



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128603

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 Jones, Tristan				Employee ID s.22				Phone Number (250) 387-9275				
Client Organization Forests, Lands, Natural Resource Operations and Rural Dev				Job Title Executive Assistant				Travel Group Code 3				
5. Date Completed 2018/04/18			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Minister's Office			
12. Mailing Address for Cheque PO Box 9049 Stn Prov Govt Victoria, BC V8W 9E2												
16. Travel Dates	17. Places Travelled				18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	*PCard											
2018	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Cost	Describe
04/04	*Smith/Hazel/YYD(CMA)	1330	2359	130	70.20		F-BL	30.50		139.88	360.43	Car Rental
04/05	PG to Smithers	0800	2359		0.00			0.00				
04/06	Smith/Hazel RT	0800	1430	152	82.08			0.00				
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total	
					\$ 152.28	\$ 49.49		\$ 30.50	\$ 139.88	\$ 360.43	\$ 732.58	
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code			Amount		
128	71000428	40001 74000		5702	7100000		s.22			\$ 732.58		
128												
128												
128												
Less Travel Advance												
128												
										AMOUNT DUE TO EMPLOYEE		54.
												\$ 732.58
45. Employee Signature (See Audit Trail)							Print Name		Date Signed			
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.												
56. Spending Authority Signature (See Audit Trail)							Print Name		Date Signed			
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.												
57. Payment Authority Signature (See Audit Trail)							Print Name		Date Signed			
- Requisition for payment pursuant to section 32 of the Financial Administration Act.												

Audit Trail for Travel Voucher (Restricted Use) E128603 for Jones, Tristan

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/04/18 10:26:48	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 10:28:27	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 10:29:10	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 10:34:51	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 10:53:57	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 11:03:51	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 11:08:03	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 11:08:46	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 14:49:29	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/04/18 14:50:28	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Approved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/05/04 14:39:42	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Recalled	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/05/04 14:41:04	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Initiated	Silverio, Lisa s Lisa.Silverio@gov.bc.ca
2018/05/04 14:53:08	Silverio, Lisa s. (IDIR\LSILVERI) Lisa.Silverio@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128603 for Jones, Tristan

1 note(s) returned.

Created On	Author	Note
2018/04/18 10:53:57	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Apr. 4. Prkg \$10.00 EA card. Claim mileage 76km from Smith to Hazelton for a Min. mtg. Hazel to airport, mileage 54km. Flg CMA 704,Smith/PG \$162.88 on AC Pcard. Car rental at airt, \$360.43 on EA PCard. Hotel \$139.88, EA PCard. April 5, drove back to Smithers. Gas, \$39.49 on EA PCard. April 6, claim Smith/Hazelton RT drove for Min. mtgs 152km.

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CHEURON SMITHERS
3696 HIGHWAY 16
SMITHERS, BC
UBJ 2ND

2018-04-05 19:47:29

STORE #: 40060
TRANS #: 046130
GST #: R101745552

PUMP 2
REGULAR
33.21L AT \$1.189/L

ACCT:
MASTERCARD
\$ 39.49

GST INCLUDED \$ 1.88

TOTAL \$ 39.49

TYPE: PURCHASE

MASTERCARD
*****s.22
REFERENCE #:
66279688 0010620880C
AUTH 01900S

MASTERCARD
A0000000041010
0400000000
E800

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

THANK YOU FOR
SHOPPING AT
CHEURON

← Gas for rental
car.

Pg to Smithers Airport d/o

SMITHERS REGIONAL AIRPORT
AIRPORT ADMINISTRATION (PH) 250-847-3664
PLACE FACE UP ON DASH, DRIVER'S SIDE
TIME OF EXPIRY
04/06/2018
02:03 PM
Purchased 02.03 PM 04/04/2018 2510015
Fee Paid \$ 10.00
Cash
Smithers YYD

left car @ airport / delivered
rental to airport

s.15

s.15

Tristan Jones
s.22

Invoice

Invoice date 4/16/2018
 Invoice number s.22
 Our reference CIN-FC358820 /B
 GST Number s.15

Guest **Mrs Tristan Jones** Arrival **4/4/2018** Departure **4/5/2018** Room s.15

Date	Description	Quantity	Unit Price	Total ()
4/16/2018	Room Charge	1	-118.00	-118.00
4/16/2018	GST Taxes	1	-5.90	-5.90
4/16/2018	Hotel Room Tax 8%	1	-9.44	-9.44
4/16/2018	Municipal Room Tax 3%	1	-3.54	-3.54
4/16/2018	s.22			
4/16/2018	Federal Tax GST	1	-3.00	-3.00

Total invoice s.22

4/16/2018 MC **** s.17 Auth:

Total Paid

Total Due 0.00

Total GST -8.90

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. Interest will be charged on any overdue balance.

