 0.00	\$ 11.80		\$ 53.25	\$ 240.87	\$ 0.00	\$ 305.92	
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																																																																																	
2018	*PCard																																																																																											
03/19	*Vic-Van (HJ)	0730	2359		0.00	11.80	F-BL	30.50	240.87																																																																																			
03/20	*Van-Vic (HA)	0000	1100		0.00		F-LD	22.75																																																																																				
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total																																																																																		
				\$ 0.00	\$ 11.80		\$ 53.25	\$ 240.87	\$ 0.00	\$ 305.92																																																																																		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount																																																																																
004 004 004 004		36A10		36200		5701		3600000		s.22		\$ 305.92																																																																																
Less Travel Advance																																																																																												
004																																																																																												
AMOUNT DUE TO EMPLOYEE										54.																																																																																		
										\$ 305.92																																																																																		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed																																																																																				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed																																																																																				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed																																																																																				

Audit Trail for Travel Voucher (Restricted Use) E128416 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/20 15:44:02	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/20 15:53:47	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/21 07:37:18	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128416 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/20 15:44:02	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Mar. 19: Vic-Van: Cab, Helijet (on Pcard), Accommodation P/D: DI Mar. 20: Van-Vic: Harbour Air P/D: BI

Production *** Copyright © Government of British Columbia

Evan Brown**Canada**

Company Name: Provincial Government

Group Name:

Room No. : s.15
 Arrival : 03-19-18
 Departure : 03-20-18
 Folio No. :
 Conf. No. : 37182906
 Cashier No. : 21
 Custom Ref. :

Date	Description	Charges	Credits
		205.00	
03-19-18	Room Charge	2.65	
03-19-18	DMF	16.61	
03-19-18	PST	10.38	
03-19-18	GST	6.23	
03-19-18	AHRT		240.87
03-20-18	Mastercard		
	s.17		
Total Charges		240.87	
Total Credits			240.87
Balance			0.00

E128416

BLUEBIRD CABS #7
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/19
TIME 0224 07:41:26
RECEIPT NUMBER
C85069205-001-083-002-0

PURCHASE
TOTAL

\$11.80

MasterCard
A0000000041010
8CACA877C3598277
0000008000-E800
26EE66EA29451F0B

APPROVED

AUTH# 104126 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

E128416

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: Tuesday, March 20, 2018 3:37 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information**Account**

Customer #

s.17

Name

Evan Brown

Company

Office Of The Premier

Booking s.22**Monday, March 19, 2018****708****08:40 Victoria Harbour****09:15 Vancouver Harbour****35 minutes****Confirmed****1 Passengers - Full-Fare****Evan Brown, Male****Add to Calendar****Invoice: s.22****FARE-YWH-Full_Winter17-18****\$300.00****+ GST****\$15.00****Billing****\$300.00****Taxes****\$15.00****Grand Total****\$315.00****Quick Ticket (Postpaid)****\$315.00****Date / Time****March 19, 2018 @ 7:46:05 AM****Summary****#4080967568****Service****Quick Ticket Postpaid****Ticket****4080967568****Fully Changeable / Refundable up to 5pm the day prior to**

departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

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

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

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

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

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

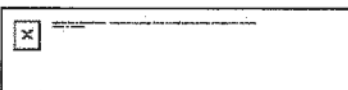
Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate,

Parkinson, Elizabeth PREM:EX

From: reservation@harbourair.com
Sent: Tuesday, March 20, 2018 8:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Evan Brown
	Company	Office Of The Premier

Booking s.17

Tuesday, March 20, 2018

Invoice: s.17

Air Transportation Charges

Flight #2090

10:30 Vancouver Harbour / Sked 200/300 : Standard GO Flex \$186.64

Map 

11:05 Victoria Harbour /

Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Evan Brown, Male

Add to Calendar

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

Billing \$197.15

Taxes \$0.00

Grand Total \$197.15

Turbobucks \$197.15

Date / Time March 20, 2018 @ 8:58:41 AM

Summary s.17

Service Turbobucks

Ticket TU1100494

Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

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

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

FS18EXESLP104



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128456

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22																																						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3																																						
5. Date Completed 2018/03/22		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria																																						
12. Mailing Address for Cheque																																												
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>2018 03/21</th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td></td> <td>* Vic-Van-Vic (HJ)</td> <td>0730</td> <td>2000</td> <td></td> <td>0.00</td> <td></td> <td>F-B</td> <td>41.00</td> <td></td> <td></td> <td></td> </tr> </table>									16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		2018 03/21	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe		* Vic-Van-Vic (HJ)	0730	2000		0.00		F-B	41.00			
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																		
2018 03/21	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe																																	
	* Vic-Van-Vic (HJ)	0730	2000		0.00		F-B	41.00																																				
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 11.00		38. \$ 41.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 52.00																																	
48. Client Code 004 004 004 004		49. Resp. 36A10		50. Service Line 36200		51. STOB 5701		52. Project 3600000		45. Supplier Code s.22 Amount \$ 52.00																																		
Less Travel Advance 004																																												
										54. AMOUNT DUE TO EMPLOYEE \$ 52.00																																		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed																																				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed																																				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed																																				

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Mar29
SLP

Audit Trail for Travel Voucher (Restricted Use) E128456 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/22 15:06:52	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/28 14:57:14	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/28 14:59:38	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128456 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/03/22 15:06:52	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	March 21: Vic-Van-Vic: Helijet return (on Pcard), Cab P/D: LDI

Production *** Copyright © Government of British Columbia

BLUEBIRD CABS #93
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/03/21
TIME 8444 07:40:08
RECEIPT NUMBER
C85040481-001-033-004-0

PURCHASE
TOTAL

\$11.00

MasterCard
A0000000041010
657E18D505DCCAB5
0000008000-E800
6B7A4FA8CD6B71C5

APPROVED

AUTH# 104009 01-327
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: Tuesday, March 6, 2018 3:29 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Evan Brown
	Company	Office Of The Premier

Booking s.22

Wednesday, March 21, 2018

708

08:40 Victoria Harbour

09:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Evan Brown, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-Full_Winter17-18	\$300.00
+ GST	\$15.00

Billing	\$300.00
----------------	-----------------

Taxes	\$15.00
--------------	----------------

Grand Total	\$315.00
--------------------	-----------------

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to

departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

Booking s.22

Wednesday, March 21, 2018

729

17:45 Vancouver Harbour

18:20 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

. Evan Brown, Male

[Add to Calendar](#)

Invoice: s.22

FARE-YWH-Full_Winter17-18 \$300.00

+ GST \$15.00

Billing \$300.00

Taxes \$15.00

Grand Total \$315.00

Fully Changeable / Refundable up to 5pm the day prior to
departure.

