



Control No.

E128329

Name Milne, Gala	Employee ID s.22	Phone Number (250) 387-1866
Client Organization Attorney General	Job Title Ministerial 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 Ministrial Business					Headquarters Victoria				
12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates 2018 03/01 03/02 03/03	17. Places Travelled *PCard Destination *Vic-Van (HA) *Vancouver *Van-Vic (HA)			18. Personal Vehicle Use Km Cost 0.00 0.00 0.00		19. Other Transport Costs 14.70	20. & 21. Meals Claim F-BL F-BD Cost 30.50 22.75 0.00		22. Lodging Costs 30.75	20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 14.70		38. \$ 53.25	39. \$ 30.75	40. \$ 0.00	Claim Total \$ 98.70
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 \$ 98.70		
Less Travel Advance 105											
						AMOUNT DUE TO EMPLOYEE				54. \$ 98.70	
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) E128329 for Milne, Gala

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/15 10:24:41	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/15 10:25:45	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/15 10:31:46	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/15 10:32:25	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/15 10:32:32	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/15 10:35:03	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/15 10:37:19	Milne, Gala (IDIR\GMILNE) Gala.Milne@gov.bc.ca		Initiated	Smith, George s George.Smith@gov.bc.ca
2018/03/20 08:34:47	Smith, George s (IDIR\GEOSMITH) George.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128329 for Milne, Gala

1 note(s) returned.

Created On	Author	Note
2018/03/15 10:31:46	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	03/01/2018 Victoria-Vancouver Harbour Air Flight \$ from P-Card, Per Diem F-BL \$30.50, Stayed at a friends place \$30.75 03/02/2018 Vancouver Cab \$14.70, Per Diem F-BD \$22.75 03/03/2018 Vic-Van Harbour Air Flight \$ from P-Card,

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Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: Friday, February 23, 2018 11:40 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

Gala Milne

Booking s.17

Thursday, March 1, 2018

Invoice # s.17

Flight #222/Twin Otter

Air Transportation Charges

17:00 Victoria Harbour / Map

Sked 200/300 : Standard GO Flex

\$186.64

17:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Gala Milne, Female

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
+ 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 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)**.

Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: Friday, February 23, 2018 12:07 PM
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.

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Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Gala Milne

Company

Attorney General


Advisory

REVISED

Booking s.17

Thursday, March 1, 2018

Flight #222/Twin Otter

17:00 Victoria Harbour / Map 

17:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Gala Milne, Female

Add to Calendar

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

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

Saturday, March 3, 2018

Invoice s.17

Air Transportation Charges

Flight #2190**15:30 Vancouver Harbour / Map** **16:05 Victoria Harbour / Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****. Gala Milne, Female****Add to Calendar**

Sked 200/300 : Non-Peak GO Flex \$140.92

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 \$7.57

Billing \$151.43

Taxes \$7.57

Grand Total \$159.00**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.

BLANK TOP & CHECKER CABS
#349
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/03/02
TIME 3323 07:02:09
CLERK ID 1
RECEIPT NUMBER
C85038682-001-580-002-0

PURCHASE
AMOUNT \$14.70
TIP s.22
TOTAL

MasterCard
A0000000041010
146703254467E1F7
0000008000-E800
56B9A092D9BB3C99

APPROVED

AUTH# 062618 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128415

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 Milne, Gala				Employee ID s.22				Phone Number (250) 387-1866						
Client Organization Attorney General				Job Title Ministerial 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 Ministerial Business				Headquarters Victoria						
12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2														
16. Travel Dates		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		*PCard			Km Cost				Claim Cost				Cost Describe	
2018		*Destination			0730 0900		0.00		F-D 33.25		30.75			
03/16		*Vic-Van (HA)			0000 2359		0.00							
03/17		Vancouver			0000 2359		0.00		0.00					
03/18		Vancouver			0000 2359		0.00		0.00					
03/19		* Van-Vic (HA)			1700 1830		0.00		2.85 F-D 33.25					
TOTALS OF COLUMNS					36. \$ 0.00		37. \$ 2.85		38. \$ 66.50		39. \$ 30.75		40. \$ 0.00	
													Claim Total \$ 100.10	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
105		15002		10005		5701		1500000		s.22		\$ 100.10		
105														
105														
105														
Less Travel Advance														
105														
												54. AMOUNT DUE TO EMPLOYEE		
												\$ 100.10		
45. Employee Signature (See Audit Trail)								Print Name		Date Signed				
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.														
56. Spending Authority Signature (See Audit Trail)								Print Name		Date Signed				
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.														
57. Payment Authority Signature (See Audit Trail)								Print Name		Date Signed				
- Requisition for payment pursuant to section 32 of the Financial Administration Act.														