Signature X _____

Please complete the online TripAdvisor survey at www.tripadvisor.ca and you will be entered to win a \$ 100.00 gift certificate.

For reservations: s.15

Tristan Jones
s.22

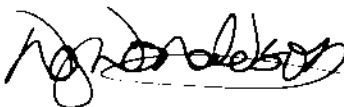
Invoice

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4/16/2018	s.22			
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X

4/16/2018 MC ***s.17 Auth:  **Total invoice** s.22

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Signature X _____

Please complete the online TripAdvisor survey at www.tripadvisor.ca and you will be entered to win a \$ 100.00 gift certificate.

For reservations: s.15



RA # 171143917

Bill Ref# 15025620534

Renter Name TRISTAN JONES

s.22

GST/HST 104877618

Rental Location
PRINCE GEORGE ARPT
4141 AIRPORT RD
PRINCE GEORGE

BC V2L 2Y7

04-APR-2018 04:08 PM

Phone (250)963 7473

PROVINCIAL GOVERNMENT OF BC
Contract ID

Return Location
SMITHERS ARPT
SMITHERS AIRPORT
SMITHERS

BC V0J 2N0

05-APR-2018 08:06 PM

Phone (250)847 2216

Vehicle # YXTC6313
Model 300
Class Driven PXAR
Class Charge ICAR
License# DA106GSNO
State/Province BRITISH COLUMBIA
M/Kms Driven 396
M/Kms Out 32352
M/Kms In 32748

Charges	No	Unit	Price/Unit	Amount
TIME & DISTANCE	2	Days	45.00	90.00
EXTRA MILES/KM - TIME & DISTANCE	396	M/Kms	0.50	198.00
TIME & DISTANCE - ALLOWANCE	1	Rental	-198.00	-198.00
WINTER SNOW TIRES	2	Days		0.00
DROP CHARGE	1	Rental	200.00	200.00
CONCESSION RECOUP FEE 14.5 PCT			78.60	0.00
CONCESSION RECOUP FEE 14.5 PCT			200.00	29.00
PROV VEHICLE RENTAL TAX \$1.50/DAY	2	Days	1.50	3.00
VEHICLE LICENSE RECOUP 3.99/DAY	2	Days		0.00
PROVINCIAL SALES TAX @7.000 %			319.00	22.33
GOODS AND SERVICES TAX @5.000 %			322.00	16.10

Rate Info

Messages

* Taxable Items

s.22

Total Charges

CAD 360.43

Payments

Master Card

s.17

AUTH: 01613S 04-APR-2018 788.68

Payment

-360.43

Customer Service Number 1-800-468-3334

Not on CSA - National Car Rental was the only option for Smithers drop-off.

Reverse Auth: 04-APR-2018 -428.25

Amount Due

CAD 0.00

Purdy, Sandra FLNR:EX

From: National Car Reservations <reservations@nationalcar.com>
Sent: Tuesday, March 6, 2018 10:59 AM
To: Purdy, Sandra FLNR:EX
Subject: Modified Reservation: National Car Rental at PRINCE GEORGE ARPT on April 4, 2018



Confirmation:
s.22

Your Reservation Has Been Modified.

Thanks for choosing National. You reserved a Intermedio April 4, 2018 at **PRINCE GEORGE ARPT.**

Your confirmation number is: ^{s.22}

Itinerary

PICK UP

PRINCE GEORGE ARPT (YXS)

Wed, April 4, 2018

4:00 PM

4141 AIRPORT ROAD	Sun-Thu	7:00 AM-11:15 PM
PRINCE GEORGE BC V2L2Y7 CA	Fri	8:00 AM-7:00 PM
(250) 963-7473	Sat	8:00 AM-11:15 PM

Hours subject to change. Please call to verify

PRINCE GEORGE ARPT (YXS) Arrival Instructions

Upon arrival, please proceed to the National Car Rental counter.