After 5pm all next-day travel is non-refundable and only
changeable for same-day travel. Any cancellations will result in a
non-refundable cancellation fee equal to the value of the one-
way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to
departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

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

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: Monday, March 12, 2018 3:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.17

Name

Evan Brown

Company

Office Of The Premier

Booking s.22

Wednesday, March 21, 2018

731

18:45 Vancouver Harbour

19:20 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Evan Brown, Male

Add to Calendar

Invoice s.22

FARE-YWH-Full_Winter17-18

\$300.00

+ GST

\$15.00

Billing

\$300.00

Taxes

\$15.00

Grand Total

\$315.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to

departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

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

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

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

Parking:
Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

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

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.
Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.
After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128464

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

Name Brown, Evan		Employee ID s.22		Phone Number s.22																											
Client Organization Office of the Premier		Job Title Executive Assistant		Travel Group Code 3																											
5. Date Completed 2018/03/23		6. Fiscal Year 2018		7. Special Cheque Issue																											
8. Cheque Stub Information																															
Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria																										
12. Mailing Address for Cheque																															
16. Travel Dates 2018 03/22 03/23	17. Places Travelled *PCard <table border="1"> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> <tr> <td>*Vic-Van (HJ)</td> <td>1530</td> <td>2359</td> </tr> <tr> <td>*Van-Vic (HJ)</td> <td>0000</td> <td>1100</td> </tr> </table>			Destination	Start	End	*Vic-Van (HJ)	1530	2359	*Van-Vic (HJ)	0000	1100	18. Personal Vehicle Use <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </table>	Km	Cost		0.00		0.00	19. Other Transport Costs	20. & 21. Meals <table border="1"> <tr> <th>Claim</th> <th>Cost</th> </tr> <tr> <td>F-BL</td> <td>30.50</td> </tr> <tr> <td>F-BLD</td> <td>12.25</td> </tr> </table>	Claim	Cost	F-BL	30.50	F-BLD	12.25	22. Lodging Costs 240.87	20. & 21. Miscellaneous <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> </table>	Cost	Describe
Destination	Start	End																													
*Vic-Van (HJ)	1530	2359																													
*Van-Vic (HJ)	0000	1100																													
Km	Cost																														
	0.00																														
	0.00																														
Claim	Cost																														
F-BL	30.50																														
F-BLD	12.25																														
Cost	Describe																														
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 42.75	39. \$ 240.87	40. \$ 0.00	Claim Total \$ 283.62																						
48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200	51. STOB 5701	52. Project 3600000	45. Supplier Code s.22	Amount \$ 283.62																									
Less Travel Advance 004																															
						AMOUNT DUE TO EMPLOYEE			54. \$ 283.62																						
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed																									
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed																									
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed																									

Audit Trail for Travel Voucher (Restricted Use) E128464 for Brown, Evan

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/23 09:40:31	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/23 09:42:04	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Saved	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/23 09:42:14	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/23 09:49:47	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Saved	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/23 09:50:36	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/28 14:56:53	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/28 15:00:36	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128464 for Brown, Evan

2 note(s) returned.

Created On	Author	Note
2018/03/23 09:42:04	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Mar. 22: Vic-Van: Helijet (on Pcard), Accommodation P/D: DI
2018/03/23 09:50:36	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Mar. 23: Van-Vic: Helijet (on Pcard) March 23: P/D Should be Incidental only

Production *** Copyright © Government of British Columbia

Evan Brown

s.22

Room No. : s.15

Arrival : 03-22-18

Departure : 03-23-18

Folio No. : s.22

Conf. No. : s.22

Cashier No. : 17

Custom Ref. :

Canada

Company Name: Provincial Government

Group Name:

Date	Description	Charges	Credits
03-22-18	s.22		
03-22-18	s.15		
03-22-18	Room Charge	205.00	
03-22-18	DMF	2.65	
03-22-18	PST	16.61	
03-22-18	GST	10.38	
03-22-18	AHRT	6.23	
03-23-18	Mastercard		s.22
	s.17		240.87
Total Charges		s.22	
Total Credits			
Balance			0.00

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: Wednesday, March 21, 2018 4:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information**Account**

Customer #

s.17

Name

Premier John Horgan

Company

Premier Of British Columbia

Booking s.22

Thursday, March 22, 2018

722

15:50 Victoria Harbour

16:25 Vancouver Harbour

35 minutes

Confirmed

2 Passengers - Full-Fare

• Evan Brown, Male

• Premier John Horgan, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-Full_Winter17-18

\$600.00

+ GST

\$30.00

Billing

\$600.00

Taxes

\$30.00

Grand Total**\$630.00**

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to

departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

Booking s.22

Friday, March 23, 2018

711

10:00 Vancouver Harbour

10:35 Victoria Harbour

35 minutes

Confirmed

2 Passengers - Full-Fare

- Evan Brown, Male
- Premier John Horgan, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-Full_Winter17-18	\$600.00
+ GST	\$30.00
Billing	\$600.00
Taxes	\$30.00
Grand Total	\$630.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

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

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless

FS18EXESLP104



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128484

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

Name Brown, Evan		Employee ID s.22		Phone Number s.22																																																																																						
Client Organization Office of the Premier		Job Title Executive Assistant		Travel Group Code 3																																																																																						
5. Date Completed 2018/03/28		6. Fiscal Year 2018		7. Special Cheque Issue																																																																																						
8. Cheque Stub Information																																																																																										
Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria																																																																																					
12. Mailing Address for Cheque																																																																																										
<table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th>17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th>20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/26</td> <td>*Vic-Prince Rupert (AC)</td> <td>0520</td> <td>2359</td> <td></td> <td>0.00</td> <td>F-</td> <td>51.50</td> <td>143.75</td> </tr> <tr> <td>03/27</td> <td>*PR to Vancouver (W)</td> <td>0000</td> <td>2359</td> <td></td> <td>0.00</td> <td>F-L</td> <td>41.00</td> <td></td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td>36.</td> <td>37.</td> <td></td> <td>38.</td> <td>39.</td> <td>40.</td> </tr> <tr> <td colspan="4"></td> <td>\$ 0.00</td> <td>\$ 61.70</td> <td></td> <td>\$ 92.50</td> <td>\$ 143.75</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="4"></td> <td colspan="2"></td> <td></td> <td></td> <td></td> <td>Claim Total</td> </tr> <tr> <td colspan="4"></td> <td colspan="2"></td> <td></td> <td></td> <td></td> <td>\$ 297.95</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	Start	End	Km	Cost	Claim	Cost	Cost	2018									03/26	*Vic-Prince Rupert (AC)	0520	2359		0.00	F-	51.50	143.75	03/27	*PR to Vancouver (W)	0000	2359		0.00	F-L	41.00		TOTALS OF COLUMNS				36.	37.		38.	39.	40.					\$ 0.00	\$ 61.70		\$ 92.50	\$ 143.75	\$ 0.00										Claim Total										\$ 297.95
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																																																																																		
2018																																																																																										
03/26	*Vic-Prince Rupert (AC)	0520	2359		0.00	F-	51.50	143.75																																																																																		
03/27	*PR to Vancouver (W)	0000	2359		0.00	F-L	41.00																																																																																			
TOTALS OF COLUMNS				36.	37.		38.	39.	40.																																																																																	
				\$ 0.00	\$ 61.70		\$ 92.50	\$ 143.75	\$ 0.00																																																																																	
									Claim Total																																																																																	
									\$ 297.95																																																																																	
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount																																																																																			
004		36A10	36200	5702	3600000	s.22	s.22																																																																																			
004		36A10	36200	5701	3600000																																																																																					
004																																																																																										
004																																																																																										
Less Travel Advance																																																																																										
004																																																																																										
AMOUNT DUE TO EMPLOYEE						54.	\$ 297.95																																																																																			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed																																																																																				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed																																																																																				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed																																																																																				

297.95

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Mar29
SLP

Audit Trail for Travel Voucher (Restricted Use) E128484 for Brown, Evan

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/28 11:27:23	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Saved	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/28 15:18:02	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/03/28 15:19:36	Brown, Evan (IDIR\EVBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/03/28 15:22:42	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128484 for Brown, Evan

2 note(s) returned.

