



Control No.

E128170

Name	Employee ID	Phone Number
Avendano, Christian	s.22	(250) 356-0179
Client Organization	Job Title	Travel Group Code
Advanced Education, Skills and Training	Ministerial Assistant	3

5. Date Completed 2018/02/22	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Staffing Minister	Headquarters Victoria	

12. Mailing Address for Cheque

PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018						✓ 3.25		0.00	✓ 30.75		
01/31	Vancouver (HA)	1500	2359		0.00	✓ 6.50	F-BDI	10.50	✓ 30.75		
02/01	Vancouver	0700	2359		0.00		F-BLDI	0.00			
02/02	Vancouver	0700	2359		0.00			0.00			
02/04	Victoria (HA)	1600	1700		0.00			0.00			
02/07	Vancouver (HA)	1500	2359		0.00	✓ 3.25		0.00	✓ 30.75		
02/08	Kelowna (rdn /AC)	0700	2359		0.00	✓ 2.20	F-BDI	10.50	✓ 30.75		
02/09	Vancouver	0700	2359		0.00		F-BLDI	0.00			
02/12	Victoria (HA)	1600	1700		0.00			0.00			
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total
					\$ 0.00	\$ 15.20		\$ 21.00	\$ 123.00	\$ 0.00	\$ 159.20

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	019	11001	18000	5701	1100000	s.22	146.5 s.22
	019	11001	18000	5702	1100000		12.70
	019						
	019						

[illegible]

AMOUNT DUE TO EMPLOYEE

54.	\$ 159.20
-----	-----------

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) E128170 for Avendano, Christian

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/22 16:27:49	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/22 16:34:17	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/23 14:33:21	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/27 14:17:54	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/27 14:18:22	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/27 14:18:43	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/27 14:18:51	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/27 16:45:21	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Avendano, Christian Christian.Avendano@gov.bc.ca	Notified	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/28 09:09:54	Avendano, Christian (IDIR\CAVENDAN) Christian.Avendano@gov.bc.ca		Initiated	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/28 09:17:36	Avendano, Christian (IDIR\CAVENDAN) Christian.Avendano@gov.bc.ca		Recalled	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/28 09:18:19	Avendano, Christian (IDIR\CAVENDAN) Christian.Avendano@gov.bc.ca		Saved	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/28 09:18:28	Avendano, Christian (IDIR\CAVENDAN) Christian.Avendano@gov.bc.ca		Initiated	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/28 16:42:25	Papadopoulos, James (IDIR\JPAPADOP) James.Papadopoulos@gov.bc.ca	✓	Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128170 for Avendano, Christian

4 note(s) returned.

Created On	Author	Note
2018/02/27 14:17:54	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Jan 31, 2018 - Walk to Harbour Air Vic/ Van (paid by p/c), Translink to private lodging, dinner provided - o/n Feb 1, 2018 - Breakfast provided, Translink to meetings and events, Translink to private lodging, dinner provided - o/n Feb 2, 2018 - Breakfast provided, personal ride to meetings and events, personal ride to personal residence, dinner provided - o/n Feb 3, 2018 - Vancouver personal Feb 4, 2018 - Breakfast provided, personal ride to Harbour Air Van/ Vic (paid by p/c), walk to home. Feb 5, 2018 - In Victoria (Headquarters) Feb 6, 2018 - In Victoria (Headquarters) Feb 7, 2018 - Walk to Harbour Air Vic/ Van (paid by p/c), Translink to private lodging, dinner provided - o/n Feb 8, 2018 - Breakfast provided, Translink to Air Canada Van/ Kelowna (paid by p/c), shared ride to meetings and events, shared ride to Air Canada Kelowna/ Van (paid by p/c), personal ride to private lodging, dinner provided - o/n Feb 9, 2018 - Breakfast provided, personal ride to meetings and events, personal ride to personal residence, dinner provided - o/n Feb 10, 2018 - Vancouver personal Feb 11, 2018 - Vancouver personal Feb 12, 2018 - Personal ride to Harbour Air Van/ Vic (paid by p/c), Walk to home.
2018/02/27 14:18:22	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	
2018/02/27 14:18:43	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	
2018/02/27 14:18:51	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	

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Cox, Michael AEST:EX

From: reservation@harbourair.com
Sent: Tuesday, January 30, 2018 8:48 AM
To: Cox, Michael AEST:EX
Subject: Avendano, Christian = 31-Jan 2018 Vic Hrbr/ Van Hrbr 15:00-15:35 Harbour Air 218 s.17

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

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

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

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

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Christian Avendano

Booking s.17

Wednesday, January 31, 2018

Flight #218/Twin Otter

15:00 Victoria Harbour / Map

15:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

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
1 Passenger(s) - GoFlex		
Christian Avendano, Male	Billing	\$197.15
<u>Add to Calendar</u>	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)**.
- 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



Christian Avendano - s.22

Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your [card order history](#) page.

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

Transaction filters:

Usage

Start date:

Jan-31-2018

End date:

Feb-04-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Feb-01-2018 03:13 PM	Transfer at Bus Stop 56919 Stored Value	\$0.00	\$0.10
Feb-01-2018 03:10 PM	Tap out at 22nd St Stn Stored Value	\$1.05	\$0.10
Feb-01-2018 02:50 PM	Tap in at Commercial Drive Stn Stored Value	-\$4.30	-\$0.95
Feb-01-2018 09:43 AM	Tap out at Commercial Drive Stn Stored Value	\$1.05	-\$1.65

*\$3.25
traveled
home*

*\$3.25
traveled
to
Constitution
office*

Page 1 of 2



Feb-01-2018 09:23 AM	Transfer at 22nd St Stn Stored Value	-\$2.10	-\$2.70
Feb-01-2018 09:09 AM	Tap in at Bus Stop 56904 Stored Value	-\$2.20	-\$0.60
Jan-31-2018 04:37 PM	Tap out at Lansdowne Stn Stored Value	\$1.05	\$1.60
Jan-31-2018 04:10 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$0.55
Jan-31-2018 04:09 PM	Refund at Waterfront Stn Stored Value	\$4.30	\$4.85
Jan-31-2018 04:07 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$0.55

*\$3.25
travel from
Harbor Ar
home*

Cox, Michael AEST:EX

From: reservation@harbourair.com
Sent: Monday, January 29, 2018 4:15 PM
To: Cox, Michael AEST:EX
Subject: Avendano, Christian = 04-Feb 2018 Van Hrbr/ Vic Hrbr 16:00-16:35 Harbour Air 221 s.17

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Christian Avendano

Booking s.17

Wednesday, January 31, 2018

Flight #220/Twin Otter

16:00 Victoria Harbour / Map

16:30 Vancouver Harbour / Map

30 minutes

WL - Waiting List

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
1 Passenger(s) - GoFlex		
Christian Avendano, Male	Billing	\$197.15
Add to Calendar	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

Sunday, February 4, 2018

Flight #221/Twin Otter

16:00 Vancouver Harbour / Map 

16:35 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

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

Christian Avendano, Male	Billing	\$197.15
<u>Add to Calendar</u>	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)**.
- 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.

Cox, Michael AEST:EX

From: reservation@harbourair.com
Sent: Wednesday, February 7, 2018 3:07 PM
To: Cox, Michael AEST:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!

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

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

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

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

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Christian Avendano

Booking s.17

Wednesday, February 7, 2018

Flight #2180/Twin Otter

15:30 Victoria Harbour / Map

16:05 Vancouver Harbour / Map

35 minutes

KK- Confirmed

Invoice s.17

Air Transportation Charges

Sked 200/300 : Standard GO Flex	\$186.64
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Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
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Sked 200 : Carbon Offset	\$0.65
--------------------------	--------

Sked 200 : VHFC Terminal Fee	\$9.86
------------------------------	--------

+ Goods and Services Tax	\$9.85
--------------------------	--------

1 Passenger(s) - GoFlex**Christian Avendano, Male**[Add to Calendar](#)

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card \$207.00

Date / Time February 7, 2018 @ 3:06:45 PM

Summary s.17

Expiration

Authorization

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**Monday, February 12, 2018****Flight #2210/Twin Otter****16:30 Vancouver Harbour / Map** **17:05 Victoria Harbour / Map** 

Invoice s.17

Air Transportation Charges

Sked 200/300 : Standard GO Flex \$186.64

Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : Carbon Offset	\$0.65
KK- Confirmed	Sked 200 : VHFC Terminal Fee	\$9.86
	+ Goods and Services Tax	\$9.85

1 Passenger(s) - GoFlex

Christian Avendano, Male

Add to Calendar

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

Master Card	\$207.00
-------------	----------

Date / Time February 7, 2018 @ 3:06:45 PM

Summary s.17

Expiration

Authorization

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

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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



Christian Avendano - s.22

Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your [card order history](#) page.

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

Transaction filters:

Usage

Start date:

Feb-07-2018

End date:

Feb-12-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Feb-08-2018 10:03 AM	Tap out at YVR-Airport Stn Stored Value	\$2.10	\$4.65
Feb-08-2018 09:53 AM	Tap in at Bridgeport Stn Stored Value	-\$4.30	\$2.55
Feb-07-2018 04:56 PM	Tap out at Lansdowne Stn Stored Value	\$1.05	-\$3.15
Feb-07-2018 04:25 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	-\$4.20

Handwritten notes:
\$12.20 travel to airport (bracketed next to Feb-08 transactions)
\$3.25 travel home (bracketed next to Feb-07 transactions)



Feb-07-2018 04:24 PM	Refund at Waterfront Stn Stored Value	\$4.30	\$0.10
Feb-07-2018 04:21 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	-\$4.20



s.22

Booking Confirmation

Booking Reference: s.22

Date of issue: 18 Jan, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

- Depart

Economy Tango

Thursday
08 Feb, 201811:00
Vancouver
Vancouver Intl. (YVR), BC
Terminal M11:55
Kelowna
(YLW), BC
AC84120hr55
Economy S
Operated by: Air Canada Express -
Jazz | Q400

- Return

Economy Tango

Thursday
08 Feb, 201816:20
Kelowna
(YLW), BC17:27
Vancouver
Vancouver Intl. (YVR), BC
Terminal M
AC84191hr07
Economy T
Operated by: Air Canada Express -
Jazz | Dash 8-300

Passengers

 **Romulo Christian Avendano**Ticket Number
0142188890127Seats
AC8412 -
AC8419 -



Purchase summary

MasterCard
***** S. 1
Amount paid: \$306.86
Tax information
GST/HST no. 10009-2287 RT0001
\$14.61

1 adult



Air Transportation Charges

Base Fare - Depart - Economy Tango	131.00
Base Fare - Return - Economy Tango	103.00
Surcharges	24.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	14.61
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	20.00

Total airfare and taxes before options **\$306⁸⁶**

GRAND TOTAL (Canadian dollars) \$306⁸⁶



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128100

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 Talbot, Sarena				Employee ID s.22				Phone Number (250) 387-2060																																																																																				
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3																																																																																				
5. Date Completed 2018/02/14			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information																																																																																				
Type of Travel In Province			14. Reason for Travel Ministerial Buisness					Headquarters Victoria																																																																																				
12. Mailing Address for Cheque																																																																																												
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>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>02/01</td> <td>* Vic-Van (HJ)</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>F-BLD</td> <td>12.25</td> <td></td> <td></td> </tr> <tr> <td>02/02</td> <td>Van</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td>74.70</td> <td></td> <td>F-BL</td> <td>30.50</td> <td></td> <td></td> </tr> <tr> <td>02/03</td> <td>* Vic (HA)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 74.70</td> <td></td> <td>38. \$ 42.75</td> <td>39. \$ 135.72</td> <td>40. \$ 0.00</td> <td>Claim Total \$ 253.17</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	Describe	2018	*PCard											02/01	* Vic-Van (HJ)	0900	1159		0.00			F-BLD	12.25			02/02	Van	0900	1159		0.00	74.70		F-BL	30.50			02/03	* Vic (HA)											TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 74.70		38. \$ 42.75	39. \$ 135.72	40. \$ 0.00	Claim Total \$ 253.17
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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 1050-06Audited 2018Feb20
SLP

Audit Trail for Travel Voucher (Restricted Use) E128100 for Talbot, Sarena

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/14 10:37:02	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/02/14 11:20:16	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/02/14 11:20:25	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Notified	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/02/14 13:24:31	Talbot, Sarena (IDIR\STALBOT) Sarena.Talbot@gov.bc.ca		Initiated	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/02/14 14:19:52	Gunn, Paula s. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128100 for Talbot, Sarena

1 note(s) returned.