From arrival gate proceed straight ahead to National counter to obtain your

rental agreement.

RETURN

SMITHERS ARPT (YYD)

Thu, April 5, 2018

10:00 PM

SMITHERS AIRPORT Sun-Thu,Sat 8:00 AM-9:00 PM

SMITHERS BC V0J2N0 CA Fri 8:00 AM-5:00 PM

(250) 847-2216

Hours subject to change. Please call to verify.

Vehicle

Intermedio

Hyundai Elantra or similar



RATES & CHARGES

Vehicle

TIME & DISTANCE 2 DAILY @ 45.00 CAD 90.00 CAD

Mileage

There are 0(MI) total free miles with a 0.50 CAD charge for each additional mile.

Extras

EQUIPMENT REPLACEMENT WST 500.00 CAD

Taxes and Fees

DROP FEE 200.00 CAD

CONCESSION RECOUP FEE 14.50 PCT (14.5%) 29.00 CAD

CONCESSION RECOUP FEE 14.50 PCT (14.5%) INCLUDED

PROV VEHICLE RENTAL TAX \$1.50/DAY 3.00 CAD

VEHICLE LICENSE RECOUPMENT 3.99/DAY INCLUDED

PROVINCIAL SALES TAX (7.0%) 22.33 CAD

GOODS AND SERVICES TAX (5.0%) 16.10 CAD

Estimated Total

(includes taxes and fees)

360.43 CAD

Total may vary slightly at time of rental based on the election of prepaid gas, optional coverage items or changes in taxes, surcharges and fees.

DRIVER INFORMATION:

Driver Name: TRISTAN JONES
Email: s****y@gov.bc.ca

CORPORATE ACCOUNT DETAILS

Contract Name: PROVINCIAL GOVERNMENT OF BC



Important Toll Road Information

You may be renting or driving in an area with toll roads. We offer optional TollPass products at participating locations that allow you to breeze through tolls without stopping to pay cash. Some toll plazas are electronic only and do not offer a cash payment option.

[Learn more about our TollPass Program and what areas it covers](#)

Rental Policies

Arrival Directions

From arrival gate proceed straight ahead to National counter to obtain your rental agreement.

Forms of Payment

A credit card, with available credit and in the renter's name, must be presented. The signature on the back must match the name imprinted on the card. In addition, if the renter has an online transaction, the number and name printed on the card presented by renter must match the name and number stored for the online transaction. Credit Cards honored: American Express®, MasterCard®, VISA®, Discover®, JCB. Puerto Rico: The following credit cards are accepted for rentals in Puerto Rico: American Express, MasterCard, VISA, Diners Club, Discover.
- Canada: The following credit cards are accepted for rentals in Canada: American Express®, MasterCard®, VISA®

Additional Driver

Additional drivers must meet same rental qualifications as the renter. Additional drivers must appear at the rental counter with the primary renter. An additional daily fee may apply for any additional drivers.



Itinerary/Receipt

Your booking is confirmed.
Thank you for choosing Central Mountain Air.
Please bring a copy of this document to the airport

CMA Reservations
1-888-865-8585
reservations@flycma.com
www.flycma.com

Main Contact Information

Name: TRISTAN JONES s.22
Email: Tristan.Jones@gov.bc.ca

Flight Itinerary

Flight	From	To	Aircraft	Status
9M704	14:55 - Smithers 04 Apr 2018	15:45 - Prince George 04 Apr 2018	Beech1900D	CONFIRMED

Name

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
JONES,TRISTAN	YYD - Smithers AIF	\$25.00	1.2500	1.2500	\$26.25
JONES,TRISTAN	S - ECON - S	\$111.00	5.5500	5.5500	\$116.55
JONES,TRISTAN	ATSC	\$7.12	0.3600	0.3600	\$7.48
JONES,TRISTAN	Surcharge	\$12.00	0.6000	0.6000	\$12.60
	Total	\$155.12	\$7.76	\$0.00	\$162.88

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
06 Mar 2018	Lisa Silverio	\$162.88	MASTERCARD

Canadian tax registration numbers:
XG Canada Goods and Service Tax (GST) #10087-2852
XQ Quebec Sales Tax (QST) #1219660657