Created On	Author	Note
2018/03/28 11:27:23	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Mar. 26: Vic-Prince Rupert: Cab, Air Canada to Prince Rupert (on Pcard), Accommodation P/D: F Mar. 27: PR to Vancouver: WestJet (on Pcard), Accommodation P/D; BDI
2018/03/28 15:18:02	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Note: Vancouver accommodation March 27th to be billed on next travel voucher.

Production *** Copyright © Government of British Columbia

BLUEBIRD CABS #35
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/03/28
TIME 8836 05:24:11
RECEIPT NUMBER
C85068602-001-121-023-0

PURCHASE
TOTAL

\$61.70

MasterCard
A0000000041010
F53B375265584A21
0000008000-E800
42EF946A06B92A4E

APPROVED

AUTH# 082411 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250.382.2222

CHECK
TABLI

CARD
CARD
DATE
TIME
RECEI
C850

PURC
AMOU
TIP
TOT

TC

A
AU
TH

ROOM: IM

NAME

s.15

CHECK
TABLI

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/03/27
TIME 1681 08:58:42
RECEIPT NUMBER
C85042866-001-500-003-0

PURCHASE
AMOUNT \$39.37
TIP s.22
TOTAL

MasterCard
A0000000041010
CA3A9376B2007B6B
0000008000-E800
AA4D06FE8A84018F

APPROVED

AUTH# 115842 01-027
THANK YOU

CARDHOLDER COPY

ROOM: IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

E128484

E128484

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

OFFICE OF OFFICIAL OPPOSITION - X
PREMIER'S OFFICE
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: 6CQC2018DINVC0173
Date: 7th March 2018

Consultant: TAMRA BARTILUCCI

Traveller Name: BROWN/AARON
PNR: s.22
Destination: YPR

Order Number:
Customer Reference:
Date of Travel: 26th March 2018

Description	Amount	
MAR 26, VICTORIA TO PRINCE RUPERT		
AIR CANADA BASE FARE	487.00	487.00
AIRLINE TAXES AND FEES	40.12	40.12
GST	28.11	28.11
SERVICE FEE	35.00	35.00
PAID ON s.17		
<u>Invoice Total:</u>		\$590.23

E128484

26 MAR 2018 ▶ 27 MAR 2018 TRIP TO PRINCE RUPERT BC, CANADA

PREPARED FOR
HORGAN/JOHN
AARON/SAGE
BROWN/EVAN

FLIGHT CENTRE
Business Travel

Flight Centre Business Travel
250-360-2058

s.22

Travel Arranger Priority Comments

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330



DEPARTURE: MONDAY 26 MAR Please verify flight times prior to departure

AIR CANADA
AC 8054

Operated by:
/AIR CANADA EXPRESS - JAZZ

Duration:
0hr(s) 27min(s)

Class:
Economy

Status:
Confirmed

YYJ
VICTORIA BC,
CANADA

Departing At:
7:00am

Terminal:
Not Available

YVR
VANCOUVER BC,
CANADA

Arriving At:
7:27am

Terminal:
MAIN TERMINAL

Aircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 40

Stop(s): 0

Notes:
AIR CANADA LOCATOR
- NX2S8I
SEATS s.15

Passenger Name:

» HORGAN/JOHN
» AARON/SAGE
» BROWN/EVAN

Seats:

Check-In Required
Check-In Required
Check-In Required



DEPARTURE: MONDAY 26 MAR Please verify flight times prior to departure

AIR CANADA
AC 8278

Operated by:
/AIR CANADA EXPRESS - JAZZ

Duration:
1hr(s) 59min(s)

Class:
Economy

Status:
Confirmed

YVR
VANCOUVER BC,
CANADA

Departing At:
8:50am

Terminal:
MAIN TERMINAL

YPR
PRINCE RUPERT BC,
CANADA

Arriving At:
10:49am

Terminal:
Not Available

Aircraft:
DEHAVILLAND DASH 8
TURBOPROP

Distance (in Miles): 469

Stop(s): 0

Notes:
AIR CANADA LOCATOR
- NX2S8I
SEATS s.15

Passenger Name:

» HORGAN/JOHN
» AARON/SAGE
» BROWN/EVAN

Seats:

Check-In Required
Check-In Required
Check-In Required

 CHECK IN: **MONDAY 26 MAR** ► CHECK OUT: **TUESDAY 27 MAR** ► 1 NIGHT(S)

s.15

Room Details:
GOVERNMENT
CANCEL 24 HOURS PRIOR TO ARRIV
KING STANDARD COMPLIMENTARY US
PARKING HI SPEED INTERNET MOUN

Room(s): 3 Guest(s): 1

Rate:
125.00 CAD / night

Approx. Total Price:
143.75 CAD
INCLUDES TAXES AND SURCHARGES

Cancellation
Information:
Cancel 24 hours prior to
arrival to avoid a penalty,
CANCEL 24 HOURS
PRIOR TO ARRIV

Guarantee:
Room is guaranteed for
late arrival

Confirmation:
s.22

Status:
Confirmed

**TAX AND/OR SURCHARGE
INFORMATION (CAD)**

18.75 OTHER
TOTAL TAX 18.75

Flight Centre Business Travel
250-360-2058

E128484

Exemption Approval on file

s.15

Evan Brown
Legislative Buildings
Victoria
Bc
V8V 1X4

Page # 1
Res. # s.22
Checked in Mon Mar 26/18 - 12:09pm
Checked out Tue Mar 27/18 - 7:13am
Nights 1
Room Rate 125.00
Room s.15

Date	Description	Reference	Charges	Credit
s.22				
Mar 26	Provincial Government British		125.00	
Mar 26	Municipal and Regional Distric		2.50	
Mar 26	Goods & Services Tax		6.25	
Mar 26	Hotel Room Provincial Sales Ta		10.00	
Mar 27	Master Card- Than auth	s.17		s.22
Total Outstanding			0.00	

~~Deducted~~
~~Deducted~~

= \$143.75

Thank you for staying with us
Please call s.15 for your next reservation

s.15

Our G.S. s.15

Charge Summary: s.22
Master Card Thank you
s.22
Goods & Services Tax 6.25
s.22
Municipal and Regional Di 2.50
Room Charge - Government 125.00
Hotel Room Provincial Sal 10.00

A1 28484

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

OFFICE OF OFFICIAL OPPOSITION - X
PREMIER'S OFFICE
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: 6CQC2018DINVC0186
Date: 7th March 2018