Created On	Author	Note
2018/02/14 11:20:16	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Sarena Travels to Van-flies Helliit (Emilv's Pcard) stays one night @ \$15 paid on personal Visa-one night at a friends house on Feb 2nd. Flies home on Feb 3rd via Harbour Air -paid on Emily's Pcard

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EXPENSES – Sarena Talbot meetings Vancouver Dec 1st

1 Feb 1 - Dinner + incidentals
Feb 2 - incidentals

DATE	TYPE OF EXPENSE	HOW PAID	REASON	Amount	CLAIMED ?	PAID?
01-02-2018	HELIJET	EMILY PURCHASING CARD	Travel to staff Minister Conroy for meetings in Vancouver on Feb 1 st & 2 nd	\$	N/A	N/A
01-02-2018	HOTEL	SARENA TRAVEL CARD	Accommodation to staff Minister Conroy for meetings in Vancouver on Feb 1 st & 2 nd	\$135.72		
01-02-2018	DINNER (BREAKFAST AND LUNCH PROVIDED)	SARENA PERSONAL CREDIT CARD	Dinner while staffing Minister Conroy for meetings in Vancouver on Feb 1 st & 2 nd	\$30.5 (\$51.50-\$10.5-\$10.5)		
01-02-2018	INCIDENTALS	SARENA PERSONAL CREDIT CARD	Staffing Minister Conroy for meetings in Vancouver on Feb 1 st	\$12.25		
01-02-2018	TAXI	PERSONAL CREDIT CARD	Travel to hotel	\$22.40 22.40	MLA	
02-02-2018	INCIDENTALS	SARENA PERSONAL CREDIT CARD	Staffing Minister Conroy for meetings in Vancouver on Feb 2 nd	\$12.25		
02-02-2018	TAXI	PERSONAL CREDIT CARD	Travel to meeting at Women's hospital	\$16.40		
02-02-2018	TAXI	PERSONAL CREDIT CARD	Travel to meeting at in New Westminster	\$50.10		
02-02-2018	SKYTRAIN	PERSONAL CREDIT CARD	Sarena and MKC Skytrain fare for travel from New Westminster to hotel	\$8.20		
03-02-2017	HARBOUR AIR FLIGHT	EMILY PURCHASING CARD	Return Travel from staffing Minister Conroy for	\$159.00	N/A	N/A

s.22

Morton, Kaitlin MCF:EX

From: White, Emily MCF:EX
Sent: Wednesday, February 14, 2018 10:43 AM
To: Morton, Kaitlin MCF:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Emily White
Administrative Coordinator
The Hon. Katrine Conroy
Minister of Children and Family Development
The Hon. Katrina Chen
Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, January 23, 2018 11:48 AM
To: White, Emily MCF: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

Katrine Conroy

Company

Ministry Of Children And Family Development

Booking # s.22

Thursday, February 1, 2018

Invoice #249446

718

13:45 Victoria Harbour

14:20 Vancouver Harbour

35 minutes

Confirmed

2 Passengers - Full-Fare

- Katrine Conroy, Female
- Sarena Talbot, Female

[Add to Calendar](#)

FARE-YWH-Full_Winter17-18 \$600.00

+ GST \$30.00

Billing \$600.00

Taxes \$30.00

Grand Total \$630.00

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations 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:

February 1st, 2018

YELLOW CAB #310
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/02/01
TIME 5334 21:37:44
CLERK ID 5
RECEIPT NUMBER
H85010543-001-006-601-0

PURCHASE
AMOUNT \$22.40
TIP s.22
TOTAL

Visa Credit
A0000000031010
7DB18B8FB53BF523
0000000000-

APPROVED

AUTH# 022947 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Fri Feb 02/2018 10:54

PamelaS



CSA Approved Rate

Surname Talbot
First Name Sarena
Address 1 134-501 Belville St
Address 2
City Victoria
Province/State BC
Country
Postal/Zip V8V 1X4
Phone s.22
Conf # s.22
Corporate
IATA #

Arrival Date Feb 1, 2018
of Nights 1
Dept Date Feb 2, 2018
Room # s.15
Room Type Deluxe Two Doubles Suite
of Guests 1/
Rate Type Provincial Government Rate
Amount \$117.00
A/R Account
Group Ref #

Posting Date	Billing Code	Note Identifier	Amount
Feb 1, 2018	Provincial Government Rate		\$117.00
Feb 1, 2018	GST 5% (NO.s.15)	\$5.85
Feb 1, 2018	Room Tax 8% (PST;s.15)	\$9.36
Feb 1, 2018	MRDT 3% (#s.15)	\$3.51
Total			\$135.72

Billing Code Summary

GST 5% (NO.s.15	\$5.85
MRDT 3% (#s.15	\$3.51
Room Tax 8% (PST;s.15	\$9.36
Provincial Government Rate	\$117.00

Tue Feb 20/2018 11:16
MARKP

Surname	Talbot	Arrival Date	Feb 1, 2018
First Name	Sarena	# of Nights	1
Address 1	134-501 Belville St	Dept Date	Feb 2, 2018
Address 2		Room #	s.15
City	Victoria	Room Type	Deluxe Two Doubles Suite
Province/State	BC	# of Guests	1/
Country		Rate Type	Provincial Government Rate
Postal/Zip	V8V 1X4	Amount	\$117.00
Phone	s.22	A/R Account	
Conf #	s.22	Group Ref #	
Corporate			
IATA #			

Posting Date	Billing Code	Note Identifier	Amount
Feb 1, 2018	Provincial Government Rate		\$117.00
Feb 1, 2018	GST 5% (NO s.15)		\$5.85
Feb 1, 2018	Room Tax 8% (PST#s.15)		\$9.36
Feb 1, 2018	MRDT 3% (#s.15)		\$3.51
Feb 2, 2018	Mastercard		(135.72)
Total			(0.00)

Billing Code Summary		
GST 5% (NO s.15)		\$5.85
MRDT 3% (# s.15)		\$3.51
Mastercard		-\$135.72
Room Tax 8% (PST#s.15)		\$9.36
Provincial Government Rate		\$117.00

s.15

February 2nd, 2018

YELLOW CAB #323
1441 CLARK DR
VANCOUVER BC

CARD ***** s.17
CARD TYPE VISA
DATE 2018/02/02
TIME 1246 14:04:57
CLERK ID 1
RECEIPT NUMBER
C85046112-001-042-418-0
PURCHASE
AMOUNT \$50.10
TIP s.22
TOTAL

VISA CREDIT
A0000000031010
5A7DC76ECDB086E0
0080008000-E800
8B141680FCA9CDFC
0080008000-F800

APPROVED

AUTH# 037105 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

YELLOW CAB #19
1441 CLARK DR
VANCOUVER BC

CARD 4789***** s.17
CARD TYPE VISA
DATE 2018/02/02
TIME 1962 11:04:26
CLERK ID 1
RECEIPT NUMBER
H85024926-001-043-948-0
PURCHASE
AMOUNT \$16.40
TIP s.22
TOTAL

Visa Credit
A0000000031010
92A975FAC9169BE1
0000000000-

APPROVED

FF/DT 20
AUTH# 027742 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

RECEIPT
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO SKYTRAIN
New Westminster Stn
TVM15111
Fri 02 Feb 18 04:17PM

Payment Type: VISA
Purchase: 2 Zone Ticket
2 Adult \$4.10
Quantity: 2
Total price: \$ 8.20

Compass Ticket #: 5441
**** * 8887
Credit Card #: s.17
Auth #: 013500
Ref #: TU3BU72DWV3K
Receipt #: 15873

Card Entry: Chip
AID:A0000000031010
TVR:0080008000
ISI:F800

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

Thank You!

Morton, Kaitlin MCF:EX

From: White, Emily MCF:EX
Sent: Wednesday, February 14, 2018 10:43 AM
To: Morton, Kaitlin MCF:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

The Hon. Katrina Chen

Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Monday, January 29, 2018 10:03 AM
To: Morton, Kaitlin MCF:EX; White, Emily MCF:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Sarena Talbot

Booking s.17**Saturday, February 3, 2018****Flight #2110****11:30 Vancouver Harbour / Map** **12:05 Victoria Harbour / Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****. Sarena Talbot, Female****Add to Calendar****Invoice s.17****Air Transportation Charges**

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**

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

2/3/2018 2:10:37 PM

GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Sarena Talbot
Saturday, February 3, 2018
1 Passenger(s)

Flight #2170
Departs 14:30 PM @ Vancouver Harbour
Arrives 15:05 PM @ 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	\$140.92	CDN

Goods and Services Tax \$7.57 GST

Grand Total \$159.00 CDN

Payment Information:

Master Card \$159.00 CDN

Date/Time	2/3/2018 2:10:34 PM
Station	HXXHCS06
Terminal ID	HXXHCC06
Action	Purchase/Telephone
Card Type	M/C
Card Number	**** * s.17 M
Amount	\$159.00
Authorization	171034
Trace Number	033001001011
Response	00-001/APPROVED 171034

CUSTOMER COPY

Free WIFI Password: haguest99



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128205

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 Sharma, Niki				Employee ID s 22				Phone Number (250) 356-5767																																																																																																																																							
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3																																																																																																																																							
5. Date Completed 2018/02/26			6. Fiscal Year 2018			7. Special Cheque Issue EFT			8. Cheque Stub Information																																																																																																																																						
Type of Travel In Province			14. Reason for Travel Ministrial Business						Headquarters Victoria																																																																																																																																						
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4																																																																																																																																															
<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></th> <th>*PCard 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>2018</td> <td>Vancouver</td> <td>1430</td> <td>1456</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/01</td> <td>Vancouver</td> <td>1430</td> <td>1456</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>14.60</td> <td>Taxi</td> </tr> <tr> <td>02/07</td> <td>*Vancouver (HJ)</td> <td>0000</td> <td>0636</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>14.30</td> <td>Taxi</td> </tr> <tr> <td>02/07</td> <td>Victoria</td> <td>1625</td> <td>1639</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>7.90</td> <td>Taxi</td> </tr> <tr> <td>02/07</td> <td>*Vancouver (HJ)</td> <td>1810</td> <td>1832</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>10.50</td> <td>Taxi</td> </tr> <tr> <td>02/09</td> <td>Vancouver</td> <td>1130</td> <td>1215</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>28.20</td> <td>Taxi</td> </tr> <tr> <td>02/14</td> <td>*Vancouver (HJ)</td> <td>0000</td> <td>0608</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>12.70</td> <td>Taxi</td> </tr> <tr> <td>02/19</td> <td>*Vancouver (HJ)</td> <td>0000</td> <td>0628</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>14.00</td> <td>taxi</td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 0.00</td> <td></td> <td>38. \$ 0.00</td> <td>39. \$ 0.00</td> <td>40. \$ 102.20</td> <td>Claim Total \$ 102.20</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			*PCard Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2018	Vancouver	1430	1456		0.00			0.00				02/01	Vancouver	1430	1456		0.00			0.00		14.60	Taxi	02/07	*Vancouver (HJ)	0000	0636		0.00			0.00		14.30	Taxi	02/07	Victoria	1625	1639		0.00			0.00		7.90	Taxi	02/07	*Vancouver (HJ)	1810	1832		0.00			0.00		10.50	Taxi	02/09	Vancouver	1130	1215		0.00			0.00		28.20	Taxi	02/14	*Vancouver (HJ)	0000	0608		0.00			0.00		12.70	Taxi	02/19	*Vancouver (HJ)	0000	0628		0.00			0.00		14.00	taxi	TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 0.00	39. \$ 0.00	40. \$ 102.20	Claim Total \$ 102.20
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																																																																																																					
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02/01	Vancouver	1430	1456		0.00			0.00		14.60	Taxi																																																																																																																																				
02/07	*Vancouver (HJ)	0000	0636		0.00			0.00		14.30	Taxi																																																																																																																																				
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02/09	Vancouver	1130	1215		0.00			0.00		28.20	Taxi																																																																																																																																				
02/14	*Vancouver (HJ)	0000	0608		0.00			0.00		12.70	Taxi																																																																																																																																				
02/19	*Vancouver (HJ)	0000	0628		0.00			0.00		14.00	taxi																																																																																																																																				
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										54. \$ 102.20																																																																																																																																					
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) E128205 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/26 15:10:55	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/03/06 15:02:42	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/03/06 15:20:10	Gunn, Paula s . (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128205 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/02/26 15:10:55	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	February 1/18 Travelled from home to Meeting by Taxi February 7/18 Travelled from home to Helijet (Van) by Taxi February 7/18 Travelled from Leg to Helijet (Vic) by Taxi February 7/18 Travelled from Helijet (Van) to home by Taxi February 9/18 Travelled from home to UBC by Taxi February 14/18 Travelled from home to Helijet (Van) by taxi February19/18 Travelled from Home to Helijet (Van) by Taxi