Fare Rules Summary

- The Carrier may refuse transport, or may remove at any point, any passenger when they engage in or have engaged in any conduct or behavior on the Carrier's aircraft, or to the knowledge or reasonable belief of the Carrier, on any airport property or other carrier's aircraft, that the Carrier determines, in its reasonable judgment, may have a negative effect on safety, the comfort or health of that person, other passengers, the Carrier's employees or agents, aircrew, or the safe operation of the Carrier's aircraft.
- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- Baggage allowances that are exceeded may require the payment of additional fees.
- Baggage may be tagged to Central Mountain Air destinations only. For other destinations passengers may be required to collect their baggage and re-check it for the connecting flight.
- If a carrier sells air transportation services or checks baggage specifying carriage with another carrier, it does so as agent for the other carrier.

Please read important information and notices regarding Central Mountain Air's [Domestic Tariff](http://www.flycma.com) at www.flycma.com.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-865-8585 within 24 hours of receipt.

Required Documents for Domestic Travel

According to the Identity Screening Regulations, the required identification to take a domestic flight is:

- one piece of valid government-issued photo identification that shows the holder's name, your date of birth and gender;
- two pieces of valid government-issued identification, at least one of which shows the holder's name, your date of birth and

Audit Trail for Travel Voucher (Restricted Use) E128610 for Hill, Robert s.

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/04/19 13:43:40	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert s. Robert.Hill@gov.bc.ca
2018/04/19 13:43:57	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		✓ Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/04/20 15:24:06	Sanderson, Melissa ✓ (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	Janke, Debra s. Debra.Janke@gov.bc.ca

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From: EFIMailer@gov.bc.ca
To: [Janke, Debra FIN:EX](#)
Subject: E-forms: Action Required re: E128610 for Robert S Hill
Date: Friday, April 20, 2018 3:24:09 PM

Travel Voucher (Restricted Use) Control No. E128610 for Robert S Hill was "Approved" by Melissa Sanderson and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

<http://gww.eforms.gov.bc.ca>

1. Select the FORMS tab.
2. Select the E-Form referenced above.
3. Open the form.

Notes for Travel Voucher (Restricted Use) E128610 for Hill, Robert S.

1 note(s) returned.

Created On	Author	Note
2018/04/19 13:43:40	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca	Hotel cost of 615.10 is for 5 nights @ 105 + tax per night. 499.88 transportation costs includes: - airfare @ 401.23 -taxi @ 64 -shuttle from Castlegar to Nelson @ 34.65

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From: [Janke, Debra FIN:EX](#)
To: [Hill, Robert EMPR:EX](#)
Subject: TVE128610
Date: Tuesday, April 24, 2018 12:28:57 PM

Hi Robert,

Please provide proof of payment for the Air Canada Flight on April 8 (\$392.83).

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

Booking Confirmation

 Booking Reference: **s.22**


Date of issue: 04 Apr, 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 Standard

✓ Sunday 08 Apr, 2018	13:20 Castlegar (YCG), BC		14:33 Vancouver Vancouver Intl. (YVR), BC Terminal M	 AC8249	1hr13 Economy H Operated by: Air Canada Express - Jazz Dash 8-300
			Layover in Vancouver		0hr32
Sunday 08 Apr, 2018	15:05 Vancouver Vancouver Intl. (YVR), BC Terminal M		15:35 Victoria Victoria Intl. (YYJ), BC	 AC8071	0hr30 Economy H Operated by: Air Canada Express - Jazz Q400
			Total duration		2hr15

Passengers

 **Robert Hill**
 Ticket Number
 0142192787097

Seats
 AC8249 **s.15**
 AC8071 -



Purchase summary

MasterCard
 *****S.1 ✓
Amount paid: \$392.83
Tax information
 GST/HST no. 10009-2287 RT0001
 \$18.71

1 adult

Air Transportation Charges

Base Fare	333.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	17.96
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	7.00
Total airfare and taxes before options	\$377⁰⁸

Seat selection

Robert Hill	
AC8249: S.1 - Preferred Seat (Aisle)	15.00
Goods and Services Tax - Canada no. 100092287 RT0001	0.75
Total with options and seat selection fee:	\$392⁸³

GRAND TOTAL (Canadian dollars)	\$392⁸³
---------------------------------------	---------------------------



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.