Consultant: TAMRA BARTILUCCI

Traveller Name: BROWN/EVAN
PNR: s.22
Destination: YVR

Order Number:
Customer Reference:
Date of Travel: 27th March 2018

Description	Amount	
MAR 27, TERRACE TO VANCOUVER		
WESTJET BASE FARE	91.00	91.00
AIRLINE TAXES AND FEES	32.12	32.12
GST	6.91	6.91
SERVICE FEE	35.00	35.00
PAID ON s.17		
<u>Invoice Total:</u>		\$165.03

E128484

27 MAR 2018 ▶ 27 MAR 2018 TRIP TO VANCOUVER BC, CANADA

PREPARED FOR
HORGAN/JOHN
AARON/SAGE
BROWN/EVAN
HAASDYK/GREGORY

FLIGHT CENTRE
Business Travel

Flight Centre Business Travel
250-360-2058

s.22

Travel Arranger Priority Comments

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330



DEPARTURE: TUESDAY 27 MAR Please verify flight times prior to departure

**WESTJET
WS 3108**

Operated by:
WESTJET ENCORE

Duration:
1hr(s) 37min(s)

Class:
Economy

Status:
Confirmed

YXT
TERRACE BC,
CANADA

YVR
▶ VANCOUVER BC,
CANADA

Departing At:
7:20pm

Terminal:
Not Available

Arriving At:
8:57pm

Terminal:
MAIN TERMINAL

Aircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 431

Stop(s): 0

Notes:
WESTJET LOCATOR-
ATFHZN

Passenger Name:

Seats:

Frequent Flyer #:

eTicket Receipt(s):

» HORGAN/JOHN

s.15 - / Confirmed

s.22

/ WESTJET

8385193707094

» AARON/SAGE

- / Confirmed

8385193707099

» BROWN/EVAN

- / Confirmed

8385193707101

» HAASDYK/GREGORY

- / Confirmed

8385193707103

Flight Centre Business Travel
250-360-2058



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

BRO-20180227

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

TELEPHONE NO.

s.22

DATE
SUBMITTED

YYYY / MM / DD

2018/03/15

MINISTRY/DIVISION/BRANCH
Office of the PremierLOCATION (CITY) OF EVENT
Executive Branch
VictoriaSTART DATE
OF EVENT

YYYY / MM / DD

2018/02/27

END DATE
OF EVENT

YYYY / MM / DD

2018/02/27

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Dinner

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Dinner cost while attending meeting with Premier.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER	6531	18.85
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other:		
ESTIMATED TOTAL	\$	18.85

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
36A10	36200	3600000
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Judy Cavanagh		YYYY / MM / DD 2018/03/16

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

Evan Brown
c/o Room 156, West Annex
501 Belleville Street
Victoria, BC V8V 1X4.

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPPM 4.32.

X

REIMBURSEMENT TOTAL

18.85

s.15

**** PURCHASE ****
02-27-2018 18:23:55
Acct # 558700****s.17 C
Exp Date 02/22 Card Type MC
Name: EVAN BROWN
A0000000041010 MasterCard

Trace # 6548
Inv. # 7028
Auth # 212355 RRN 001142052
TVR 0000008000 TSI E800
TC 6F063BAD6B37ECC9

Purchase \$18.85
Tip s.22

Total

(001) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your
records
Merchant copy

CHECK # 477672 DATE 2/27/18
TABLE # TOG027 TIME 4:30PM

-- s.15 --

SEAT#	ITEMS ORDERED	AMOUNT
1	SPECIAL ONE	18.85
	SUBTOTAL	18.85
		18.85
	TOTAL	18.85

SUBTOTAL 18.85

TOTAL DUE 18.85

@6:30
TOTAL TAX INCLUDED IN BILL
GST IN 0.90

NAME: Evan

GRATUITY _____

MINISTRY/ACCOUNT# _____

s.15

Present this receipt to the gift shop
& enjoy a 10% discount
Selected Items



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

BRO-20180312

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Evan Brown

TELEPHONE NO.

s.22

DATE
SUBMITTED

YYYY / MM / DD

2018/03/15

MINISTRY/DIVISION/BRANCH
Office of the PremierLOCATION (CITY) OF EVENT
Executive Branch
VictoriaSTART DATE
OF EVENT

YYYY / MM / DD

2018/03/12

END DATE
OF EVENT

YYYY / MM / DD

2018/03/12

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Lunch

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Lunch cost while attending meeting with Premier.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY

STOB

AMOUNT

1. Meeting Room Rental

6531

2. Equipment/Furniture Rental

6531

3. Photocopying, Faxing, Telephone, etc.

6531

4. Food/Beverages for Meetings

☐ BREAKFAST ☐ LUNCH ☐ DINNER
☐ SNACKS ☐ COFFEE/TEA/JUICE, ETC.

6531

5. Business Meals in Restaurant

☐ BREAKFAST ☒ LUNCH ☐ DINNER

6531

17.85

6. Event Planners, Speakers, etc.

7. Travel Costs for Non-BC
Government Participants

8. Other:

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE

SERVICE LINE

PROJECT NO. (IF APPLICABLE) OR
ADDITIONAL CODING

36A10

36200

3600000

EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.

PRINT NAME OF EXPENSE AUTHORITY

Judy Cavanagh

DATE SIGNED

YYYY / MM / DD

2018/03/16

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

Evan Brown
c/o Room 156, West Annex
501 Belleville Street
Victoria, BC V8V 1X4

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CRPM 4.3.2.

X

ESTIMATED TOTAL

\$ 17.85

REIMBURSEMENT TOTAL

17.85

s.15

SALE

Clerk #: 000065

Batch #: 005 REF#: 00000015
03/12/18 SEQ: 005001001015
12:37:06

APPR CODE: 153706

MASTERCARD

s.17

AMOUNT \$17.85
TIP s.22
TOTAL

00 - APPROVED - 001

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

CUSTOMER COPY

CHECK # 95293 DATE 3/12/18
TABLE # 15 TIME 12:35PM

s.15

ITEMS ORDERED	AMOUNT
s.22	17.00

SUBTOTAL	17.00
GST TAX	0.85

TOTAL DUE 17.85

s.15

ROOM NO. _____ TIP _____

TOTAL _____

PRINT NAME _____

SIGNATURE _____

s.15

Evan



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BEA-BRO20180327

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Evan Brown

TELEPHONE NO.

s.22

YYYY / MM / DD

DATE SUBMITTED 2018/03/28

MINISTRY/DIVISION/BRANCH

Office of the Premier

LOCATION (CITY) OF EVENT

Executive Branch
(Prince Rupert)

START DATE OF EVENT YYYY / MM / DD

END DATE OF EVENT YYYY / MM / DD

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Breakfast meeting with Mayor of Port Edward, Dave MacDonald.

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Mayor of Port Edward, Dave MacDonald

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input checked="" type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	44.37
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other:		

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
36A10	36200	3600000
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Judy Cavanagh		2017/03/27

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

Evan Brown
c/o Room 156, West Annex
501 Belleville St,
Victoria, BC V8V 1X4

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CFPM 4.3.2.

X *E. Brown*

ESTIMATED TOTAL \$ 44.37

REIMBURSEMENT TOTAL

Punier + Mayday.