Production *** Copyright © Government of British Columbia

Audit Trail for Travel Voucher (Restricted Use) E128205 for Sharma, Niki

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/26 15:10:55	Wilson, Cherie (IDIRICHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca

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Home to SCC for
DUPLICATE

BLACKTOP & CHECKER
CABS#95
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD s.17 *****
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/02/01
TIME 2393 14:56:38
CLERK ID 1
RECEIPT NUMBER
C85010539-001-688-012-0

PURCHASE
AMOUNT \$14.60
TIP s.22
TOTAL

Interac
A0000002771010
9C7EA3827A9A082E
8080008000-6800
828B117A81E194C5
8080008000-7800

APPROVED

AUTH# 537990 00-001
THANK YOU

CARDHOLDER COPY

DUPLICATE

Home to Helixt
DUPLICATE

BLACKTOP & CHECKER
CABS#111
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/02/07
TIME 0027 06:36:27
CLERK ID 1
RECEIPT NUMBER
C85012033-001-701-001-0

PURCHASE
AMOUNT \$14.30
TIP s.22
TOTAL

MasterCard
A0000000041010
890534BA9234ABB5
0000008000-E800
F25A1335C880A526

APPROVED

AUTH# 093627 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

to Helixt
VICTORIA TAXI #98
2925 DOUGLAS STREET V8T4M8
VICTORIA BC
21095860
21095860

02-0-16:39:22
Acct # *****s.17
Exp Date Card Type MC
Name: NIKI SHARMA
A00000001010 MasterCard

Purchase \$7.60
Tip s.22
TOTAL

(001) APPROVED - THANK YOU

Retain this copy for your
records
Customer copy

Notes for Travel Voucher (Restricted Use) E128205 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/02/26 15:10:55	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	February 1/18 Travelled from home to Meeting by Taxi February 7/18 Travelled from home to Helijet (Van) by Taxi February 7/18 Travelled from Leg to Helijet (Vic) by Taxi February 7/18 Travelled from Helijet (Van) to home by Taxi February 9/18 Travelled from home to UBC by Taxi February 14/18 Travelled from home to Helijet (Van) by taxi February 19/18 Travelled from Home to Helijet (Van) by Taxi

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Helijet
Vancouver

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/02/09
TIME 05:19:18
CLERK ID 45563
RECEIPT NUMBER
C85055 17-001-185-004-0
PURCHASE
AMOUNT \$10.00
TIP s.22
TOTAL

MasterCard
A0000000041010
158036C70E89867F
0000008000-E800
096FD443E357F87A

APPROVED

AUTH# 213210
THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
FOR YOUR RECORDS

to UBC
CABS#49
777 PACIFIC ST
VANCOUVER BC
0587 ***** s.17
CARD TYPE MASTERCARD
DATE 2018/02/09
TIME 19:14:12:15:48
CLERK ID 1
RECEIPT NUMBER
C85012445 001-642-010-0
TIP s.22
TOTAL

MasterCard
A0000000041010
05858B34
0000008000-E800

APPROVED

01-027

VERIFIED BY PIN

MERCHANT COPY

to Helijet
DUPLICATE

BLACKTOP & CHECKER
CABS#49
777 PACIFIC ST
VANCOUVER BC

to Helijet
DUPLICATE

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/02/14
TIME 08:29:06:08:20
CLERK ID 1
RECEIPT NUMBER
C85043805-001-222-004-0
PURCHASE
AMOUNT \$12.70
TIP s.22
TOTAL

MasterCard
A0000000041010
D5D5783B727E88EA
0000008000-E800
888340B660B4D5A3

APPROVED

AUTH# 090820
THANK YOU

01-027

Blacktop
BLACKTOP & CHECKER
CABS#156
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/02/19
TIME 9902 06:28:58
CLERK ID 1
RECEIPT NUMBER
C85016779-001-902-001-0

PURCHASE
AMOUNT \$14.00
TIP s.22
TOTAL

MasterCard
A0000000041010
CE32EA9DE92B1150
0000008000-E800
9D6FEDC8B8B0E9CB

APPROVED

AUTH# 092858 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: Friday, February 16, 2018 10:28 AM
To: Wilson, Cherie MCF: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	Niki Sharma
	Company	Bc Government

Booking s.22

Monday, February 19, 2018

851

07:00 Vancouver Harbour

07:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Peak

Niki Sharma, Female

[Add to Calendar](#)

Invoice #263671

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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:

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: Friday, February 2, 2018 1:06 PM
To: Wilson, Cherie MCF: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	Niki Sharma
	Company	Bc Government

Booking s.22

Wednesday, February 7, 2018

Invoice #258935

703

FARE-YWH-PEAK_Winter17-18 \$309.52

07:30 Vancouver Harbour

+ GST \$15.48

08:05 Victoria Harbour

Billing \$309.52

35 minutes

Taxes \$15.48

Grand Total \$325.00

Confirmed

1 Passengers - Peak

• Niki Sharma, Female

[Add to Calendar](#)

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, February 7, 2018

724

16:20 Victoria Harbour

16:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

• Niki Sharma, Female

[Add to Calendar](#)

Invoice #258936

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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:

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: Friday, February 2, 2018 1:26 PM
To: Wilson, Cherie MCF: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	Niki Sharma
	Company	Bc Government

Booking s.22

Wednesday, February 7, 2018

858

18:40 Victoria Harbour

19:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

Niki Sharma, Female

[Add to Calendar](#)

Invoice #258936

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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

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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:

Booking Statement

Helijet

Booking #
s.22

Invoice #257915

Date
Wednesday, Feb 14,
2018

FARE-YWH-PEAK_Winter17-18	1 @	\$309.52
+ GST		\$15.48

Departure
07:00
Vancouver Harbour

Canadian Dollars **\$325.00**

Arrival
07:35
Victoria Harbour

Mastercard	\$0.00
#***** ** s.17	

Duration
35 minutes

1 Passengers » Peak
Sharma, Niki

Status:
Confirmed

CF18EXECDM8



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128287

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 Sharma, Niki			Employee ID s.22			Phone Number (250) 356-5767					
Client Organization Children and Family Development			Job Title Ministerial Assistant			Travel Group Code 3					
5. Date Completed 2018/03/08		6. Fiscal Year 2018		7. Special Cheque Issue EFT		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters Victoria					
12. Mailing Address for Cheque Rm 027-501 Belleville Street 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	Van>Abbs	1600	2359		0.00		H-	25.75	✓ 208.64		
01/22	Abbs>Van	0900	1400		0.00		H-	25.75			
01/23	Vancouver	1100	1830	[-BUR RT]	0.00		H-	25.75		✓ 17.10	Taxi
02/26	Vancouver	0000	0639	[-VIC (HJ)*]	0.00			0.00		✓ 13.60	Taxi
03/02	Vancouver	0000	1530	[-MEETING RT]	0.00		H-	25.75		✓ 9.80	Taxi
03/05	Vancouver	0000	0629	[-VIC (HJ)*]	0.00			0.00		✓ 13.70	Taxi
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 103.00	39. \$ 208.64	40. \$ 54.20	Claim Total \$ 365.84
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount			
039	18YAB	14001		5702	1800000	s.22		338.54 \$ s.22			
039	18YAB	14001		6504	1800000			27.3			
039											
Less Travel Advance											
039											
AMOUNT DUE TO EMPLOYEE											54. \$ 365.84
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 21/18

Audit Trail for Travel Voucher (Restricted Use) E128287 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/08 15:32:10	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, N ki Niki.Sharma@gov.bc.ca
2018/03/21 14:23:04	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Initiated	Gunn, Paula s Paula.Gunn@gov.bc.ca
2018/03/21 14:57:29	Gunn, Paula s. ✓ (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128287 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/03/08 15:32:10	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	January 22/18 travelled to Abbotsford and stayed over night for meeting January 23/18 travelled back to Abbotsford to Vancouver January 29/18 Travelled (Van>Burn) by taxi to meeting February 26/18 Travelled from home to Helijet (Van) by taxi March2/18 travelled from home to meeting (Van) by taxi March5/18 Travelled from home to Helijet (Van) by taxi

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Audit Trail for Travel Voucher (Restricted Use) E128287 for Sharma, Niki				
1 audit trail record(s) returned.				
Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/08 15:32:10	Wilson, Cherie (IDIRICHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca

Production *** Copyright © Government of British Columbia

to Delipt.
DUPLICATE

BLACKTOP & CHECKER
CABS#111
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/06
TIME 7274 06:29:12
CLERK ID 1
RECEIPT NUMBER
C85012033-001-752-001-0

PURCHASE
AMOUNT \$13.70
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
6948CCA5807AD9C0
0000008000-E800
EA4BE4844F32FE4D

APPROVED

AUTH# 092913 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

to Delipt.
DUPLICATE

BLACKTOP & CHECKER
CABS#64
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/02/26
TIME 2360 06:39:45
CLERK ID 1
RECEIPT NUMBER
C85012663-001-723-006-0

PURCHASE
AMOUNT \$13.60
TIP s.22
TOTAL

!

MasterCard
A0000000041010
49CE89EBBDE6F0D5
0000008000-E800
96026517AC3D66B2

APPROVED

AUTH# 093945 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

Notes for Travel Voucher (Restricted Use) E128287 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/03/08 15:32:10	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	January 22/18 travelled to Abbotsford and stayed over night for meeting January 23/18 travelled back to Abbotsford to Vancouver January 29/18 Travelled (Van>Burn) by taxi to meeting February 26/18 Travelled from home to Helijet (Van) by taxi March2/18 travelled from home to meeting (Van) by taxi March5/18 Travelled from home to Helijet (Van) by taxi

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to Chuse media
BLACKTOP & CHECKER
CABS#93
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/03/02
TIME 5110 10:54:07
CLERK ID 1
RECEIPT NUMBER
C85011242-001-578-007-0

PURCHASE
AMOUNT \$9.80
TIP s.22
TOTAL

MasterCard
A0000000041010
E8039694F41EF45E
0000008000-E800
70122A878779C1F7

APPROVED
AUTH# 135407 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Skytrain to City Hall
BONNY'S TAXI B 37
5525 IMPERIAL ST
BURNABY BC

CARD s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/01/29
TIME 1481 15:27:11
CLERK ID 02
RECEIPT NUMBER
C85024939-001-703-006-0

PURCHASE
AMOUNT \$17.10
TIP s.22
TOTAL

Interac
A00000002771010
657C2C75E12BD7A0
8080008000-6800
DD93A558813D1950
8080008000-7800

APPROVED
AUTH# 556320 00-001
THANK YOU

CARDHOLDER COPY

FOLIO NO.	ROOM NO.	GUEST NO.
s.22	s.15	s.22

RATE/PACKAGE	NO. IN PARTY	DEPOSIT REC'D.
188.14	1	208.64

RATE/PACKAGE DESCRIPTION
CLC Delegate Pkg -Single

ARRIVAL DATE	DEPARTURE DATE
01/22/18	01/23/18

ADDITIONAL INFORMATION
CLC Pkg \$209/nt

NAME AND ADDRESS
Sinama, Niki * Canadian Labour Cong-Jan 19, . 2018 Canadian Labour Congress 201-5118 Joyce Street Vancouver, BC V5R 4H1 CA

DATE	DESCRIPTION		CHARGES	PAYMENTS
01/22/18	PKGCLC 1 CLC Delegate Pkg -Single	--	188.14	
01/22/18	PXGST 1 GST - Federal Tax	--	9.42	
01/22/18	PXPST 1 PST - Provincial Tax	--	8.11	
01/22/18	PXPSTR 1 Municipal & Hotel Rm Tax	--	2.97	
01/23/18	BCD s.17	9Z		208.64

GST # :s.15
G.S.T. Total : 9.42

Subtotals

=====		
\$	208.64	208.64
=====		

PAID IN FULL --- THANK YOU!

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any or the full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charges must be made within five days after my departure.

SIGNATURE _____

From: [Chen, Katrina MCF:EX](#)
To: [White, Emily MCF:EX](#)
Cc: [Sharma, Niki MCF:EX](#)
Subject: Re: Approval for Niki's Hotel
Date: Thursday, March 22, 2018 10:35:26 AM

Yes I approve. Thanks so much for working on this!