Audit Trail for Travel Voucher (Restricted Use) E128415 for Milne, Gala

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/20 15:27:02	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/20 15:32:47	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/20 15:32:57	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/20 15:34:16	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/03/20 15:35:12	Milne, Gala (IDIR\GMILNE) Gala.Milne@gov.bc.ca		Initiated	Smith, George s. George.Smith@gov.bc.ca
2018/03/20 15:35:44	Smith, George s. (IDIR\GEOSMITH) George.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128415 for Milne, Gala

1 note(s) returned.

Created On	Author	Note
2018/03/20 15:32:47	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	13/16/2018 Victoria-Vancouver Harbour Air Flight \$ from P-Card, Per Diem F-D \$33.25 03/17/2018 Vancouver 03/18/2018 Vancouver Stayed at a friend's place \$30.75 03/19/2018 Vancouver-Victoria Harbour Air Flight \$ from P-Card, Sky train to VCO \$2.85, Per Diem \$33.25

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Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: Thursday, March 15, 2018 10:23 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!

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Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Gala Milne
	Company	Attorney General

Booking

s.17


Friday, March 16, 2018

Invoice s.17

Flight #204

Air Transportation Charges

08:00 Victoria Harbour / Map 

08:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

• Gala Milne, Female

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 cancelled.

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

Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: Monday, March 19, 2018 9:41 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.

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Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Gala Milne
Company	Attorney General


Booking s.17

Monday, March 19, 2018

Invoice s.17

Flight #225

Air Transportation Charges

18:00 Vancouver Harbour / Map 

18:35 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Gala Milne, Female

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)

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

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Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: Monday, March 19, 2018 5:08 PM
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](#)

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Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Gala Milne
Company	Attorney General


Booking #s.17

Monday, March 19, 2018

Invoice #s.17

Flight #2230

Air Transportation Charges

17:30 Vancouver Harbour / Map 

18:05 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
• Gala Milne, Female

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

Master Card \$207.00

Date / Time March 19, 2018 @ 5:06:46 PM

Summary #*****s.17

Expiration s.17

Authorization s.17

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

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
980-CANADA LINE
Broadway City Hall Stn
TVH54114
Mon 19 Mar 18 08:00AM

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

Compass Ticket #: ***** 9123

Credit Card #: *****s.17

Auth #: 085220
Ref #: TUD3622WANSF
Receipt #: 190697

Card Entry: Chip
AID:A0000000041010
TVR:8000008000
ISI:F800

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

Thank You!

FN18EXFCDM3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128298

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 Xia, Eveline				Employee ID s.22		Phone Number s.22	
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/03/12		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters MO	
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4							
16. Travel Dates 2018 03/09		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs	
		Destination Vic/PrinceGeorge [RTN (WJ) PCARD]		Start 0530 End 2359		Km Cost 0.00	
						Claim F- Cost 51.50	
						Lodging Costs	
						20. & 21. Miscellaneous	
						Cost ✓ 135.00 Describe taxi x2	
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00	
				38. \$ 51.50		39. \$ 0.00	
				40. \$ 135.00		Claim Total \$ 186.50	
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5704 [5702]	
						52. Project 2900000	
						45. Supplier Code s.22	
						Amount \$ 186.50	
Less Travel Advance 048							
						54. \$ 186.50	
AMOUNT DUE TO EMPLOYEE							
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