Hill, Robert EMPR:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Sunday, April 8, 2018 11:04 PM
To: Hill, Robert EMPR:EX
Subject: Air Canada - MR ROBERT HILL - 13-Apr/YYJ-YCG (booking ref ^{s.22} - Itinerary-Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Apr 09, 2018** Passengers **MR ROBERT HILL**

Booking Information

Booking Reference s.22	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Air Canada 1-888-247-2262*
Main Contact ROBERT HILL ROBERT.HILL@GOV.BC.CA	Flight Arrivals and Departures 1-888-422-7533
Online Services	*For use from phones in Canada, the continental USA, Hawaii and Alaska.
Select Seats Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures check online if my flight is on time. Check-in online and print my boarding pass.	
* Can my booking be changed online?	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
AC8054	Victoria Victoria Intl. (YYJ), BC Fri 13-Apr 2018 07:00 - 1	Vancouver Vancouver Intl. (YVR), BC Fri 13-Apr 2018 07:27 - M	0	0hr27	DH4	Standard H
	Flight AC8054 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.					
AC8246	Vancouver Vancouver Intl. (YVR), BC Fri 13-Apr 2018	Castlegar Castlegar (YCG), BC Fri 13-Apr 2018	0	1hr12	DH3	Standard H

08:25 - M

09:37

Operated by ¹ Air Canada Express - Jazz**Passenger Information****1: MR ROBERT HILL : Adult (18+), Ticket Number: 0142192994442**

Frequent Flyer Pgm :	None	Meal Preference :	None
Payment Card :	XXXXXXXXXXXXs.17	Special Needs :	None
Seat Selection :	None		

Purchase Summary**Fare Summary**

Passenger Type	Adult
Departing Flight - <u>Standard</u>	333.00
Surcharges	12.00
Sub Total	345.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	15.00
Air Travellers Security Charge (ATSC)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.36
Total airfare and taxes (per passenger)	385.48
Number Of Passengers	1
Total	385.48
Grand Total - Canadian Dollar (CAD)	\$385.48

Payment Information**MasterCard Credit/Debit Card xxxx-xxxx-xxxx-s.17** - Amount paid: **\$385.48**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$385.48 (Air Transportation charges)

Ticket number 0142192994442

Fare Rules**Departing Flight** Victoria (YYJ) To Castlegar (YCG) - **Standard**

- **Changes:**
 - Prior to day of departure - The **Change fee** per direction, per passenger, is **\$25 CAD** for changes made outside 60 days of departure and **\$100 CAD** for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable and non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will

Hill, Robert EMPR:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Sunday, April 8, 2018 11:05 PM
To: Hill, Robert EMPR:EX
Subject: Air Canada - MR ROBERT HILL - 13-Apr/YYJ-YCG (booking ref s.22 - Seat selection confirmation

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Seat selection confirmation

Your Seat Selection is confirmed

Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). Thank you for choosing Air Canada and we look forward to welcoming you on board.

Booking Date: **Apr 09, 2018** Passengers **MR ROBERT HILL**



Please note that Air Canada reserves the right to move any passenger from an emergency exit row seat at any time prior to boarding or during the flight. The Preferred seat charge will be refunded in this case.

Booking Information

Booking Reference	s.22	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact ROBERT HILL ROBERT.HILL@GOV.BC.CA		Air Canada 1-888-247-2262*
Online Services Select Seats Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures check online if my flight is on time. Check-in online and print my boarding pass.		Flight Arrivals and Departures 1-888-422-7533 *For use from phones in Canada, the continental USA, Hawaii and Alaska.
		* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
 AC8054	Victoria Victoria Intl. (YYJ), BC Fri 13-Apr 2018 07:00	Vancouver Vancouver Intl. (YVR), BC Fri 13-Apr 2018 07:27 - M	0	0hr27	DH4	<u>Standard</u> H



Flight AC8054 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.