Katrina

From: White, Emily MCF:EX
Sent: Thursday, March 22, 2018 10:32 AM
To: Chen, Katrina MCF:EX
Cc: Sharma, Niki MCF:EX
Subject: Approval for Niki's Hotel

Good morning Katrina –

I'm looking for email approval for Niki's stay at the s.15 hotel in January for the event you both attended. As this hotel isn't listed on the Public Service Business Accommodation listing, she requires your approval to stay there.

Just need an email saying you approve, then I can forward to finance for processing!

Thank you ☺

Best,

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

The Hon. Katrina Chen

Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@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/>.***

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: Friday, March 2, 2018 8:52 AM
To: Wilson, Cherie MCF: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	Niki Sharma
	Company	Bc Government

Booking #s.22		
Monday, March 5, 2018	Invoice #268873	
851	FARE-YWH-PEAK_Winter17-18	\$309.52
07:00 Vancouver Harbour	+ GST	\$15.48
07:35 Victoria Harbour		
35 minutes	Billing	\$309.52
	Taxes	\$15.48
Confirmed	Grand Total	\$325.00
1 Passengers - Peak	Fully Changeable / Refundable up to 5pm the day prior to departure.	
Niki Sharma, Female	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	
Add to Calendar		

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.

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: Monday, February 26, 2018 6:42 AM
To: Wilson, Cherie MCF: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	Niki Sharma
	Company	Bc Government

Booking #s.22		
Monday, February 26, 2018	Invoice #263672	
	FARE-YWH-PEAK_Winter17-18	\$309.52
	+ GST	\$15.48
851	Billing	\$309.52
07:00 Vancouver Harbour	Taxes	\$15.48
07:35 Victoria Harbour	Grand Total	\$325.00
Dropoff:		
Shuttle Requested		
35 minutes	Mastercard	\$325.00
Confirmed	Date / Time	February 26, 2018 @ 6:41:19 AM
	Summary	s.17
1 Passengers - Peak	Expiration	

Niki Sharma, Female

Authorization s.17

Add to Calendar

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:

CF18EXESLP38



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128206

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 Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767			
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/02/26			6. Fiscal Year 2018			7. Special Cheque Issue EFT			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria		
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4											
16. Travel Dates 2018 02/15	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs 219.00	20. & 21. Miscellaneous	
	Destination Whistler	Start 0000	End 2359	Km	Cost 0.00		Claim	Cost 0.00		Cost	Describe
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 0.00	39. \$ 219.00	40. \$ 0.00	Claim Total \$ 219.00
48. Client Code 039 039 039 039	49. Resp. 18YAB	50. Service Line 14001		51. STOB 18905702	52. Project 1800000		45. Supplier Code s.22		Amount \$ 219.00		
Less Travel Advance 039											
										54. \$ 219.00	
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		

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Mar08
SLP

Audit Trail for Travel Voucher (Restricted Use) E128206 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/26 15:44:42	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/03/06 15:02:08	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/03/06 15:19:48	Gunn, Paula s. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128206 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/02/26 15:44:42	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Hotel Reservation for UBCM in September 2018 (Coding be changed from 5702 to 1890 from the back end)

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Greetings Niki,

Your reservation is all set – we're excited to welcome you to s.15

At s.15 we're committed to your well-being. If there's anything you need as we prepare for your arrival, don't hesitate to ask.

Stay Well,

s.15

General Manager

Confirmation: s.22

STAY CONNECTED



Your Reservation

Check In 10-SEP-2018 - 4:00 PM *

Check Out 14-SEP-2018 - 12:00 PM *

Number of 1
Rooms

Number of 1
Guests

* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.

Please do not reply to this e-mail. It is a post-only email and responses will not be monitored. If you need to modify or cancel your reservation, please refer to the disclosure section below for additional instructions.

Your Accommodations: Room 1 of 1

Guest Name NIKI SHARMA

Number of Adults 1

Number of Children 0

Room Description

1 Bedroom Suite Non-smoking: Queen + Queen Sofa Bed

- 468 sq ft/43 sq m - 587 sq ft/55 sq m
- Standard View
- Free High-speed Internet
- Free Ski Valet
- Living Area W/dining Table
- Smoke-free

Your Rate: Room 1 of 1

Rates for the night of:

10-Sep-18, 11-Sep-18, 12-Sep-18, 13-Sep-18

Rate Details s.15

1 night due at time of booking and is non refundable. Remainder due 37 days prior to arrival, and is non refundable.

Room Rate 219.00 in CANADA DOLLAR per night

Wilson, Cherie MCF:EX

From: White, Emily MCF:EX
Sent: Thursday, February 15, 2018 9:00 AM
To: Wilson, Cherie MCF:EX
Subject: FW: Rest easy. Your reservation has been confirmed s.22

Hotel reservation for Niki for UBCM. This should be submitted w/ her next travel voucher

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

The Hon. Katrina Chen

Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

----- s.15

From:
Sent: Thursday, February 15, 2018 8:58 AM
To: White, Emily MCF:EX
Subject: Rest easy. Your reservation has been confirmed s.22

s.15

s.15

Taxes**Room rate excludes the following:**

Room Gst:

5.00 % Per Room / Per Night

Room Tax:

10.00 % Per Room / Per Night

Special Services for All Rooms:

September 10, 2018 - September 14, 2018

Rate Plan ^{s.15}

MANDATORY GTD

Guarantee Rules

Your room is guaranteed with a(n) MASTER CARD card.

CAD 219.00 deposit is due on Tuesday, Feb 13, 2018 and will be charged to the credit card provided.

This credit card must be valid for the entire stay.

Please present the credit card used to make this reservation upon check-in at the hotel. Please note:

If you are booking on behalf of someone else, you must contact the hotel directly to arrange for third party billing.

Cancellation Details

If you cancel before 04:00 PM hotel time on Saturday, 04 August 2018 there will be no forfeiture amount.

If you cancel after 04:00 PM hotel time on Saturday, 04 August 2018 the forfeiture amount will be CAD 876.00.

There may be additional applicable charges and taxes.

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

Your Privacy

If you believe this reservation was made in error, please contact us as soon as possible.

Please note: For security purposes, you will be asked to provide a valid government or state-issued photo ID at check-in.

This email may contain links to websites that collect personally identifiable information about you.

^{s.15} is not responsible or liable for the actions of such independent websites, and encourages you to review the privacy statements and policies of such websites to understand how they collect, use and store such information.

[Click here for our Privacy Statement.](#)

Disclosure

Modify and Cancel Information

To view, change or cancel your reservation, please visit [westin.com](#). Any modification to a reservation is subject to the hotel's availability at the time the modification is requested and may change the rate and/or require payment of cancellation fees. If you require further assistance, please contact [s.15](#)

[s.15](#) if you are calling from the United States or Canada. Otherwise, [click here](#) for the telephone number of the [s.15](#) nearest you. Please note that reservations cannot be changed or canceled via email.

Guarantee Rules

For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

Package Handling Policy

There is a package handling fee for all incoming and outbound packages. Please contact the hotel directly for the exact fee.

Smoking Policy

This is a non-smoking hotel.

Exchange Rate

For non-US hotels, rates confirmed in USD may be converted to local currency by the hotel at your time of stay, based on the exchange rate used by the hotel and are subject to exchange rate fluctuations. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the hotel's control and may impact the amount charged to your credit card. Please contact the hotel if you have any questions.

Rate/Reservation Validity

Please note that electronic reservation confirmations are provided to you solely for your convenience and that we retain official records of our reservation transactions, including details of dates of stay and room rates. In the event of discrepancies, alterations, modifications, or variations between this confirmation and our official records, our official records shall control. Tampering with this confirmation to alter the room rate, or any other reservation information is strictly prohibited and may have legal consequences.

Early Departure

Many [s.15](#) hotels have an early departure fee. When you check-in, you will be asked to confirm your departure date. You may be able to change your departure date without a penalty if your rate plan permits and if you do so before the end of your arrival day. After reconfirming your departure date, if you decide to leave earlier, you may be charged the early departure fee. Please contact the hotel if you have any questions.

EMV/Chip & PIN Credit Card Policy

Please be aware this hotel is EMV/Chip & PIN ready and your credit card's PIN may be necessary for you to check-in to the hotel. If you are not aware of the PIN for your chip credit card, or you are unsure if your card requires a PIN, please contact the financial institution that issued your credit card for clarity and to secure your PIN.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128082

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 Maartman, William			Employee ID s.22			Phone Number (250) 953-4290			
Client Organization Education			Job Title Ministerial Assistant			Travel Group Code 3			
5. Date Completed 2018/02/09		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel business				Headquarters Victoria			
12. Mailing Address for Cheque , BC									
16. Travel Dates		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals	
		*PCard							
		Destination		Start		End		Claim	
2018		*Vic to van day(HJ)		0700		2000		F-B 41.00	
01/29		*Van to vic(HJ)		0700		1700		F-D 33.25	
01/30		*kelowna day(WJ)		0700		2100		F- 51.50	
02/01		*vancouver(HJ)		0700		2300		F-D 33.25	
02/02									
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 80.00		38. 159.00 \$ s.22	
								39. \$ 236.72	
								40. \$ 56.83	
								Claim Total \$ s.22 532.55	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project	
062		22001		06000		571401		2200000	
062		22001		06000		571402		2200000	
062									
062									
Less Travel Advance									
062									
								54. \$ s.22 532.55	
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 1050-06Audited 2018Mar09
SLP

Audit Trail for Travel Voucher (Restricted Use) E128082 for Maartman, William

14 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/09 11:33:03	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Saved	Maartman, William William.Maartman@gov.bc.ca
2018/02/09 11:42:57	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/02/09 11:49:42	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Saved	Maartman, William William.Maartman@gov.bc.ca
2018/02/09 11:59:13	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/02/09 12:13:16	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Saved	Maartman, William William.Maartman@gov.bc.ca
2018/02/09 12:43:56	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/02/09 13:17:18	Harrison, Veronica s (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/02/20 16:10:00	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Recalled	Maartman, William William.Maartman@gov.bc.ca
2018/02/20 16:12:06	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/02/20 16:13:09	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica s Veronica.Harrison@gov.bc.ca
2018/02/20 16:23:45	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Recalled	Maartman, William William.Maartman@gov.bc.ca
2018/02/20 16:24:46	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/02/20 16:28:56	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/02/26 16:50:13	Harrison, Veronica s (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128082 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/02/09 11:49:42	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Jan29- Vic to Van travel, full per diem, 7\$ parking, s.15 hotel stay Jan 30- Van to Vic, full per diem minus dinner, Feb 1st Kelowna day trip, full per diem, Enterprise car rental, cab ride \$73.00 Feb 2nd Vancouver day trip, full per diem minus dinner

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Room : s.15
Folio # :
Invoice # :
Cashier # : 10064
Page # : 1 of 1

Mr William Maartman
501 Belleville St.
Victoria BC
Canada

Arrival : 01-29-18
Departure : 01-30-18

Date	Description	Additional Information	Charges	Credits
01-29-18	High Speed Internet	TI	14.65	
01-29-18	Room Charge - Provincial Govt		189.00	
01-29-18	Destination Marketing Fee		2.44	
01-29-18	Hotel Room Tax		21.06	
01-29-18	Room GST		9.57	
Total			236.72	0.00
Balance Due			236.72	

GST Summary

Room : 9.57
F&B : 0.00
Other : 0.70
Total : 10.27

HST Summary

Room : 0.00
F&B : 0.00
Other : 0.00
Total : 0.00

Thank you for choosing s.15
To provide feedback about your stay, please contact s.15
We also invite you to share memories of your experience on our community forum - visit s.15

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

OPTIONS DE DÉPART SIMPLIFIÉ

Afin de mieux vous servir, Fairmont vous offre des options de départ simplifié.

Départ express

Si vous souhaitez profiter de notre option Départ express, veuillez remplir tous les champs à droite et déposer le formulaire dans la boîte située au comptoir de la réception.

Autres options de départ

Communiquez avec le service **s.15** pour obtenir les options suivantes :

- départ par téléphone;
- vérification de la facture à l'avance
- services par courriel.

EASY DEPARTURE OPTIONS

For your convenience, Fairmont offers you easy departure options.

Express checkout

To take advantage of our Express Checkout option, please complete all information in the form at right and return to the drop-off box located at the Front Desk.

Other departure options

Contact **s.15** for:

- telephone checkout
- advance folio review
- e-mail services

Nom (en caractères d'imprimerie) | Name (please print) Chambre | Room

☐ J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. | I authorize my entire account be processed through my credit card.