CHECK # 579029 DATE 3/27/18
TABLE # 11 TIME 8:38AM

-- s.15 --
ITEMS ORDERED AMOUNT
s.22 14.50
 8.75
 10.50
 3.75

SUBTOTAL 37.50
GST 1.87

TOTAL DUE 39.37

ROUNDED TOTAL -0.02
 39.35

THANK YOU FOR DINING WITH US
PLEASE PAY YOUR SERVER
s.15

ROOM# _____ GRATUITY _____

NAME _____

SIGNATURE _____

Meeting
s.15

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/27
TIME 1681 08:58:42
RECEIPT NUMBER
C85042866-001-500-003-0

PURCHASE
AMOUNT \$39.37
TIP s.22
TOTAL

MasterCard
A0000000041010
CA3A9376B2C07B6B
0000008000-E800
AA4006FE8A84018F

APPROVED

AUTH# 115842 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

FS19EXESLP03



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128547

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

Name Brown, Evan			Employee ID s.22			Phone Number s.22						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3						
5. Date Completed 2018/04/10		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria						
12. Mailing Address for Cheque												
16. Travel Dates 2018 03/20	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Van-Vic	Start 2000	End 2030	Km	Cost 0.00		Costs 8.90	Claim	Cost 0.00		Cost	Describe
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 8.90		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 8.90	
48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200		51. STOB 5701		52. Project 3600000		45. Supplier Code s.22		Amount \$ 8.90		
Less Travel Advance 004												
											54. \$ 8.90	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed		

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Apr16
SLP

Audit Trail for Travel Voucher (Restricted Use) E128547 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/04/10 12:13:27	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/04/12 15:33:05	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/04/13 07:51:08	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128547 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/04/10 12:13:27	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Mar. 20: Van-Vic: Cab Note: Cab receipt missed on TV E128416

Production *** Copyright © Government of British Columbia

E128547

Note: Receipt
missed on
TV #E128416.

Evan.

BLUEBIRD CABS #78
2612 QUADRA ST
VICTORIA BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/03/20
TIME 5170 20:23:06
RECEIPT NUMBER
C85010823-001-019-047-0

PURCHASE
TOTAL

\$8.90

MasterCard
A0000000041010
9DB0BC2C828966D7
0000008000-E800
33E7FF776B8FE86F

APPROVED

AUTH# 232306
THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250.382.2222



Control No.

E128544

Name	Employee ID	Phone Number
Brown, Evan	s.22	s.22
Client Organization	Job Title	Travel Group Code
Office of the Premier	Executive Assistant	3

5. Date Completed 2018/04/10	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Official Business		Headquarters Victoria

12. Mailing Address for Cheque

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	*PCard Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018					0.00			0.00	240.87		
03/27	Vancouver	0000	2359		0.00						
03/28	Vancouver	0000	2359		0.00		F-	51.50	240.87		
03/29	* Van-Vic (HI)	0000	1600		0.00		F-D	33.25			

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 0.00		\$ 84.75	\$ 481.74	\$ 0.00	\$ 566.49

48.	Client Code 004 004 004 004	49.	Resp. 36A10	50.	Service Line 36200	51.	STOB 5701	52.	Project 3600000	45.	Supplier Code s.22	Amount \$ 566.49
-----	---	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	---------------------

[illegible]

	AMOUNT DUE TO EMPLOYEE		54.	\$ 566.49
--	------------------------	--	-----	-----------

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

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

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

Audit Trail for Travel Voucher (Restricted Use) E128544 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/04/10 10:40:34	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2018/04/12 15:33:56	Brown, Evan (IDIR\EBROWN) Evan.Brown@gov.bc.ca		Approved	Cavanagh, Judy Judy.Cavanagh@gov.bc.ca
2018/04/13 07:52:45	Cavanagh, Judy (IDIR\JCAVANAG) Judy.Cavanagh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128544 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2018/04/10 10:40:34	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Note: Travel on Claim E128484 is part of this trip March 27: Vancouver, Accommodation P/D: Claimed on E128484 Mar 28: Vancouver: Accommodation P/D: F Mar 29: Vancouver: P/D: BLI

Production *** Copyright © Government of British Columbia

s.22

Canada

Company Name: Provincial Government

Group Name:

Room No. : s.15
 Arrival : 03-27-18
 Departure : 03-29-18
 Folio No. :
 Conf. No. : s.22
 Cashier No. : 21
 Custom Ref. :

Date	Description	Charges	Credits
03-27-18	Room Charge	205.00	
03-27-18	DMF	2.65	
03-27-18	PST	16.61	
03-27-18	GST	10.38	
03-27-18	AHRT	6.23	
03-28-18	s.22		
	s.15		
03-28-18	Room Charge	205.00	
03-28-18	DMF	2.65	
03-28-18	PST	16.61	
03-28-18	GST	10.38	
03-28-18	AHRT	6.23	
03-29-18	Mastercard		s.22
	s.17		
		Total Charges	s.22
		Total Credits	
		Balance	0.00

Page No. 1 of 1

Parkinson, Elizabeth PREM:EX

From: Helijet <services@blueskybooking.net>
Sent: Monday, March 26, 2018 10:18 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.17

Name

Premier John Horgan

Company

Premier Of British Columbia

Booking # s.22

Thursday, March 29, 2018

721

15:00 Vancouver Harbour

15:35 Victoria Harbour

35 minutes

Confirmed

4 Passengers - Full-Fare

- Evan Brown, Male
- Premier John Horgan, Male
- Rcmp Officer, Male
- Sheena Mcconnell, Female

Invoice # s.22

FARE-YWH-Full_Winter17-18 \$1,200.00

+ GST \$60.00

Billing \$1,200.00

Taxes \$60.00

Grand Total \$1,260.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to

Add to Calendar

departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

Booking #s.22

Thursday, March 29, 2018

725

16:40 Vancouver Harbour

17:15 Victoria Harbour

35 minutes

Confirmed

4 Passengers - Full-Fare

- . Evan Brown, Male
- . Premier John Horgan, Male
- . Sage Aaron, Female
- . Simon Scully, Male

Add to Calendar

Invoice #s.22

FARE-YWH-Full_Winter17-18	\$1,200.00
+ GST	\$60.00
Billing	\$1,200.00
Taxes	\$60.00
Grand Total	\$1,260.00

Fully Changeable / Refundable up to 5pm the day prior to
departure.