Audited CDM Mar 26/18

Audit Trail for Travel Voucher (Restricted Use) E128298 for Xia, Eveline

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/12 10:48:56	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/12 10:49:06	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/12 10:52:43	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Approved	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/03/16 09:52:29	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Recalled	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/16 09:52:45	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/03/19 13:48:51	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128298 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/03/12 10:48:56	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	Air Canada flight to Prince George paid on ACP card Taxi x 2 Air Canada flight to Victoria paid on ACP card

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YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240096

**** PURCHASE ****

03-09-2018 19:35:02
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: EVELINE XIA
A0000000041010 MasterCard

Operator: 196
Trace # 10552
Inv. # 196
Auth # 223502 RRN 001046001

Total \$70.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLUEBIRD CABS #43
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/09
TIME 1691 05:27:40
RECEIPT NUMBER
C85068956-001-245-005-0

PURCHASE
TOTAL

\$65.00

MasterCard
A0000000041010
AC8BFB45A3C1BAE0
0000008000-E800
5E71BF002E42E59E

APPROVED

AUTH# 082740 01-0
THANK YOU

CARDHOLDER COPY

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COPY FOR YOUR RECORDS

PHONE.250.382.2222



eTicket Receipt

Prepared For
XIA/EVELINE MISS

RESERVATION CODE	s.15
ISSUE DATE	27Feb18
TICKET NUMBER	8382134365869
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	s.22

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09Mar18	WESTJET WS 3282 Operated by: WESTJET ENCORE	PRINCE GEORGE BC, CANADA Time 1:45pm	VANCOUVER BC, CANADA Time 3:05pm Terminal MAIN TERMINAL	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis MA10HG Not Valid Before 09MAR18 Not Valid After 09MAR18
09Mar18	WESTJET WS 3183 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 5:30pm Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 6:05pm	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis MA10HG Not Valid Before 09MAR18 Not Valid After 09MAR18

Allowances

Baggage Allowance

YXS to YYJ - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YXS to YVR , YVR to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

YXS to YVR , YVR to YYJ - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YXS WS X/YVR WS YYJ205.00CAD205.00END
Fare	CAD 205.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 12.46 XG (GOODS AND SERVICES TAX (GST))
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 261.58

Other Charges

SEAT ASSIGNMENT # 8381500246157 (YXS-YVR / QTY 1)	CAD 10.00
Taxes	CAD 0.50
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Total	CAD 10.50
Total Fare and Other Charges	CAD 272.08

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-

FN18EXFCDM3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128289

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 Xia, Eveline				Employee ID s.22				Phone Number s.22					
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2018/03/09			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministry Business					Headquarters MO					
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4													
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	Vic/van	1600	2359		0.00				0.00				
03/01	Van/Vic	0600	0900		0.00				0.00				
03/05													✓ 34.00 taxi x 2
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total		
					\$ 0.00	\$ 175.70		\$ 0.00	\$ 0.00	\$ 34.00	\$ 209.70		
48.	49.	50.		51.	52.	45.							
Client Code	Resp.	Service Line		STOB	Project	Supplier Code					Amount		
048	29005	64000		5701	2900000	s.22					\$ 209.70		
048													
048													
048													
Less Travel Advance													
048													
										54.		\$ 209.70	
										AMOUNT DUE TO EMPLOYEE			
45. Employee Signature (See Audit Trail)						Print Name			Date Signed				
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.													
56. Spending Authority Signature (See Audit Trail)						Print Name			Date Signed				
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.													
57. Payment Authority Signature (See Audit Trail)						Print Name			Date Signed				
- Requisition for payment pursuant to section 32 of the Financial Administration Act.													

FIN 10 (EFI-F0012 v2.6.1)

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

Audited CDM Mar 26/18

Audit Trail for Travel Voucher (Restricted Use) E128289 for Xia, Eveline

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/09 09:34:21	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/09 09:35:34	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/09 09:35:45	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/12 10:55:01	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Approved	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/03/16 09:51:30	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Recalled	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/03/16 09:51:50	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/03/19 13:49:12	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128289 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/03/09 09:35:34	Drew, Ashley (IDIR\ADREW) Ashley.Drew@gov.bc.ca	March 1: Ferry to Vancouver March 5: Heli to Victoria, taxi x 2