Signature | Signature Date | Date

Veuillez envoyer un exemplaire de mon relevé de compte à l'adresse de courriel ci-dessous : | Please send a copy of my account to the e-mail address below:

Adresse de courriel | E-mail address



eTicket Receipt

Prepared For
MAARTMAN/WILLIAM MR

RESERVATION CODE	s.22
ISSUE DATE	25Jan18
TICKET NUMBER	8382133339807
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/MTH

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
01Feb18	WESTJET WS 3331 Operated by: WESTJET ENCORE	KELOWNA BC, CANADA Time 8:00pm	VANCOUVER BC, CANADA Time 9:00pm Terminal MAIN TERMINAL	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LA03L Not Valid Before 01FEB18 Not Valid After 01FEB18
01Feb18	WESTJET WS 3185 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 9:55pm Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 10:31pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LA03L Not Valid Before 01FEB18 Not Valid After 01FEB18

Allowances

Baggage Allowance

YLW 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

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX s.17
Fare Calculation Line	YLV WS X/YVR WS YYJ181.00CAD181.00END
Fare	CAD 181.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 10.76 XG (GOODS AND SERVICES TAX (GST))
	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 225.88

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-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by

Schell, Kaitlin EDUC:EX

From: Hahn, Andra EDUC:EX
Sent: Tuesday, January 30, 2018 8:40 AM
To: Schell, Kaitlin EDUC:EX
Subject: FW: Jan. 29 - MRF - VH - WM - Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, January 29, 2018 5:13 PM
To: Hahn, Andra EDUC:EX
Subject: Jan. 29 - MRF - VH - WM - 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	Robert Fleming
	Company	Ndp

Booking #s.22	
Monday, January 29, 2018	Invoice #253204
708	FARE-YWH-PEAK_Winter17-18 \$928.56
08:40 Victoria Harbour	+ GST \$46.44
09:15 Vancouver Harbour	
35 minutes	Billing \$928.56
	Taxes \$46.44
	Grand Total \$975.00

Confirmed	
Mastercard	\$975.00
3 Passengers - Peak	
• Robert Fleming, Male	Date / Time January 29, 2018 @ 8:12:04 AM
• Veronica Harrison, Female	Summary s.17
• Will Maartman, Male	Expiration
Add to Calendar	Authorization

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

Schell, Kaitlin EDUC:EX

From: Hahn, Andra EDUC:EX
Sent: Monday, January 29, 2018 10:37 AM
To: Schell, Kaitlin EDUC:EX
Subject: Jan. 30 - MRF, VH, WM - Helijet - Thank you for choosing to take off with Helijet!

fyi

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, January 29, 2018 10:25 AM
To: Hahn, Andra EDUC:EX
Subject: Jan. 30 - MRF, VH, WM - Helijet - 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	Robert Fleming
	Company	Ndp

Booking #s.22

Tuesday, January 30, 2018

719

14:10 Vancouver Harbour

14:45 Victoria Harbour

35 minutes

Invoice #256849

FARE-YWH-Full_Winter17-18 \$900.00

+ GST \$45.00

Billing \$900.00

Taxes \$45.00

Grand Total \$945.00

Confirmed

3 Passengers - Full-Fare

- Robert Fleming, Male
- Veronica Harrison, Female
- Will Maartman, Male

[Add to Calendar](#)

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GST#:

R102320165

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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:

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Aircraft Type:

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Travel Documentation:

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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.



Enterprise Plus

Emerald Club

Rental Receipt - Thank you for your business

BC GOVERNMENT DAILY
WILLIAM MAARTMAN

Contract Number: s.22

Receipt Date: Feb 1, 2018

Enterprise Location: 11 - 5533 AIRPORT WAY
KELOWNA, BC V1V1S1
CA
Tel.: 2504919611

Driver: WILLIAM MAARTMAN

Start Date:	End Date:	Make/Model	Start km	End km	km Driven
Feb 1, 2018 @ 11:17 am	Feb 1, 2018 @ 7:55 pm	CHEVROLE CRUZE	530	1,000	470
Total km					470

Charge Description	Quantity	Per	Rate	Total
Rate	1	Day	29.13	29.13
Rate	1	Day	(34.00)	(34.00)
Rate	1	Day	34.00	34.00
Rate	270	0.05	13.50	
				Subtotal: CAD 42.63

Taxes and Surcharges

CONCESSION FEE RECOVERY 13.64 PCT	1.84
CONCESSION FEE RECOVERY 13.64 PCT	3.97
PROV VEHICLE RENTAL TAX 1.50/DAY	1.50
VLF REC .90/DAY	0.90
PROVINCIAL SALES TAX	3.45
GOODS AND SERVICES TAX	2.54
Subtotal: CAD 56.83	
Total Charges:	CAD 56.83

Payment Information

CREDIT CARD	MC	47.59
CREDIT CARD	MC	9.24
		Subtotal: CAD 56.83
Total Payment Amount:	CAD 56.83	

If you have any questions about this receipt please contact our support staff at 2504919611 or [Email us](#).

Schell, Kaitlin EDUC:EX

From: Hahn, Andra EDUC:EX
Sent: Wednesday, January 24, 2018 10:25 AM
To: Schell, Kaitlin EDUC:EX
Subject: FW: Feb. 2 - WILL - Andra's PCARD - Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, January 24, 2018 10:15 AM
To: Hahn, Andra EDUC:EX
Subject: Feb. 2 - WILL - Andra's PCARD - 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	Robert Fleming
	Company	Ndp

Booking # s.22

Friday, February 2, 2018

719

14:10 Vancouver Harbour

14:45 Victoria Harbour

35 minutes

Invoice #255149

FARE-YWH-Full_Winter17-18	\$300.00
---------------------------	----------

+ GST	\$15.00
-------	---------

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

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

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

Confirmed

1 Passengers - Full-Fare

Will Maartman, Male

Add to Calendar

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

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

Payment:

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

Passenger Check-in:

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

Terminals:

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

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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:

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Travel Documentation:

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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

Schell, Kaitlin EDUC:EX

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Subject: FW: Feb. 2 - WILL - Andra's PCARD - Thank you for choosing to take off with Helijet!

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To: Hahn, Andra EDUC:EX
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Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Booking #s.22

Friday, February 2, 2018

719

14:10 Vancouver Harbour

14:45 Victoria Harbour

35 minutes

Invoice #255149

FARE-YWH-Full_Winter17-18 **\$300.00**

+ GST **\$15.00**

Billing **\$300.00**

Taxes **\$15.00**

Grand Total **\$315.00**

Confirmed

1 Passengers - Full-Fare

Will Maartman, Male

[Add to Calendar](#)

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GST#:

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Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240050

**** PURCHASE ****

02-01-2018 09:24:22
Acct # ***** s.17 C
Exp Date **/** Card Type MC
Name: WILLIAM MAARTMAN
A0000000041010 MasterCard

Operator: 050
Trace # 1044
Inv. # 837
Auth # 122422 RRN 001823002

Purchase \$73.00
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

RECEIPT

License Plate Number
s.22

Expiration Date/Time
03:01 PM
JAN 29, 2018

Purchase Date/Time: 01:01pm Jan 29, 2018
Total Due: \$7.00 Rate: \$7.00 for 2 hours
Total Paid: \$7.00 Payment Type: Card
Ticket #: 00019505
S/N #: 520014471877
Setting: Health Parkade
Mach Name: 0085

***** S.1 MasterCard

Auth #: 160157

GST#:108161779RT
Total Paid includes GST

PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT



Control No.

E128009

Name Smith, Jessica C. ✓	Employee ID s.22	Phone Number (250) 387-1023
Client Organization Agriculture	Job Title Ministerial Assistant	Travel Group Code 3

5. Date Completed 2018/02/01	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel Meetings with Minister	Headquarters Victoria
-------------------------------	---	--------------------------

12. Mailing Address for Cheque

PO Box 9043 Stn Prov Govt . BC V8W 9E2

[illegible]

TOTALS OF COLUMNS		104 kms	36. ✓ \$ 55.12	37. \$ 223.00	38. ✓ \$ 115.00	39. 156.10 \$ 31.65	40. \$ 0.00	Claim Total \$ 22
-------------------	--	---------	-------------------	------------------	--------------------	------------------------	----------------	----------------------

[illegible][illegible]

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

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

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

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E128009 for Smith, Jessica C.

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/01 10:10:03	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/01 10:19:52	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/01 10:44:58	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/01 16:06:33	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/05 10:43:33	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/06 10:59:03	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/06 11:11:24	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/06 11:24:47	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/06 11:27:59	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/06 14:51:13	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/08 10:54:07	Smith, Jessica C. (IDIR\JC SMITH) Jessica.C.Smith@gov.bc.ca		Initiated	Beale, William William.Beale@gov.bc.ca
2018/02/15 21:47:35	Beale, William ✓ (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	Johnson, Lisa S. Lisa.Johnson@gov.bc.ca
2018/02/16 12:37:48	Johnson, Lisa S. ✓ (IDIR\LEJOHN) Lisa.Johnson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Jan 11 Ferry vic-Van (M/C)

Jan 14 ferry- Van-Vic (M/C)

Jan 24 taxi home to leg. (M/C), fly H/A Vic-Pittmeadows (p-card), taxi (M/C) pittmeadows to hotel in Abbotsford (M/C) (no rental cars available)-due to event being held in Abbotsford

Jan 25 fly Abbotsford-Victoria (p-card)

Jan 28 ferry van-vic (M/C)

Jan 29 taxi to leg.(M/C), fly vic-van (p-card), Overnight in van at pers. Res.

Jan 30 fly van-vic (p-card)

Feb 2 drove pers. Car Vic-Duncan-Vic

From: Wendland, Justine AGRI:EX
To: Janke, Debra FIN:EX
Subject: RE: TV#E128009 Jessica Smith
Date: Monday, March 19, 2018 9:10:15 AM

Hi Debra,

Yes, I included the notes on a word doc on the 4th page of the PDF but forgot to attach to the E-form log. I will have Minister sign and approve the hotel-folio for the s.15 -recd and attached March 20/18

Thank you for adjusting her accommodation rate.

Cheers,
Justine

From: Janke, Debra FIN:EX
Sent: Saturday, March 17, 2018 12:10 PM
To: Wendland, Justine AGRI:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Justine,

Daily notes were not included with Jessica's travel claim. For auditing purposes please include on all future claims.

Travel Claim has been adjusted from \$424.77 to \$549.22 to include addition of \$125.35 per Hotel folio, on Jan 24/17. The Hotel exceeds the CSA approved single rate of \$79.00 plus taxes, per night. Please have the Minister sign off a copy of the Hotel Folio with "Hotel approved" and return signed copy.

The private accommodation rate has been adjusted to \$30.75.

Please confirm adjustment to Jessica's reimbursement.

Thanks, Justine.

Debra

From: Wendland, Justine AGRI:EX
Sent: Saturday, March 17, 2018 11:01 AM
To: Janke, Debra FIN:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Debra,

This does include a tip. The tip was about s.22 from the receipt to result in the s.22 cab ride.

Cheers,
Justine

From: Janke, Debra FIN:EX
Sent: Saturday, March 17, 2018 8:48 AM
To: Wendland, Justine AGRI:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Justine,

The statement for Jessica indicates a charge of \$22. Please confirm whether or not the credit card amount of \$22 includes a tip.

Thanks.
Debra

From: Wendland, Justine AGRI:EX
Sent: Friday, March 16, 2018 10:22 AM
To: Janke, Debra FIN:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Debra,

Please find attached taxi receipt for Jessica for the Jan 24 2018 taxi from Pitt Meadows to Abbotsford. I have developed a more efficient receipt storage process so this will not happen in the future.

Thanks,
Justine

Justine Wendland, Administrative Assistant
Office of the Honourable Lana Popham
Minister of Agriculture
250-387-1023 | Justine.Wendland@gov.bc.ca

From: Janke, Debra FIN:EX
Sent: Thursday, March 15, 2018 12:11 PM
To: Wendland, Justine AGRI:EX
Subject: TV#E128009 Jessica Smith

Hi Justine,

Please email taxi receipt for January 24th when you get a chance.

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

From: Janke, Debra FIN:EX
To: Wendland, Justine AGRI:EX
Subject: RE: TV#E128009 Jessica Smith
Date: Saturday, March 17, 2018 11:12:12 AM

Thanks, Justine.

Debra

From: Wendland, Justine AGRI:EX
Sent: Saturday, March 17, 2018 11:01 AM
To: Janke, Debra FIN:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Debra,

This does include a tip. The tip was about \$s.22 from the receipt to result in the \$ s.22 ✓ cab ride.