After 5pm all next-day travel is non-refundable and only
changeable for same-day travel. Any cancellations will result in a
non-refundable cancellation fee equal to the value of the one-
way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to
departure
will also result in the cancellation of any onward and/or return
reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

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

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128455

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

Name Arora, Jasleen		Employee ID s.22		Phone Number (250) 387-1866																																		
Client Organization Attorney General		Job Title Executive Assistant		Travel Group Code 3																																		
5. Date Completed 2018/03/22		6. Fiscal Year 2018		7. Special Cheque Issue																																		
8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel Ministerial Business			Headquarters Vancouver																																	
12. Mailing Address for Cheque Attorney General P.O. Box 9044, Stn Prov Govt Victoria, BC V8W 9E2																																						
16. Travel Dates 2018 03/20 03/21	17. Places Travelled *PCard <table border="1"> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> <tr> <td>* Vic-Van (HA)</td> <td>1530</td> <td>1700</td> </tr> <tr> <td>* Van-Vic (HA)</td> <td>1730</td> <td>1900</td> </tr> </table>			Destination	Start	End	* Vic-Van (HA)	1530	1700	* Van-Vic (HA)	1730	1900	18. Personal Vehicle Use <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </table>	Km	Cost		0.00		0.00	19. Other Transport Costs <table border="1"> <tr> <th>Costs</th> </tr> <tr> <td>32.70</td> </tr> <tr> <td>21.40</td> </tr> </table>	Costs	32.70	21.40	20. & 21. Meals <table border="1"> <tr> <th>Claim</th> <th>Cost</th> </tr> <tr> <td>F-</td> <td>0.00</td> </tr> <tr> <td></td> <td>51.50</td> </tr> </table>	Claim	Cost	F-	0.00		51.50	22. Lodging Costs <table border="1"> <tr> <th>Costs</th> </tr> <tr> <td>132.55</td> </tr> </table>	Costs	132.55	20. & 21. Miscellaneous <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Cost	Describe		
Destination	Start	End																																				
* Vic-Van (HA)	1530	1700																																				
* Van-Vic (HA)	1730	1900																																				
Km	Cost																																					
	0.00																																					
	0.00																																					
Costs																																						
32.70																																						
21.40																																						
Claim	Cost																																					
F-	0.00																																					
	51.50																																					
Costs																																						
132.55																																						
Cost	Describe																																					
TOTALS OF COLUMNS			36. \$ 0.00	37. \$ 54.10	38. \$ 51.50	39. \$ 132.55	40. \$ 0.00	Claim Total \$ 238.15																														
48. Client Code 105 105 105 105	49. Resp. 15002	50. Service Line 10005	51. STOB 5701	52. Project 1500000	45. Supplier Code s.22		Amount \$ 238.15																															
Less Travel Advance 105																																						
AMOUNT DUE TO EMPLOYEE								54. \$ 238.15																														
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed																																
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed																																
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed																																

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

Audit Trail for Travel Voucher (Restricted Use) E128455 for Arora, Jasleen

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/22 11:51:23	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/22 11:52:24	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/22 12:07:44	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/22 12:07:52	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Notified	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/22 12:10:22	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/22 12:16:03	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/22 12:16:37	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/03/29 13:43:34	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Initiated	Smith, George s. George.Smith@gov.bc.ca
2018/04/04 09:52:45	Smith, George s. (IDIR\GEOSMITH) George.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128455 for Arora, Jasleen

1 note(s) returned.

Created On	Author	Note
2018/03/22 12:07:44	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	03/20/2018 Vic-Van Harbour Air Flight \$ from P-Card, Cab \$32.70, Hotel \$132.55 03/21/2018 Van-Vic Harbour Air Flight \$ from P-Card, Cab \$ 21.40, Per Diem \$51.50

Production *** Copyright © Government of British Columbia

Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: Monday, March 19, 2018 10:26 AM
To: Addo, Wolfgang AG:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!

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

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Jasleen Arora

Booking s.17

Tuesday, March 20, 2018

Flight #220/Twin Otter

16:00 Victoria Harbour / Map

16:30 Vancouver Harbour / Map



Invoice s.17

Air Transportation Charges

Sked 200/300 : Standard GO Flex

\$186.64

30 minutes KK- Confirmed 1 Passenger(s) - GoFlex . Jasleen Arora, Female <u>Add to Calendar</u>	Taxes, Fees and Charges	
	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
	+ Goods and Services Tax	\$9.85
	Billing	\$197.15
	Taxes	\$9.85
	Grand Total	\$207.00
Fare Conditions: Refundable up to 15 minutes prior to Departure Changeable up to 15 minutes prior to Departure Select Seating \$10 (space permitting) 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure		
Baggage: All routes (except routes listed below) 25 lbs. Guaranteed 25 lbs. (space available) \$1/lb. over 50 lbs.(space available)		
Between South Vancouver (YVR), Ganges & Maple Bay 35 lbs. Guaranteed 15 lbs. (space available) \$1/lb. over 50 lbs.(space available)		
Between South Vancouver (YVR), Victoria & Nanaimo 50 lbs. Guaranteed \$1/lb. over 50 lbs.		
Scenic & Packaged Tours Cancellation: 100% cancellation fee if cancelled within 24hrs of departure		

Booking s.17	
Wednesday, March 21, 2018	
Flight #225/Twin Otter 18:00 Vancouver Harbour / Map  18:35 Victoria Harbour / Map 	
Invoice s.17	
Air Transportation Charges	
Sked 200/300 : Standard GO Flex	\$186.64
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	\$0.00

35 minutes	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
KK- Confirmed	+ Goods and Services Tax	\$9.85
1 Passenger(s) - GoFlex		
Jasleen Arora, Female	Billing	\$197.15
	Taxes	\$9.85
<u>Add to Calendar</u>	Grand Total	\$207.00

Fare Conditions:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage 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.
- The maximum weight per single piece of luggage is 50 pounds.

- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

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

GO!

"Share your Harbour Air experience with the world!"



Click here to write a review on TripAdvisor.com

tripadvisor

YOUR TRAVEL EXPERIENCE. ELEVATED.



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

s.15

Jasleen Arora
Po Box 9044 Ftn Govt
Victoria, BC, V8W 9E2
Canada

Page Number : 1
Guest Number : s.22
Folio ID : s.2
Arrive Date : 20-MAR-18 22:44
Depart Date : 21-MAR-18 09:36
No. Of Guest : 2
Room Number : s.15
Club Account :

Copy Tax Invoice

Tax ID : s.15

s.15 MAR-21-2018 09:40 LMILLAR

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-MAR-18	RT713	Room Charge	115.00	
20-MAR-18	RT713	Room Tax	9.38	
20-MAR-18	RT713	Room GST	5.87	
20-MAR-18	RT713	Destination Marketing Fee	2.30	
21-MAR-18	VI	Visa s.17		-132.55

For Authorization Purpose Only

xxxx s.17

Date	Code	Authorized
20-MAR-18	005219	155.25

** Total	132.55	-132.55
*** Balance	0.00	

I agreed to pay all room & incidental charges.