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Harbour Air Seaplanes

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
05/03/2018 7:07:34 AM
GST: 84295 5858 RT0001

C U S T O M E R C O P Y

Booking ^{s.17}

Eveline Xia
Monday, March 5, 2018
1 Passenger(s)

Flight #2030
Departs 07:30 AM @ Vancouver Harbour
Arrives 08:05 AM @ Victoria Harbour

Invoice #: ^{s.17}

1x	All Skeds - Baggage : Chec	\$0.00	CDN
1x	Sked 200 : Carbon Offset	\$0.65	CDN
1x	Sked 200 : VHFC Terminal	\$9.86	CDN
1x	Sked 200/300 : Non-Peak	\$ 40.92	CDN

Goods and Services Tax \$7.57 GST

Grand Total \$159.00 CDN

Payment Information:

Master Card

\$159.00 CDN

Date/Time	05/03/2018 7:07:28 AM
Station	HCXHCS07
Terminal ID	HCXHCC07
Action	Purchase
Card Type	M/C
Card Number	**** * s.17

DUPLICATE

BLACKTOP & CHECKER
CABS#126
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/05
TIME 5007 07:03:03
CLERK ID 1
RECEIPT NUMBER
C85004503-001-368-005-0

PURCHASE
TOTAL

\$20.00

MasterCard
A0000000041010
9CAEFFBC42745D2E
0000008000-E800
9A1BEEBC340907B0

APPROVED

AUTH# 100303 01-027
THANK YOU

CARDHOLDER COPY

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DUPLICATE

BLUEBIRD CABS #22
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/05
TIME 8841 08:26:10
RECEIPT NUMBER
C85068556-001-106-007-0

PURCHASE
TOTAL

\$14.00

MasterCard
A0000000041010
FFE79E844141101B
0000008000-E800
9400ADA14E2314B3

APPROVED

AUTH# 112610 01-027
THANK YOU

CARDHOLDER COPY

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COPY FOR YOUR RECORDS

PHONE.250.382.2222

Mar. 1. 2018 :

British Columbia Ferry Services Inc.
Swartz Bay Terminal
Patricia Bay Highway
Sidney, BC V8L 3S8
Tel: (250) 656-5571
Fax: (250) 656-5817
www.bcferrries.com

Customer travelled
March 1. 2018 7:00 pm

Sailing. Cost for the
passenger 16.70.

R. Wymald

Ch. Steward

Spirit of Vancouver Island.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128494

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 Dycke, Cassandra ✓				Employee ID s.22				Phone Number (250) 953-3547									
Client Organization Health				Job Title Ministerial 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 Ministerial Meetings								Headquarters Victoria					
12. Mailing Address for Cheque Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4																	
16. Travel Dates		17. Places Travelled				18. 0.53 Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous			
		Destination	Start	End	Km	Cost			Claim	Cost			Cost	Cost	Describe		
2018		Vict -Nan-Depbay (ferry)	1547	2359	141	74.73		72.75	H-	25.75			171.35				
03/18		Van-Sechelt (ferry)	0700	2359	91	48.23		68.05	F- 41.00	s.22			136.85				
03/19		Sechelt	0700	2359		0.00				0.00				178.50	BEA Meeting		
03/20		Sech-Victoria (ferry)	0700	1730	173	91.69		72.75	F-DI	21.00							
03/29		Vic -Court-Vic	0730	1700	452	239.56			F-L	41.00							
TOTALS OF COLUMNS						857 kms	36. ✓ \$ 454.21	37. ✓ \$ 213.55		38. 128.75 \$ s.22	39. ✓ \$ 308.20	40. ✓ \$ 178.50	Claim Total \$ s.22				
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount							
026		66001 026=	44000 66004		5702	6660000		s.22		1104.71 \$ s.22							
026		66001	44000		6531	6600000				178.50							
026																	
026																	
Less Travel Advance																	
026																	
														54. 1283.21 \$ s.22			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.														Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.														Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.														Print Name		Date Signed	

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

March 19-lunch deducted (BEA luncheon)