Cheers,
Justine

From: Janke, Debra FIN:EX
Sent: Saturday, March 17, 2018 8:48 AM
To: Wendland, Justine AGRI:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Justine,

The statement for Jessica indicates a charge of \$s.22 . Please confirm whether or not the credit card amount of s.22 includes a tip.

Thanks.
Debra

From: Wendland, Justine AGRI:EX
Sent: Friday, March 16, 2018 10:22 AM
To: Janke, Debra FIN:EX
Subject: RE: TV#E128009 Jessica Smith

Hi Debra,

Please find attached taxi receipt for Jessica for the Jan 24 2018 taxi from Pitt Meadows to Abbotsford. I have developed a more efficient receipt storage process so this will not happen in the future.

Thanks,
Justine

Justine Wendland, Administrative Assistant
Office of the Honourable Lana Popham
Minister of Agriculture
250-387-1023 | Justine.Wendland@gov.bc.ca

From: Janke, Debra FIN:EX
Sent: Thursday, March 15, 2018 12:11 PM
To: Wendland, Justine AGRI:EX
Subject: TV#E128009 Jessica Smith

Hi Justine,

Please email taxi receipt for January 24th when you get a chance.

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>
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From: [Janke, Debra FIN:EX](#)
To: [Wendland, Justine AGRI:EX](#)
Subject: TV#E128078/128228/128009 Jessica Smith
Date: Tuesday, March 6, 2018 10:08:49 AM

Hi Justine,

Receipts have not been received for the above travel claims.

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>
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JESSICA SMITH ✓

PROVINCE OF BC TAXES

→ Stmt. date: Feb. 3, 2018 → Acct. balance: [REDACTED] → Pymt. due by: Mar. 3, 2018 → Min. payment: [REDACTED]

Details of your transactions

Your account at a glance

Item no.	Trans date	Posting date	Description	Amount
----------	------------	--------------	-------------	--------

s.17

s.22

s.20

2	Jan. 24	Jan. 25	ALOUETTE TAXI MAPLE RIDGE BC	s.22 ✓
---	---------	---------	------------------------------	--------

s.22

s.22

Report any items which do not agree with your records within 30 days of statement date.

Interest charges and rates

Item	Purchases / Other	Cash advances/cheques
Interest charges on this statement (\$)	s.22	
Annual interest rates next period (%)		
Daily interest rates next period (%)		

Contact us	Local calls	Toll-free calls Canada & USA	Please address any written enquiries to:
------------	-------------	---------------------------------	---

Enquiries s.22
Telephone Devices for the Deaf
Lost or stolen cards

s.22

s.22

s.22

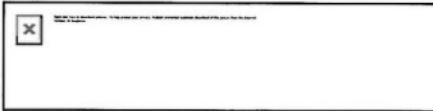
07249

JESSICA SMITH
ATTN: JESSICA SMITH
325-501 BELLEVILLE STREET
VICTORIA BC
V8V 1X4

s.17

Wendland, Justine AGRI:EX

From: reservation@harbourair.com
Sent: Monday, January 29, 2018 8:53 AM
To: Wendland, Justine AGRI:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!


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

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

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

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

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Lana Popham
	Company	Bc Legislature

Booking # s.17**Wednesday, January 24, 2018****Flight #710****15:30 Victoria Harbour / Map****16:05 Pitt Meadows / Map****35 minutes****KK- Confirmed**

Invoice # s.17

Air Transportation Charges

Sked 700 : Standard GO Flex \$455.19

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 700 : Carbon Offset \$1.95

+ Goods and Services Tax \$22.86

3 Passenger(s) - GoFlex

- Jessica Smith, Female
- Lana Popham, Female
- William Beale, Male

Add to Calendar

Billing \$457.14

Taxes \$22.86

Grand Total \$480.00

Master Card \$480.00

Date / Time January 24, 2018 @ 2:56:51 PM

Summary s.17

Expiration

Authorization

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**

s.15

Account: s.22

Date: 2/5/18

Room: s.1 GROUP~

Arrival Date: 1/24/18

Departure Date: 1/25/18

Check In Time: 1/24/18 5:43 PM

Check Out Time: 1/25/18 10:06 AM

Smith, Jessica

BC Agriculture Council

325-501 Belview St.

Victoria, BC V8V1X4

Rewards Program ID:

You were checked out by: jmigue

You were checked in by: lpopma

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
1/24/18	Room Charge	s.15 Smith, Jessica	109.00
1/24/18	MDRT		2.18
1/24/18	GST		5.45
1/24/18	Room Tax		8.72
1/25/18	Master Card	XXXXXXXXXXXX s.17	(125.35)

Folio Summary 1/24/18 - 1/25/18

Room Charge	109.00
GST	5.45
Room Tax	8.72
MDRT	2.18
Master Card	(125.35)
Balance Due:	<u>0.00</u>

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges.

GST REG. # s.15

HOTEL TOLL FREE LINE s.15

Hotel Approved? Yes ☒ NO ☐
(check one spot)
Minister's Signature



x
s.15

s.15

Account: s.22

Date: 2/5/18

Room: s.1 GROUP~

Arrival Date: 1/24/18

Departure Date: 1/25/18

Check In Time: 1/24/18 5:43 PM

Check Out Time: 1/25/18 10:06 AM

Rewards Program ID:

You were checked out by: jmiguel

You were checked in by: lpopma

Total Balance Due: 0.00

Smith, Jessica ✓
BC Agriculture Council
325-501 Belview St.
Victoria, BC V8V1X4

Post Date	Description	Comment	Amount
✓ 1/24/18	Room Charge	s.15 Smith, Jessica	109.00
1/24/18	MDRT	exceeds CSA single accomoation rate of \$79.00 plus taxes, per night	2.18
1/24/18	GST	Ministers approval requested, March 17/18	5.45
1/24/18	Room Tax		8.72
1/25/18	Master Card		(125.35)
		XXXXXXXXXXXX s.17	

Folio Summary 1/24/18 - 1/25/18

Room Charge	109.00
GST	5.45
Room Tax	8.72
MDRT	2.18
Master Card	(125.35)

Balance Due: 0.00 ✓

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges.

GST REG. #s.15

HOTEL TOLL FREE LINE: s.15

x
s.15

Isawwassen
To
Swartz Bay



RECEIPT - PLEASE RETAIN

PURCHASE 2018/01/14 ✓

Adult 17.20
Fuel Rebate 0.50-
Total 16.70

Interac CHEQUING

*****s.17

TH 668870 66251536 0010017400

Interac

300002771010 / 8080008000 / 7800

VERIFIED BY PIN

APPROVED - THANK YOU 001

CARDHOLDER COPY

TSA 14 Jan 2018 18:34:47



7007413 106216

KIOSK00741

SEE REVERSE SIDE OF TICKET

Tsawwassen
To
Swartz Bay



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

RECEIPT - PLEASE RETAIN

PURCHASE 2018/01/28 ✓

1 Adult 17.20
Fuel Rebate 0.50-
Total 16.70

Interac FLASH DEFAULT

*****s.1

AUTH 453030 66251536 0010018450

Interac

8080008 ✓ 1010 / 8080008000 /

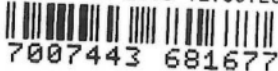
NO SIGNATURE ✓ NSACTION

00 APPROVED - THANK YOU 001

CARDHOLDER COPY

Return fare from
Ag Gala in Abbotsford

TSA 28 Jan 2018 12:36:23



7007443 681677

SEE REVERSE SIDE OF TICKET

BLUEBIRD CABS #70
2612 QUADRA ST
VICTORIA BC

CARD s.17 *****

CARD TYPE

ACCOUNT TYPE

DATE

TIME

RECEIPT NUMBER

C85022234-001-105-002-0

PURCHASE

AMOUNT

TIP

TOTAL

INTERAC

CHEQUING

2018/01/24 ✓

3229 08:43:29

s.22

\$

Interac

A0000002771010

361C01257E2B37CD

8080008000-6800

E3F162CAF80E859

8080008 10-7800

APPROVED

AUTH# 314100

THANK YOU

00-001

CARDHOLDER COPY

PHONE.250.382.2222

Travel to Leg w/ luggage for
BC Ag Gala

BLUEBIRD CABS #73
2612 QUADRA ST
VICTORIA BC

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

YELLOW CAB #241
1441 CLARK DR
VANCOUVER BC

CARD s.17 *****
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/01/29 ✓
TIME 7353 08:14:47
RECEIPT NUMBER
C85038913-001-151-002-0

PURCHASE
AMOUNT (\$8.20)
TIP s.22
TOTAL

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/29 ✓
TIME 8558 18:47:59
CLERK ID 4857
INVOICE # 1
RECEIPT NUMBER
C85027815-001-399-011-0

PURCHASE
AMOUNT (\$12.40)
TIP s.22
TOTAL

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/29 ✓
TIME 1614 19:51:40
CLERK ID 5
RECEIPT NUMBER
C85062866-001-002-538-0

PURCHASE
AMOUNT (\$10.00)
TIP s.22
TOTAL

Interac
A0000002771010
26C04C11DCC9DCBA
8080008000-6800
4DD7E491913649F5
8080008000-7800

MasterCard
A0000000041010
00AE78DABB9F5F2B
0000008000-E800
A5DBB76FF6F2903C

MasterCard
A0000000041010
BD5026C5B54C5F7D
0000008000-E800
CAB875A7563B33B8

APPROVED

AUTH# 296880 00-001
THANK YOU
Taxi Vic → Leg to luggage
CARDHOLDER COPY

APPROVED

AUTH# 214759 01-027
THANK YOU
Travel Helijet → home
CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

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

604*871*1111
GST*1054855080
DOWNLOAD

*Travel to Sant Ministers
Pre-Brief*
APPROVED

AUTH# 225140 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

YELLOW CAB #145
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/30 ✓
TIME 1301 07:32:41
CLERK ID 1
RECEIPT NUMBER
C85023213-001-006-446-0

PURCHASE
AMOUNT \$12.30
TIP s.22
TOTAL

MasterCard
A0000000041010
D6D9E32F36CFCEFF
0000008000-E800
4BBF38341A6BADA7

APPROVED

AUTH# 103241 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001
axi to Joint Min/FN mtg
Pan Pacific

YELLOW CAB #30
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/29 ✓
TIME 8651 22:35:11
CLERK ID 5
RECEIPT NUMBER
C85026139-001-057-261-0

PURCHASE
AMOUNT \$14.00
TIP s.22
TOTAL

MasterCard
A0000000041010
0AA178A238B8BADB
0000008000-E800
456778AB253151C4

APPROVED

AUTH# 013511 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001
Travel Minister's mtg & home
Pre-Brief

Swartz Bay
To
Tsawwassen

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

RECEIPT - PLEASE RETAIN

PURCHASE 2018/01/11 ✓

1 Adult 17.20
Fuel Rebate 0.50-
Total 16.70

Interac CHEQUING
*****s.17 16.70
AUTH 692778 66251450 0010019000-0
Interac
A0000002771010 / 0000000000 / 7800

VERIFIED BY PIN

00 APPROVED - THANK YOU 001

CARDHOLDER COPY

*Meeting in Vancouver
travel vic → van*

SWB 11 Jan 2018 19:14:37

7005444 780818

SEE REVERSE SIDE OF TICKET



Control No.

E128228

Name	Employee ID	Phone Number
Smith, Jessica C. ✓	s.22	(250) 387-1023
Client Organization	Job Title	Travel Group Code
Agriculture	Ministerial Assistant	3

5. Date Completed 2018/03/02	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Meetings with Minister		Headquarters Victoria

12. Mailing Address for Cheque
PO Box 9043 Stn Prov Govt . BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
02/22	Vic-Van (ferry)	2030	2359		0.00	72.50		0.00	s.22		
02/23	Van	0800	1330		0.00		H-	25.75	30.75		
02/25	Van-Vic (ferry)	1630	1800		0.00	93.50		0.00			

[illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
130	29001	30000	5701	2900000	s.22	222.50 \$ s.22
130						
130						
130						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	222.50 \$ s.22
--	-------------------------------	-----	-------------------

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

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

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

Audit Trail for Travel Voucher (Restricted Use) E128228 for Smith, Jessica C.

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/02 10:43:33	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/03/05 11:22:36	Smith, Jessica C. (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Initiated	Beale, William William.Beale@gov.bc.ca
2018/03/05 11:31:37	Beale, William ✓ (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	Johnson, Lisa S. Lisa.Johnson@gov.bc.ca
2018/03/05 11:38:14	Johnson, Lisa s ✓ (IDIR\LEJOHN) Lisa.Johnson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128274 for Smith, Jessica C.

1 note(s) returned.