Continued on the next page

s.15

Jasleen Arora
Po Box 9044 Ftn Govt
Victoria, BC, V8W 9E2
Canada

Page Number	:	2	
Guest Number	:	s.22	
Folio ID	:	s.	
Arrive Date	:	20-MAR-18	22:44
Depart Date	:	21-MAR-18	09:36
No. Of Guest	:	2	
Room Number	:	s.15	
Club Account	:		

GST Summary	Amount (CAD)
GST Room Revenue	5.87
GST Food and Beverage	0.00
GST Telephone	0.00
GST Other Revenue	0.00
GST Total	5.87

s.15

DUPLICATE

BLACKTOP & CHECKER
CABS#190
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE VISA
DATE 2018/03/21
TIME 7195 16:49:04
CLERK ID 2
RECEIPT NUMBER
C85011794-001-607-001-0

PURCHASE
TOTAL

\$21.40

VISA CREDIT
A0000000031010
4A120C268781B0C9
0080008000-E800
7EECF67F2D48DF90
0080008000-F800

APPROVED

AUTH# 070936 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

MACLURE'S CAB 155
1275 75TH AVE W
VANCOUVER BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/03/20
TIME 9207 16:51:12
CLERK ID 1
RECEIPT NUMBER
H85012666-001-643-010-0

PURCHASE
AMOUNT \$32.70
TIP s.22
TOTAL

Visa Credit
A0000000031010
E101791C10935034
0000000000-

APPROVED

AUTH# 033722 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

HE19EXEDIJ8

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

INVOICE # YEU-180331
 YEU-180331

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: Lucinda Yeung ✓ Vendor #: 2725859 Loc. Code: _____

Cheque Mailing Address: Minister's Office ✓ Rm 337, Parliament Buildings, Victoria, BC

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
03/31/18	s.15 - Office Supplies for Executive Assistant	172.17 ✓
03/31/18	s.15 - Hanging Files - Executive Assistant	12.28 ✓
03/31/18	s.15 Office supplies -missing receipts-to be submitted on a supplemental claim	0 s.22
03/31/18	Office Supplies/ Furniture -Executive Assistant s.22 for furniture: to be submitted once approval is received	318.04 ✓
	SUPPLIES FOR EA USE ONLY: NOT TO BE USED BY THE CONSTITUENCY OFFICE EMAIL CONFIRMATION DATED MAY 14/18 FROM LUCY HANSEN, ATTACHED	\$502.49
		s.22

Cheque Total

s.22

Lucinda ✓
 Signature of Individual Receiving Reimbursement

APR 26 2018
 Date

Desk - 234.08
 # s.22

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: 026 Resp: 660014 Service Line: 44000 STOB: 6508 Project: 6600000

[Signature] ✓
 Expense Authority Signature

Date

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

FIN FSA 007 REV. 06/07

* Please reimburse Lucinda for
 waiting for desk approval from facilitator-

s.22

still

Thanks
 [Signature]

s.15

s.15 C 6275980XXXXXXX0705
 Article 70320569 22121
 LANGFJALL arm 30.00 GP
 Article 40320518 22121
 LANGFJALL seat 59.00 GP
 Article 90320498 22121
 LANGFJALL star 90.00 GP s.22
 Article 20288746 20463
 s.22
 Article 00349444 20463
 TINGBY side 29.99 GP
 Article 70198031 21074
 KVISSLE letter 7.98 GP
 Article 10395416 18929
 TJENA N magaz 7.99 GP
 2 * 3.99
 Article 50282304
 KUGGIS box/lid
 Net total s.22

Tax:
 GST 5.00 %
 PST 7.00 %

Total

Total Items: 9

EFT Debit Card CASH (\$318.04)
 s.15

TYPE: PURCHASE

ACCT: CHEQUING s.22

CARD TYPE: INTERAC

CARD NUMBER: *****s.17
 DATE/TIME: 31/03/18 3:03 PM
 REFERENCE #: 66254024 0010019290 C
 AUTHOR #: 542301
 INVOICE NUMBER: 44

Interac
 A0000002771010
 8080008000 7800

00/001 APPROVED - THANK YOU

-- IMPORTANT --
 Retain This Copy For Your Records

*** CUSTOMER COPY ***

CASHIER NO: 58 1

Date Time Store POS Transac
 18/31/18 15:03:54 PM 313 58 44

s.15

TYPE: PURCHASE

ACCT: CHEQUING \$ 552.12

CARD TYPE: INTERAC

CARD NUMBER: *****s.22
 DATE/TIME: 31/03/18 3:03 PM
 REFERENCE #: 66254024 0010019290 C
 AUTHOR #: 542301
 INVOICE NUMBER: 44

Interac
 A0000002771010
 8080008000 7800

VERIFIED BY PIN

00/001 APPROVED - THANK YOU

*** MERCHANT COPY ***

CASHIER NO: 58 1

Date Time Store POS Transac
 18/31/18 15:03:54 PM 313 58 44
 GST # R102453032

s.15

s.22

Sale 00091 1 001 43162
0071 03/31/18 05:29 ✓

1366824

1 DB FOLDERS:LTR ASST
718103039536 8.79B

1 BROTHER TN760 HY BLA
012502649274 99.99B

#087382 BAG\$OFF

1 VELOCITY RT BLD BP B
070330184886 4.46B

Discount -1.33

1 VELOCITY RT BLD BP B
070330184886 4.46B

Discount -1.33

1 VELOCITY RT BLD BP B
070330184879 4.46B

Discount -1.34

1 PIN:PU SS 3X3 6PK MI
076308495947 9.95B

1 PIN:PU 3X3 6PK CAPE
021200719998 9.82B

1 PP/QBF:13-POCKET LGL
068488069506 7.00B

1 DB FOLDERS:LTR ASST
718103039536 8.79B

Subtotal 153.72

PST 7.00% 10.76

GST 5.00% 7.69

Total **\$172.17**

Debit 172.17

*****s.17 Purchase

Interac C CHEQUING

Authorization Number 629262

0010019520 43162 66164192

91 03/31/18 17:23:46

00/001 APPROVED - THANK YCU

Interac A0000002771010

8080008000 7800

s.15

IMPORTANT

Retain This Copy for Your Records

GST No. 126152586

s.22

Sale 00091 1 001 43163
0071 03/31/18 05:29 ✓

1366824

1 HANGING FILE LGLBK
718103016100 10.96B

Subtotal 10.96

PST 7.00% 0.77

GST 5.00% 0.55

Total **\$12.28**

Debit **12.28**

*****s.17 Purchase

Interac C CHEQUING

Authorization Number 629321

0010019530 43163 66164192

91 03/31/18 17:29:42

00/001 APPROVED - THANK YCU

Interac A0000002771010

8080008000 7800

s.15

IMPORTANT

Retain This Copy for Your Records

GST No. 126152586

s.22

From: Hansen, Lucy HLTH:EX
To: Janke, Debra FIN:EX
Subject: RE: Reimbursement Claim: Lucinda Yeung
Date: Wednesday, May 16, 2018 1:13:26 PM
Attachments: [image001.png](#)

Hi Debra,

No luck finding this receipt- can we please just remove it for now.



Lucy Hansen
Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Janke, Debra FIN:EX
Sent: Wednesday, May 16, 2018 8:42 AM
To: Hansen, Lucy HLTH:EX
Subject: RE: Reimbursement Claim: Lucinda Yeung

Hi Lucy,

Have you been able to find a copy of the receipt for ^{s.22} ? You can send a copy of Lucinda's credit card statement that indicates payment and black out all other purchases. For future supplies required by Lucinda, if there is an emergency purchase she can use the travel card but most office supply requests should be initiated by the Minister's Office.

Thanks.

Debra

From: Hansen, Lucy HLTH:EX
Sent: Monday, May 14, 2018 9:35 AM
To: Janke, Debra FIN:EX
Subject: RE: Reimbursement Claim: Lucinda Yeung

Will track it down



Lucy Hansen

Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Janke, Debra FIN:EX
Sent: Monday, May 14, 2018 9:33 AM
To: Hansen, Lucy HLTH:EX
Subject: RE: Reimbursement Claim: Lucinda Yeung

Thanks, Lucy. Do you have a copy of the receipt for ^{s.22}

Debra

From: Hansen, Lucy HLTH:EX
Sent: Monday, May 14, 2018 9:32 AM
To: Janke, Debra FIN:EX
Subject: RE: Reimbursement Claim: Lucinda Yeung

Hi Debra,

These supplies are for Lucinda to use only for her role as an EA for our office..