D/J April 13/18

Audit Trail for Travel Voucher (Restricted Use) E128494 for Dycke, Kassandra

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/28 21:53:50	Hansen, Lucy (IDIR\LHANSEN) Lucy.Hansen@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/03/28 22:02:18	Hansen, Lucy (IDIR\LHANSEN) Lucy.Hansen@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/03/28 22:03:10	Hansen, Lucy (IDIR\LHANSEN) Lucy.Hansen@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/03/29 10:34:46	Hansen, Lucy (IDIR\LHANSEN) Lucy.Hansen@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/03/29 10:35:00	Hansen, Lucy (IDIR\LHANSEN) Lucy.Hansen@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/04/02 17:42:29	Dycke, Kassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/04/02 17:43:38	Singh, Jasmyn ✓ (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128494 for Dycke, Kassandra

1 note(s) returned.

Created On	Author	Note
2018/03/28 22:02:18	Hansen, Lucy (IDIR\LHANSEN) Lucy.Hansen@gov.bc.ca	Mar 18- Vic-Nan- 141 kms-Dep Bay- Horse - BC Ferries (72.75 cash)Hotel 171.35 (vsa) Mar 19- Van- Sechelt -BC Ferries 68.05 (cash) 91 kms -Hotel in Sechelt 136.85 (vsa) Mar 19- BEA expense for catering s.15 s.15 178.50 (vsa)- stake holders meeting Mar 20- Drive Sechelt -Gibson- Van - Nanaimo -BC Ferries -72.50 (vsa) -173 kms Mar 29-Victoria to Courtenay and return - 452 kms

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From: [Janke, Debra FIN:EX](#)
To: [Hansen, Lucy HLTH:EX](#)
Subject: TVE128494 Kassandra Dycke
Date: Thursday, April 12, 2018 10:47:28 AM

Hi Lucy,

s.15 indicates a balance due. Please provide proof of payment.

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

130

04-12-18

Kassandra Dycke ✓
501 Belleville St
Victoria BC V8V 1X4
Canada

Folio No. : s.22
 A/R Number :
 Group Code :
 Company : **Bc Government Employees Union**
 Membership No. : s.22
 Invoice No. :
 Reference No. :

Room No. : s.15
 Arrival : **03-18-18**
 Departure : **03-19-18**
 Conf. No. : s.22
 Rate Code : **ILVFO**
 Page No. : **1 of 1**
 GST No. : s.15

Date	Description	Charges	Credits
✓ 03-18-18	*Accommodation	149.00	
03-18-18	Hotel Tax	14.90	
03-18-18	GST	7.45	
03-19-18	MasterCard		171.35
	XXXXXXXXXXXXXs.17		

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	171.35	171.35
Balance	0.00 ✓	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

03-19-18

Kassandra Dycke	Folio No. :	Room No. : s.15
501 Belleville St	A/R Number :	Arrival : 03-18-18
Victoria BC V8V 1X4	Group Code :	Departure : 03-19-18
Canada	Company : Bc Government Employees Union	Conf. No. : s.22
	Membership No. : s.22	Rate Code : ILVFO
	Invoice No. :	Page No. : 1 of 1
	Reference No. :	GST No. : s.15

Date	Description	Charges	Credits
✓ 03-18-18	*Accommodation	149.00	
03-18-18	Hotel Tax	14.90	
03-18-18	GST	7.45	
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	171.35
		Balance	171.35

Guest Signature:

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Ministers Approval



Check-out receipt

Name: **Kassandra Dycke**
 Check-in: **Monday Mar 19, 2018**
 Check-out: **Tuesday Mar 20, 2018**
 Confirmation #: **s.22**
 Invoice number: **s.22**
 Invoice date: **20/03/2018**
 Unit assignment: **s.15**

Kassandra Dycke
 V8W1X4
 Canada
 Lucy.hansen@gov.bc.ca
 Tel: 1-250-507-8902

Date	Description of services
19/03/2018	Unit s.15 STANDARD TWO DBLS - Government BC
MasterCard Merchant: Ma	
Amount owing	

GUESTS WISHING TO ESTABLISH CREDIT OR PAY BY CHEQUE MUST MAKE ARRANGEMENTS PRIOR TO CHECK OUT. ALL ROOMS ARE NON SMOKING. A CLEANING FEE OF \$200 WILL APPLY IF A GUEST CHECKS OUT AFTER 11:00AM.