AC8246

**Vancouver
Vancouver Intl. (YVR),
BC**
Fri 13-Apr 2018
08:25 - M

**Castlegar
Castlegar (YCG),
BC**
Fri 13-Apr 2018
09:37

0

1hr12

DH3

Standard
H

Operated by ¹ Air Canada Express - Jazz


Passenger Information

1: MR ROBERT HILL : Adult (18+), Ticket Number: 0142192994442

Frequent Flyer Pgm :	None	Meal Preference :	None
Payment Card :	XXXXXXXXXXXX s.17	Special Needs :	None
Seat Selection :	AC 8246 (YVR-YCG) - s.15 (Preferred)		

Additional Charges

Purchase Summary

Passenger Type	Adult
Departing Flight - <u>Standard</u>	
 Preferred Seat - Aisle (Segment 2)	15.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.75
Total additional charges and taxes (per passenger)	15.75
Number Of Passengers	1
Grand Total - Canadian Dollar (CAD)	\$15.75

Payment Information

MasterCard Credit/Debit Card xxxx-xxxx-xxxx s.17 - Amount paid **\$15.75**
 The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$15.75 (Seat Selection)

s.15

Mr Rob Hill ✓
s.22

Room : s.15
 Arrival Date : 04/08/18
 Invoice No. : s.22
 Folio No. :
 Conf. No. :
 Cashier No. : 40
 Billing Date : 04/13/18
 A/R Number

Min of Mines

Date	Description	Debit	Credit
✓ 04/08/18	Room Charge	105.00	
04/08/18	Destination Marketing Fee	1.05	
04/08/18	Provincial Room Tax	11.67	
04/08/18	Room GST	5.30	
✓ 04/09/18	Room Charge	105.00	
04/09/18	Destination Marketing Fee	1.05	
04/09/18	Provincial Room Tax	11.67	
04/09/18	Room GST	5.30	
✓ 04/10/18	Room Charge	105.00	
04/10/18	Destination Marketing Fee	1.05	
04/10/18	Provincial Room Tax	11.67	
04/10/18	Room GST	5.30	
✓ 04/11/18	Room Charge	105.00	
04/11/18	Destination Marketing Fee	1.05	
04/11/18	Provincial Room Tax	11.67	
04/11/18	Room GST	5.30	
✓ 04/12/18	Room Charge	105.00	
04/12/18	Destination Marketing Fee	1.05	
04/12/18	Provincial Room Tax	11.67	
04/12/18	Room GST	5.30	
04/13/18	Mastercard XXXXXXXXXXXXXs.17 XX/XX		615.10
Room H/GST Total - 26.50		Total	615.10
Other H/GST Total - 0.00			615.10
s.15		Balance	0.00 ✓

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 part or the full amount of these charges.

BLUEBIRD CABS #16
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/04/13 ✓
TIME 5617 06:01:07
RECEIPT NUMBER
C85068911-001-174-001-0

PURCHASE
TOTAL

\$64.00

MasterCard
A0000000041010
95E1013703FE7DE9
000008000-E800
ECC3B3F12573677B

APPROVED

AUTH# 090107 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Hill, Robert EMPR:EX

From: Kootenay Shuttle <shuttle@kootenayshuttle.com>
Sent: Monday, April 9, 2018 9:12 AM
To: Hill, Robert EMPR:EX
Subject: Your Queen City Shuttle & Charters order from April 9, 2018 is complete



Hi there. Your recent order on Queen City Shuttle & Charters has been completed. Your order details are shown below for your reference:

Order #11571

Product	Quantity	Price
9.45 am Shuttle to Nelson - Winter		
Door-to-door Service (\$8.00):		
Door-to-door (inside Nelson city limits)	1	\$33.00
Booking #11570 Paid		

- April 13, 2018, 9:45 am ✓
- Adult: 1

Thank you for using Queen City Shuttle

DOOR to DOOR SERVICE

If you booked Door to Door service to be dropped off in Nelson and your incoming flight is delayed, it will be our drivers decision if we can fit it in

or not. If not, your door to door fee will be refunded.

DELAYED FLIGHT NOTE

THIS IS A SCHEDULED SHUTTLE SERVICE ! IT IS NOT A TAXI SERVICE If your inbound flight is delayed we make every effort possible to accommodate our passengers however we can only wait for a limited time or not at all . Please contact our dispatch before you leave Vancouver to reschedule on the next scheduled shuttle.

Canceled Flight shuttle REFUNDS

- All refund requests must be made by email. Please REPLY to your original confirmation notice with your request for faster service as we need specific information in order to track your original charge.
- All refund requests must be made within 48 hours of your travel date. Refunds may take up to 5 business days to process.
- If you choose not to take our shuttle when you land, or wait for next shuttle, you are not eligible for a refund. This is considered as NO SHOW.