Lucy Hansen

Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Janke, Debra FIN:EX
Sent: Friday, May 11, 2018 11:41 AM
To: Hansen, Lucy HLTH:EX
Subject: FW: Reimbursement Claim: Lucinda Yeung

Hi Lucy,

Thanks for re-submitting the reimbursement claim without the desk charge. I do not see the receipt for s.22 Please send. Also, please confirm that the supplies are for Lucinda's use, only. Not for constituency staff use.

Do you want me to contact Lucinda, directly for the receipt and confirmation, today. Or, wait until Monday when s.22

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: Tuesday, May 8, 2018 11:31 AM
To: Hansen, Lucy HLTH:EX
Subject: FW: Reimbursement Claim: Lucinda Yeung

Hi Lucy,

Following up.

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: Thursday, April 26, 2018 12:11 PM
To: Hansen, Lucy HLTH:EX
Subject: Reimbursement Claim: Lucinda Yeung

Hi Lucy,

Please have Lucinda sign the reimbursement claim form (attached). I do not see the receipt for s.22

Furniture purchases must go through your Ministry prior to purchasing. Please contact your Facilities area or your DMO for approval of the purchase(s).

Please see below, excerpt from Core Policy:

Furniture

All Government Furniture is now corporately managed by SSBC (as per the memo re: [Management of](#)

Government Furniture dated June 30, 2010).

The following must be completed prior to purchasing:

- Verify within the ministry that there is no surplus furniture available to meet the need
- Check with Asset Inventory Recovery (A.I.R.) for available or suitable surplus furniture
- Check for suitable surplus furniture from other ministries within the community

Office Furniture and Equipment - items less than \$1,000 (Approval: Program ADM):

May only be purchased after the above steps have been exhausted and programs are responsible for the costs.

Office Furniture and Equipment - items greater than \$1,000 (Approval: Program ADM, DM and SSBC):

The capital furniture budget is centralized under SSBC. SSBC intends to make only capital purchases related to priority health, safety or security concerns. All requests must follow the process as outlined above and be vetted through the applicable CAMSS Facilities Project Manager

Thanks.

Debra

Debra Janke

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: 778 698-8564 Fax: (250) 356-7326

Email: Debra.Janke@gov.bc.ca

Website: <http://www.min.fin.gov.bc.ca>

Serving all Ministers' Offices and the Office of the Premier



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128368

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

Name Manton, Kim ✓		Employee ID s.22		Phone Number s.22	
Client Organization Finance		Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2018/03/16		6. Fiscal Year 2018		7. Special Cheque Issue EFT	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Staffing Minister			Headquarters Victoria
12. Mailing Address for Cheque Room 153 Parliament Buildings Victoria, BC V8V 1X4					
16. Travel Dates 2018 02/23 02/24 03/02	17. Places Travelled			18. 0.53 Personal Vehicle Use	
	Destination	Start	End	Km	Cost
	Vic-Van(Heli QT)	0600	2359		0.00
	Van-PG-Vic(AC Wj)	0530	2359		0.00
	Vic-Courtney-Vic	0600	2359	442	234.26
				19. Other Transport Costs P/Card	
				20. & 21. Meals	
				Claim	Cost
				F-	51.50
				F-	51.50
				F-	51.50
				22. Lodging Costs	
				200.93	
				20. & 21. Miscellaneous	
				Cost	Describe
TOTALS OF COLUMNS				36. ✓ 442 kms \$ 234.26	37. ✓ \$ 0.00
				38. ✓ \$ 154.50	39. ✓ \$ 200.93
				40. ✓ \$ 0.00	Claim Total \$ 589.69 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
022	32001	34000	5701 5713	3200000	s.22
022	32001	34000	5702	3200000	
022					
022					
Less Travel Advance					
022					
AMOUNT DUE TO EMPLOYEE					54. ✓ \$ 589.69
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

Audit Trail for Travel Voucher (Restricted Use) E128368 for Manton, Kim

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/16 14:18:15	Manton, Kim (IDIR\KMANTON) Kim.Manton@gov.bc.ca		Saved	Manton, Kim Kim.Manton@gov.bc.ca
2018/03/19 15:54:55	Manton, Kim (IDIR\KMANTON) Kim.Manton@gov.bc.ca		Saved	Manton, Kim Kim.Manton@gov.bc.ca
2018/03/19 16:00:27	Manton, Kim (IDIR\KMANTON) Kim.Manton@gov.bc.ca		Saved	Manton, Kim Kim.Manton@gov.bc.ca
2018/03/19 16:01:14	Manton, Kim (IDIR\KMANTON) Kim.Manton@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2018/03/19 16:11:08	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca		Approved	Reid, Heidi Heidi.Reid@gov.bc.ca
2018/03/19 16:11:13	Reid, Heidi ✓ (IDIR\HREID) Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128368 for Manton, Kim

1 note(s) returned.

Created On	Author	Note
2018/03/19 16:00:27	Manton, Kim (IDIR\KMANTON) Kim.Manton@gov.bc.ca	event - All day p/diem Heli QT Feb 23 - Vic to Vanc to attend Surrey BofT Feb 24 - Vanc to Prince George for C of C event and meeting w/FN Groups - All day p/diem Air Cda to PG & WestJet back to Vic - charged to p/card Mar 2 - Vic to Courtenay to Nanaimo to Victoria - Drove personal car to staff Minister for post budget events in both cities - All day p/diem

Production *** Copyright © Government of British Columbia

From: [Janke, Debra FIN:EX](#)
To: [Reid, Heidi FIN:EX](#)
Subject: E128368 Kim Manton
Date: Tuesday, March 20, 2018 11:28:52 AM

Hi Heidi,

s.15 room charge exceeds the CSA approved accommodation rate of \$147.00 plus taxes, per night. Please have the Minister sign off a copy of the Hotel folio 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
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

Ms. Kim Manton ✓
s.22

Arrival 02/23/18
Departure 02/24/18
Room No. s.15
Folio No. s.22

Guest Name: Ms. Kim Manton

INFORMATION INVOICE

Page No.

1 of 1

Date	Description	Reference	Charges	Payments
02/23/18	Debit Card ✓	deposit for RTD and incidentals		300.93 ✓
✓ 02/23/18	Room Charge		171.00	
02/23/18	Room DMF	Exceeds approved single rate of \$147.00 plus taxes per night	2.21	
02/23/18	Room GST	Ministers approval requested March 20/18	8.66	
02/23/18	Room MRDT		5.20	
02/23/18	Room PST		13.86	
02/24/18	Paid Out - Credit Refund	cash refund for room depositJW ✓	100.00	

GST Summary: s.15

Rooms GST:	8.66
F&B GST:	0.00
Telephone GST:	0.00
Other GST:	0.00

Balance

200.93 0.00

K Manton

Guest Signature