Customer signature: _____

2018/03/20
 12 07:28:57
 1-001-685-0
 ETION

36.85

01-027

ER COPY
 THIS
 RECORDS

119.00
 5.95
 9.52
 2.38
 136.85
 136.85
 0.00

PRIOR TO
 N.

Horseshoe Bay
To
Langdale



LANE 77

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/19 ✓

20' Undersize Vehi	54.00
1 ✓ Adult	16.15
Fuel Rebate	2.10-

Total	68.05
CDN Cash	80.00
CHANGE DUE	11.95-

CUSTOMER COPY
HSB 19 Mar 2018 08:20:50



1003028 262534
SEE REVERSE SIDE OF TICKET

Nanaimo (Dep. Bay)
To
Horseshoe Bay



LANE 16

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/18 ✓

20' Undersize Vehi	57.50
1 ✓ Adult	17.20
Fuel Rebate	2.20-
Port Fee Adul	0.25

Total	72.75
CDN Cash	80.00
CHANGE DUE	7.25-

CUSTOMER COPY
NAN 18 Mar 2018 17:47:39



1001029 821040
104712
SEE REVERSE SIDE OF TICKET

Horseshoe Bay
To
Nanaimo (Dep. Bay)



LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/20 ✓

20' Undersize Vehi	57.50
1 ✓ Adult	17.20
Fuel Rebate	2.20-
Port Fee Adul	0.25

Total	72.75
CDN Cash	80.00
CHANGE DUE	7.25-

CUSTOMER COPY
HSB 20 Mar 2018 14:02:58



1003052 664052
99398
SEE REVERSE SIDE OF TICKET

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

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.	DATE SUBMITTED	YYYY / MM / DD
Kassandra Dycke	(250) 953-3547	2018/03/29	
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT	YYYY / MM / DD
		2018/03/19	
		END DATE OF EVENT	YYYY / MM / DD
		2018/03/19	

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.

Minister Dix- Minister of Health and Kassandra Dycke- Ministerial Assistant- Stakeholders meetings in Sechelt, BC
 Silas White, Acting Mayor Gibsons; Nicholas Simons, MLA; Kassandra Dycke, MA
 Hospital Employees Union (HEU) – Executive Members: Shorncliffe and Totem Lodge
 Rick MacDonald, CAO; Rosemary Bonderud, Trustee; Les Falk, Trustee, Wendy Hunt; Gail Riddell; Ruth Houle; Mayor Bruce Milne; Councillors Darren Inkster, Alice Lutes, Noel Muller, Mike Shanks, Darnelda Siegers and Doug Wright, Denis Fafard, President; Melanie Lutt, Director; Linda Anton, Director

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.

Minister Dix- Minister of Health and Kassandra Dycke- Ministerial Assistant- Stakeholders meetings in Sechelt, BC
 Silas White, Acting Mayor Gibsons; Nicholas Simons, MLA; Kassandra Dycke, MA
 Hospital Employees Union (HEU) – Executive Members: Shorncliffe and Totem Lodge
 Rick MacDonald, CAO; Rosemary Bonderud, Trustee; Les Falk, Trustee, Wendy Hunt; Gail Riddell; Ruth Houle; Mayor Bruce Milne; Councillors Darren Inkster, Alice Lutes, Noel Muller, Mike Shanks, Darnelda Siegers and Doug Wright, Denis Fafard, President; Melanie Lutt, Director; Linda Anton, Director

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	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.		
5. Business Meals in Restaurant	6531	178.50
<input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER		
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
32085	34097	3210438
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Jasmyn Signh		YYYY / MM / DD

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.