Created On	Author	Note
2018/03/07 11:04:41	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Feb 22, 2018 Jess took Ferry over for meeting on Feb 23. (mastercard) Feb 23, 2018 drove rental car (on MLPâ€™s card), overnight at pers. Res <u>Feb 25 2018 Ferry Van-Vic (mastercard)</u> March 2, 2018 parked car in Vic (pers. VISA), flew Vic-Van (p-card), Cab to Helijet (mastercard), cab (mastercard) to Vancouver pers. Res. and overnighed. March 3, 2018 cab from Harbour Air to Pers. Res. In Victoria (paid on pers. Debit), Fly Van-Vic (p-card) please add notes to TV: E 128228

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From: [Janke, Debra FIN:EX](#)
To: [Wendland, Justine AGRI:EX](#)
Subject: TV#E128078/128228/128009 Jessica Smith
Date: Tuesday, March 6, 2018 10:08:49 AM

Hi Justine,

Receipts have not been received for the above travel claims.

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

DUPLICATE

March 2/18 X RefTV#E128274

BLACKTOP & CHECKER
CABS#175
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/02
TIME 1465 20:41:41
CLERK ID 2
RECEIPT NUMBER
C85018454-001-493-007-0

PURCHASE
AMOUNT \$20.50
TIP s.22
TOTAL

Poutry Gala > Home
MasterCard
A0000000041010
78C31DD6351C585B
0000008000-E800
9D738DC598F46D6E

APPROVED

AUTH# 234141 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

BLUEBIRD CABS #29
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/03/02
TIME 4544 08:58:36
RECEIPT NUMBER
C85069251-001-073-001-0

PURCHASE
AMOUNT \$11.20
TIP s.22
TOTAL

\$

Travel to Heliport >
MasterCard
A0000000041010
42CD4055580FEF42
0000008000-E800
908F47C33DF4E2AF

APPROVED

AUTH# 115836 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

BLUEBIRD CABS #17
2612 QUADRA ST
VICTORIA BC

CARD s.17 *****
CARD TYPE FLASH
ACCOUNT TYPE DEFAULT
DATE 2018/03/03
TIME 0911 16:33:49
RECEIPT NUMBER
H85000579-001-016-006-0

PURCHASE	
AMOUNT	\$7.60
TIP	
TOTAL	s.22

Travel HA flight
Interac
A0000002771010
31110BBF0E052D90
8080008000-

APPROVED
AUTH# 596290
THANK YOU

CARDHOLDER COPY

Swartz Bay
To
Tsawwassen



LANE 07

RECEIPT - PLEASE RETAIN

PURCHASE 2018/02/22

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

Total	72.50
Master Card	
*****s.17	72.50
AUTH 233445 66277637 0010015610 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

Travel to YVR
for conference

CARDHOLDER COPY
SWB 22 Feb 2018 20:34:45



SEE REVERSE SIDE OF TICKET

To
Swartz Bay



LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2018/02/25
RESERVATION-R1700
CONF: 1221782567
RES: 1

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

Total	93.50
- Prepayment	21.00
Master Card	
*****s.17	72.50
AUTH 192138 66277660 0010017220 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

Return from Vancouver
from conference

CARDHOLDER COPY
TSA 25 Feb 2018 16:24:38



SEE REVERSE SIDE OF TICKET

VICTORIA

INTERNATIONAL AIRPORT
LANE: Long Term Exit 1-10

Parking in Vic wheel 1
Paid On: 2018/02/16 16:56 Relax
Ticket #: 205333518
Paid: \$ 15.71
Tax: \$ 0.74

THANK YOU

Transaction: Approved

IST #11456-7276R1111

S. 1 **Swiped**

Purchase 18/19/16 16-EN-16.

seq# 000003 11/14

Auth# W2215
APPROVED

Feb 16/18 Not within timeframe TV# ?



Travel Voucher (Restricted Use)

Control No.

E128059

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 Riley, Karl		Employee ID s.22		Phone Number (250) 387-7934	
Client Organization Citizens' Services		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/02/06		6. Fiscal Year 2018		7. Special Cheque Issue EFT	
Type of Travel In Province		14. Reason for Travel Ministerial Assistant Duties from Jan 16 to Feb 2nd			8. Cheque Stub Information Headquarters Victoria
12. Mailing Address for Cheque Minister of Citizens' Services PO Box 9068 Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates 2018	17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs
	Destination	Start	End	Km	Cost
01/16 Vic- (HJ)	Vancouver	1530	2130		0.00
01/17	Vancouver	0630	1600		0.00
01/18	Vancouver-Vic	0750	0930		0.00
01/31	Victoria (HJ)	1310	1430		0.00
01/31 Vic- (WJ)	Kelowna	1740	2130		0.00
02/01	Kelowna	0630	2100		0.00
02/02	Kelowna - Van - Vic (WJ)	0630	1830		0.00
			36.	37.	
			\$ 0.00	\$ 1125.46	
			38.	39.	40.
			\$ 168.50	\$ 242.50	\$ 202.90
			41.	42.	43.
			\$ 0.00	\$ 0.00	\$ 0.00
			44.	45.	46.
			\$ 0.00	\$ 0.00	\$ 0.00
			47.	48.	49.
			\$ 0.00	\$ 0.00	\$ 0.00
			50.	51.	52.
			\$ 0.00	\$ 0.00	\$ 0.00
			53.	54.	55.
			\$ 0.00	\$ 0.00	\$ 0.00
			56.	57.	58.
			\$ 0.00	\$ 0.00	\$ 0.00
			59.	60.	61.
			\$ 0.00	\$ 0.00	\$ 0.00
			62.	63.	64.
			\$ 0.00	\$ 0.00	\$ 0.00
			65.	66.	67.
			\$ 0.00	\$ 0.00	\$ 0.00
			68.	69.	70.
			\$ 0.00	\$ 0.00	\$ 0.00
			71.	72.	73.
			\$ 0.00	\$ 0.00	\$ 0.00
			74.	75.	76.
			\$ 0.00	\$ 0.00	\$ 0.00
			77.	78.	79.
			\$ 0.00	\$ 0.00	\$ 0.00
			80.	81.	82.
			\$ 0.00	\$ 0.00	\$ 0.00
			83.	84.	85.
			\$ 0.00	\$ 0.00	\$ 0.00
			86.	87.	88.
			\$ 0.00	\$ 0.00	\$ 0.00
			89.	90.	91.
			\$ 0.00	\$ 0.00	\$ 0.00
			92.	93.	94.
			\$ 0.00	\$ 0.00	\$ 0.00
			95.	96.	97.
			\$ 0.00	\$ 0.00	\$ 0.00
			98.	99.	100.
			\$ 0.00	\$ 0.00	\$ 0.00
			101.	102.	103.
			\$ 0.00	\$ 0.00	\$ 0.00
			104.	105.	106.
			\$ 0.00	\$ 0.00	\$ 0.00
			107.	108.	109.
			\$ 0.00	\$ 0.00	\$ 0.00
			110.	111.	112.
			\$ 0.00	\$ 0.00	\$ 0.00
			113.	114.	115.
			\$ 0.00	\$ 0.00	\$ 0.00
			116.	117.	118.
			\$ 0.00	\$ 0.00	\$ 0.00
			119.	120.	121.
			\$ 0.00	\$ 0.00	\$ 0.00
			122.	123.	124.
			\$ 0.00	\$ 0.00	\$ 0.00
			125.	126.	127.
			\$ 0.00	\$ 0.00	\$ 0.00

Audit Trail for Travel Voucher (Restricted Use) E128059 for Riley, Karl

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/06 16:05:52	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/06 16:05:58	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/07 15:08:50	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/07 15:19:45	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/07 16:04:28	Riley, Karl (IDIR\KRILEY) Karl.Riley@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/02/08 09:19:53	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Recalled	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/08 09:30:56	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/08 09:33:27	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Notified	Riley, Karl Karl.Riley@gov.bc.ca
2018/02/08 09:40:31	Riley, Karl (IDIR\KRILEY) Karl.Riley@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/02/27 13:41:09	Russell, Shannon ✓ (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128059 for Riley, Karl

1 note(s) returned.

Created On	Author	Note
2018/02/06 16:05:52	Boudhane, Nouria (IDIR\NBOUDHAN) Nouria.Boudhane@gov.bc.ca	Jan 16: Travel to Vancouver for Connected Coast Announcement Jan 17: Overnight in Vancouver. Jan 18: Travel back to Victoria. Jan 31: Travel to Kelowna for Touring of Kelowna. Pick up car for touring. Feb 1st: Overnight in Kelowna. Feb 2nd: Overnight in Kelowna. Travel back to Victoria.

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From: [Delaney-Spindler, Chelsea CITZ:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: TV#E128059 Karl Riley
Date: Thursday, March 8, 2018 2:43:56 PM

Hi Debra,

Thank you for catching that Debra! Please go forward with the updated reimbursement.

Kindly

Chelsea Delaney-Spindler

Administrative Assistant

Ministry of Citizens' Services

250-387-9699

From: Janke, Debra FIN:EX
Sent: Thursday, March 8, 2018 1:47 PM
To: Delaney-Spindler, Chelsea CITZ:EX
Subject: TV#E128059 Karl Riley

Hi Chelsea,

Bluebird Cab receipt in the amount of \$70.00 dated January 31 has not been claimed. I can adjust the reimbursement from \$1,739.36 to \$1,809.36.

Please confirm.

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>

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BLUEBIRD CABS #80
2612 QUADRA ST
VICTORIA BC

Travel Card

CARD *****S.17 ✓
CARD TYPE MASTERCARD
DATE 2018/01/16
TIME 0584 15:39:21
RECEIPT NUMBER
C85068588-001-118-022-0

PURCHASE
TOTAL

\$10.00

MasterCard
A0000000041010
9E309EDB281F6A42
0000008000-E800
0E94086A61AB058B

APPROVED

AUTH# 183921
THANK YOU

01-027

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IMPORTANT - RETAIN THIS
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PHONE.250.382.2222

Fleurant, Kathleen CITZ:EX

From: passengerservices@helijet.com
Sent: Tuesday, January 16, 2018 3:43 PM
To: Fleurant, Kathleen CITZ: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	Karl Riley

Booking #s.22

Tuesday, January 16, 2018 ✓

724

16:20 Victoria Harbour ✓

16:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak ✓

Karl Riley, Male

[Add to Calendar](#)

Invoice #249561

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

Mastercard **\$325.00**

Date / Time January 16, 2018 @ 3:42:44 PM

Summary s.17

Expiration

Authorization

Travel Card

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240030

PURCHASE

Travel
Card

01-18-2018



08:46:45

Acct # *****s.17

C

Exp Date **/**

Card Type MC

Name: KARL RILEY

A0000000041010

MasterCard

Operator: 130

Trace # 4783

Inv. # 382

Auth # 114645

RRN 001961001

Total

\$13.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Riley, Karl CITZ:EX

From: passengerservices@helijet.com
Sent: Thursday, January 18, 2018 2:51 PM
To: Riley, Karl CITZ: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	Karl Riley

Booking #s.22

Thursday, January 18, 2018 ✓

705

07:50 Vancouver Harbour ✓

08:25 Victoria Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Peak ✓

Karl Riley, Male

Invoice #249562

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

Mastercard

\$325.00

Date / Time January 18, 2018 @ 7:19:18 AM

Summary s.17 ✓

Expiration

Authorization

BLUEBIRD CABS #87
2612 QUADRA ST
VICTORIA BC

Travel Card

CARD *****S.17
CARD TYPE MASTERCARD
DATE 2018/01/31
TIME 0010 13:19:21
RECEIPT NUMBER
C85069000-001-140-008-0

PURCHASE
TOTAL

\$24.00

MasterCard
A0000000041010
BF1DE5F5C736AE2E
0000008000-E800
E9D3ECB290BDDA91

APPROVED

AUTH# 161921 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

BLUEBIRD CABS #81
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/31
TIME 0854 14:26:35
RECEIPT NUMBER
C85003783-001-029-038-0

Travel Card

PURCHASE
TOTAL

\$25.00

MasterCard
A0000000041010
5547EFB167C68583
0000008000-E800
4054CC6C8FEE631B

APPROVED

AUTH# 172635 01-027
THANK YOU

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PHONE.250.382.2222



A DIRECT TRAVEL® COMPANY

Vision Travel DT Ontario-West Inc
116 - 4480 West Saanich Road
Victoria, BC V8Z 3E9
250-412-1888 877-412-1887

www.visiontravel.ca
GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: 8385191946596
Invoice s.22
Sales Person:

Issuing Airline: WS
Agency Ref.: s.22
IATA Number: 60551805

Issued: 24Jan18
Customer Number: s.22
Customer Ref.: N/A

MINISTER OF CITIZENS SERVICES
ROOM 236 PARLIAMENT BUILDINGS
VICTORIA, BC V8V 1X4

Passenger(s): RILEY/KARL s.22 MR ✓

AIR - Wednesday, January 31 2018

WestJet Flight WS3118 Economy Class - Seat s.1 Confirmed			
Depart	Victoria, British Columbia Victoria International Airport 07:40 PM Wednesday, January 31 2018	✓	Arrive Kelowna, British Columbia Kelowna (Ellison Field) Airport 08:35 PM Wednesday, January 31 2018
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: s.22		
Equipment:	De Havilland Dash 8-400 Turboprop		
Operated By:	WESTJET ENCORE OPERATED BY WESTJET ENCORE		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	NIL		
Fare Basis:	MA07TL		
Not Valid Before:	31Jan		
Not Valid After:	31Jan		

AIR - Friday, February 2 2018

WestJet Flight WS3329 Economy Class - Seat s.1 Confirmed			
Depart	Kelowna, British Columbia Kelowna (Ellison Field) Airport 05:30 PM Friday, February 2 2018	✓	Arrive Vancouver, British Columbia Vancouver Intl, MAIN TERMINAL 06:30 PM Friday, February 2 2018
Duration:	1 hour(s) and 0 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: s.22		
Equipment:	De Havilland Dash 8-400 Turboprop		
Operated By:	WESTJET ENCORE OPERATED BY WESTJET ENCORE		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	NIL		
Fare Basis:	LA03L		
Not Valid Before:	02Feb		
Not Valid After:	02Feb		

Fare	
Form of payment:	Credit Card CA-XXXXXXXXXXXXs.17 ✓
Endorsements / restrictions:	NONREF - FEE FOR CHG/CXL
Fare calculation:	
Fare:	CAD 316.00
Equivalent amount paid:	
Taxes/Fee/Charges:	14.25 CA Air Travellers Security Charge
Taxes/Fee/Charges:	19.21 XG Goods and Services Tax (GST)
Taxes/Fee/Charges:	30.00 SQ Airport Improvement Fee (AIF)
Taxes/Fee/Charges:	24.00 YQ Fuel/Insurance Service Fees
Total:	CAD 403.46

Positive identification required for airport check in

Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.

BLUEBIRD CABS #40
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/31 ✓
TIME 0899 18:11:22
RECEIPT NUMBER
C85068860-001-148-008-0

Travel Card

PURCHASE
TOTAL

\$70.00

MasterCard
A0000000041010
19231FFD58F0A222
0000008000-E800
7CA7CAA27638FA42

APPROVED

AUTH# 211122 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250.382.2222

C/O 02/02/2018 07:55 AM StephD

Registered To:

Ryley, Karl ✓
s.22

() -

Room # s.15

Conf # s.22
Arrival 01/31/18
Departure 02/02/18Room Type TNN-2 Queen Beds
Guests 1 / 0Payment Visa/Master
Acct XXXX-XXXX-XXXX- s.17*Travel card*

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
✓ 01/31/18	Praveer	RC	ROOM CHRG REVENUE			\$100.00
01/31/18	Praveer	90	GST	CSA single rate, ok ✓		\$5.00
01/31/18	Praveer	91	PST			\$8.00
01/31/18	Praveer	92	MUNICIPAL TAX			\$3.00
✓ 02/01/18	Praveer	RC	ROOM CHRG REVENUE			\$100.00
02/01/18	Praveer	90	GST			\$5.00
02/01/18	Praveer	91	PST			\$8.00
02/01/18	Praveer	92	MUNICIPAL TAX			\$3.00
✓ 02/02/18	StephD	PARK	Parking Fee	2 days		\$10.00
02/02/18	StephD	93	GST			\$0.50
02/02/18	StephD	MC	Mastercard			\$242.50
Balance Due						\$0.00 ✓

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X _____
GUEST SIGNATURE

GST# s.15

Signature



11 - 5533 AIRPORT WAY
KELOWNA, BC V1V1S1
Federal GST# :889365821

Rental Agreement #:

s.22

Bill Ref #:

Invoice Date:

Account #:

CSA, ok ✓

02/02/2018

BILL TO

KARL RILEY ✓
s.22

RENTAL INFORMATION

Date/Time Out 01/31/2018 20:41 Start Charges 01/31/2018 20:42 ✓ Date/Time In 02/02/2018 15:36

Renter
RILEY, KARL

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	Miles/Kms In
BLACK	CCDM491	GRCARAV	7PP4XC	38,906	39,150

VIN:2C4RDGDG2HR792603 ✓

CLAIM INFORMATION

Claim# / PO# / RO# Insured
Date of Loss Type of Loss Type of Vehicle
Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE ✓	2 DAY	34.00	68.00
ROADSIDE ASSISTANCE PROTECTION	2 DAY	5.99	11.98
FUEL SERVICE OPTION	1 RNT	86.53	86.53
WINTER SNOW TIRES	2 DAY	15.00	30.00
FSO CREDIT	1 RNT	-30.00	-30.00

Subtotal 166.51

CONCESSION FEE RECOVERY 13.64 PCT	PCT	13.64	13.44
PROV VEHICLE RENTAL TAX 1.50/DAY	2 DAY	1.50	3.00
PROVINCIAL SALES TAX	PCT	7.00	7.80
GOODS AND SERVICES TAX	PCT	5.00	9.15

Total Charges (CAD) 199.90

PAYMENTS

Payment	Master Card	-58.91
Payment	Master Card	-140.99

Total Payments (CAD)

-199.90

Amount Due (CAD)

0.00 ✓

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

s.22

For Billing Inquiries / Payment Terms :

Tel#:6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :
ENTERPRISE RENT-A-CAR
13160 88 AVE
SURREY, BC V3W3K3

Amount Due (CAD) -0

Paid By:
KARL RILEY ✓
s.22

Account #	Rental Agreement	Amount	GPBR
s.22	-0	C471	

PLACE FACE UP ON DASH
Welcome to
Impark Lot 004

Expiration Date/Time
03:18 PM
FEB 02, 2018

Purchase Date/Time: 01:18pm Feb 02, 2018 ✓
Total Due: \$3.00
Total Paid: \$3.00
Ticket # 00039819
S/N #: 500012441071
Setting: 10-004-01
Mach Name: 10-004-01

Rate: \$1.50 Per Hour
Payment Type: Card

#****S.1 MasterCard

Auth #: 161903

www.impark.com
Thank You

RECEIPT

Welcome to
Impark Lot 004

Expiration Date/Time: 03:18pm Feb 02, 2018
Purchase Date/Time: 01:18pm Feb 02, 2018

Total Due: \$3.00
Total Paid: \$3.00
Ticket # 00039819
Setting: 10-004-01
Mach Name: 10-004-01

Rate: \$1.50 Per Hour
Payment Type: Card

#****S.1 MasterCard

Auth #: 161903

RECEIPT
PARKING RECEIPT
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PARKING RECEIPT
PARKING RECEIPT



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128331

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 Riley, Karl ✓		Employee ID s.22		Phone Number (250) 387-7934	
Client Organization Citizens' Services		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 Ministerial Business		Headquarters Victoria	
12. Mailing Address for Cheque Minister of Citizens' Services PO Box 9068 Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
2018	Destination	Start	End	Km	Cost
02/22	Vic to Van (HJ)	1730	2000	0.00	0.00
02/25	Van to Vic (ferry)	1730	2000	0.00	16.70
03/08	Vic to Van (ferry)	1830	2100	0.00	16.70
03/09	Van	0900	1600	0.00	0.00
03/11	Van to Vic (ferry)	1830	2100	0.00	16.70
				36.	37.
				\$ 0.00	\$ 22.75
				38.	39.
				\$ 22.75	\$ 0.00
				40.	Claim Total
				\$ 0.00	\$ 82.85
TOTALS OF COLUMNS					
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
112	32805	34610	5701	3200000	2728272
112					
112					
112					
Less Travel Advance					
112					
					54.
					\$ 82.85
					\$ s.22
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	
				Date Signed	
				Date Signed	
				Date Signed	

Audit Trail for Travel Voucher (Restricted Use) E128331 for Riley, Karl

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/15 10:32:52	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/03/15 10:37:24	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/03/20 09:00:22	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Saved	Riley, Karl Karl.Riley@gov.bc.ca
2018/03/20 09:02:47	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Riley, Karl Karl.Riley@gov.bc.ca	Notified	Riley, Karl Karl.Riley@gov.bc.ca
2018/03/20 11:56:35	Riley, Karl (IDIR\KRILEY) Karl.Riley@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/03/21 10:32:36	Russell, Shannon ✓ (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128331 for Riley, Karl

1 note(s) returned.

Created On	Author	Note
2018/03/20 09:00:22	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	02/22 - Taxi to HeliJet Vic to Van to staff Minister at event 02/25 - Ferry Van to Vic 03/08 - Ferry Vic to Van 03/09 - Staffing Minister at event, lunch per diem only 03/11 - Ferry Van to Vic

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From: [Janke, Debra FIN:EX](#)
To: [Delaney-Spindler, Chelsea CITZ:EX](#)
Subject: TVE128331 Karl Riley
Date: Monday, March 26, 2018 9:06:54 AM

Hi Chelsea,

Travel Claim has been adjusted from \$22 to \$82.85. The amount claimed \$22 for the Heli Jet has been deducted. The air invoice indicates paid by Office Purchase Card ending in number 17.

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

Karl Riley

YELLOW CAB
 817 FISGARD STREET V8W1R9
 VICTORIA BC
 21852400
 0H2185240014

Taxi to
Heliport

*** PURCHASE ***
 02-22-2018 ✓ 16:53:20
 Acct # ***** s.17 C
 Exp Date **/** Card Type MC
 Name: KARL RILEY
 A0000000041010 MasterCard
 Operator: 014
 Trace # 6603
 Inv. # 014
 Auth # 195320 RRN 001008092

Total

\$10.00

(004) APPROVED THANK YOU
 (001) APPROVED THANK YOU

Retain this copy for your
 records
 Customer copy

www.yellowcabvictoria.com
 250-381-2222

Riley, Karl CITZ:EX

From: passengerservices@helijet.com
Sent: Thursday, February 22, 2018 4:55 PM
To: Riley, Karl CITZ: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	Karl Riley

Booking #s.22

Thursday, February 22, 2018 ✓	Invoice #265097	
728	FARE-YWH-PEAK_Winter17-18	\$309.52
17:30 Victoria Harbour	+ GST	\$15.48
18:05 Vancouver Harbour	Billing	\$309.52
35 minutes	Taxes	\$15.48
	Grand Total	\$325.00
Confirmed	Mastercard	\$325.00
1 Passengers - Peak	Date / Time	February 22, 2018 @ 4:54:37 PM
• Karl Riley, Male ✓	Summary	s.17 P/Card
	Expiration	
<u>Add to Calendar</u>	Authorization	
Fully Changeable / Refundable up to 5pm the day prior to departure.		
After 5pm all next-day travel is non-refundable and only		

KARL RILEY**Account Activity**

Member Name KARL RILEY ✓

s.22

Date Range: 25/02/2018 - 25/02/2018

March 13, 2018

s.22

lost receipt
BC ferries charge
as shown below.

✓ 25-Feb-2018	Point of sale BCF-TSA SELF SERVE TIC Other Reference # 2003589820226	-\$16.70	
---------------	--	----------	--

s.22

- [Twitter](#)
- [Facebook](#)
- [Instagram](#)
- [Linkedin](#)
- [Youtube](#)
- [Social media approach](#)

s.22

03/08

Swartz Bay
To
Tsawwassen

BC Ferries
Suite 500 1521 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 07

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/08 ✓

1 ✓ Adult	17.20
Fuel Rebate	0.50
Total	16.70

Master Card
*****s.17 16.70
AUTH 213144 66277643 0010017900 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 08 Mar 2018 18:31:44

1005014 510933
86082
SEE REVERSE SIDE OF TICKET

03/11

Tsawwassen
To
Swartz Bay

BC Ferries
Suite 500 1521 Blanshard Street
Victoria BC Canada V8W 0B7

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/11 ✓

1 Adult ✓	17.20
Fuel Rebate	0.50
Total	16.70

MasterCard
*****s.17 **16.70**
AUTH 213406 66251537 0010017600 E
MasterCard
A0000000041010 / 0000000000 / E000

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

TSA 11 Mar 2018 18:34:06

7007433 214847
KIOSK00743
SEE REVERSE SIDE OF TICKET