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

ESTIMATED TOTAL \$ 178.50

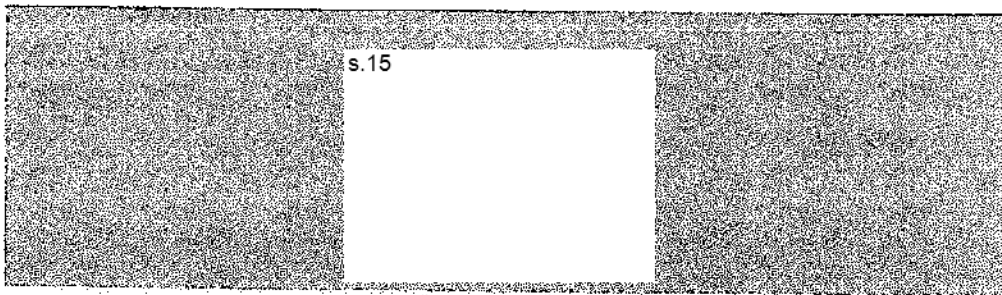
REIMBURSEMENT TOTAL

\$178.50

Dycke, Kassandra HLTH:EX

From: Morton, Michelle <Michelle.Morton@leg.bc.ca>
Sent: Wednesday, March 21, 2018 1:06 PM
To: Dycke, Kassandra HLTH:EX
Subject: FW: Invoice Paid: #000071 from s.15

From: Basted Baker [mailto:invoicing@messaging.squareup.com]
Sent: Wednesday, March 21, 2018 12:20 PM
To: Morton, Michelle <Michelle.Morton@leg.bc.ca>
Subject: Invoice Paid: #000071 from s.15



Invoice Paid

Paid \$178.50 on March 19, 2018

Catering for Monday March 19 2018

Invoice #000071

March 19, 2018

Customer

Ministry of Health. C/O Nicholas Simon MLA

Michelle.morton@led.bc.ca

Thank you!

Coffee and tea for ten people x 10 (\$3.50 ea.)	\$35.00
---	----------------

Assortment of light snacks x 10 (\$9.00 ea.) \$90.00

Two dinner sandwiches and salads x 2 (\$22.50 ea.) \$45.00

Subtotal \$170.00

Goods and Services Tax \$8.50

Total Paid \$178.50 ✓

Other 03/19/18,

12:19 PM

Moneris

s.15

GST/HST: s.15

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HE18FXECMDM4



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128348

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 van Baarsen, Amanda			Employee ID s.22			Phone Number (250) 953-3547						
Client Organization Health			Job Title Ministerial 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 Ministry Meeting				Headquarters Victoria						
12. Mailing Address for Cheque Minister of Health Office Rm 337, Parliament Buildings Victoria, BC V8V 1X4												
16. Travel Dates 2018 03/01	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Leg-Ministry	Start 1130	End 1400	Km	Cost 0.00		✓ 12.10	Claim	Cost 0.00		Cost	Describe
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 12.10		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 12.10	
48. Client Code 026 026 026 026	49. Resp. 66001	50. Service Line 44000		51. STOB 6501	52. Project 6600000		45. Supplier Code s.22		Amount \$ 12.10			
Less Travel Advance 026												
										AMOUNT DUE TO EMPLOYEE		54. \$ 12.10
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name			Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name			Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name			Date Signed				

FIN 10 (EFI-F0012 v2.6.1)

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

Audited CDM March 27/18

Audit Trail for Travel Voucher (Restricted Use) E128348 for van Baarsen, Amanda

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/15 16:44:17	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/03/15 16:44:48	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/03/15 16:45:18	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/03/15 17:26:11	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/03/22 20:42:09	Singh, Jasmyn ✓ (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128348 for van Baarsen, Amanda

1 note(s) returned.

Created On	Author	Note
2018/03/15 16:44:48	McCormick, Er ka (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	03/01-Took Taxi to Ministry. Used bluebird card to pay for cab back to Leg.

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BLUEBIRD CABS #76
2612 QUADRA ST
VICTORIA BC

CARD *****S.17
CARD TYPE MASTERCARD
DATE 2018/03/01
TIME 0111 13:44:33
RECEIPT NUMBER
C85052912-001-185-001-0

PURCHASE
TOTAL

\$12.10

MasterCard
A0000000041010
4841FF1038999F57
0000008000-E800
41AC3D5A4CE58915

APPROVED

AUTH# 164433 01-027
THANK YOU

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