Subtotal:	\$33.00
GST:	\$1.65
Payment method:	Credit Card (Beanstream)
Total:	\$34.65

Passenger Information: s.22

Customer details

- **Email address:** robert.hill@gov.bc.ca
- **Phone:** s.22

Billing address

Robert Hill
s.22

Audit Trail for Travel Voucher (Restricted Use) E128609 for Ranjan, Ramesh

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/04/18 15:51:12	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/04/19 13:16:34	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2018/04/27 09:47:17	Robb, Amanda (IDIR\AROB) Amanda.Robb@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128609 for Ranjan, Ramesh

1 note(s) returned.

Created On	Author	Note
2018/04/18 15:51:12	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	04/16: Left on an 8:20am HA flight to Victoria. 04/16: Accommodations at s.15 04/16: Full day meals claimed 04/17: Accommodations a s.15 04/17: Deduct Breakfast 04/18: Return to Vancouver on a 16:20 HA flight 04/18: full day meals claimed

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RANJAN RAMESH ✓

Arrive 04/16/18 Depart 04/18/18 ✓

MINISTRY OF JOBS, TRADE & TECH
Room # s.15 Folio # s.22

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
04/16/18	DMB	2-Room Charg		99.00
04/16/18	DMB	12-D.M.F.(1%)		0.99
04/16/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.05
04/16/18	DMB	10-Municipal	On Room Charge	3.00
04/16/18	DMB	3-Room Tax		8.00
04/17/18	DMB	2-Room Charg		99.00
04/17/18	DMB	12-D.M.F.(1%)		0.99
04/17/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.05
04/17/18	DMB	10-Municipal	On Room Charge	3.00
04/17/18	DMB	3-Room Tax		8.00
04/18/18	AS	92-Visa	THANK YOU	✓ -231.98
			GST On Room Charge	9.90
			Tax Reg. # s.15	
BILLING INSTRUCTIONS			BALANCE DUE →	✓ 0.00

COMPANY

ADDRESS

CITY

POSTAL

ATTENTION

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 part of the full amount of these charges. Interest will be charged on any overdue balance.

SIGNATURE

X

Hay, Lorna JTT:EX

From: reservation@harbourair.com
Sent: Monday, April 9, 2018 4:15 PM
To: Maloney, Katie JTT:EX; Ranjan, Ramesh JTT: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	Ramesh Ranjan

Booking # s.17	
Monday, April 16, 2018	Invoice # s.17
Flight #503	Air Transportation Charges
08:20 South Vancouver (YVR) /	Sked 500 : (Plk) GO Flex \$159.35
Map 	Taxes, Fees and Charges
08:50 Victoria Harbour / Map 	All Skeds - Baggage : Checked Baggage Fee \$0.00
30 minutes	Sked 500 : Carbon Offset \$0.65
KK- Confirmed	+ Goods and Services Tax \$8.00

1 Passenger(s) - GoFlex
Ramesh Ranjan, Male

Billing	\$160.00
Taxes	\$8.00
Grand Total	\$168.00

Add to Calendar

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
(subject to difference in fare value)
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

Domestic Flights

- 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.

From: reservation@harbourair.com
To: [Maloney, Katie JTT:EX](#); [Ranjan, Ramesh JTT:EX](#)
Subject: Harbour Air Flight Itinerary. Thanks for booking!
Date: Monday, April 9, 2018 4:17:00 PM

Harbour Air Seaplanes



- 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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px dashed black; padding: 2px;">HAS #</td> <td style="text-align: right; padding: 2px;">s.17</td> </tr> <tr> <td style="padding: 2px;">Name</td> <td style="text-align: right; padding: 2px;">Ramesh Ranjan</td> </tr> </table>	HAS #	s.17	Name	Ramesh Ranjan
HAS #	s.17				
Name	Ramesh Ranjan				

Booking # s.17	
Wednesday, April 18, 2018	Invoice # s.17
Flight #510	Air Transportation Charges
16:20 Victoria Harbour / Map <input type="checkbox"/>	Sked 500 : (Pk) GO Flex \$159.35
16:50 South Vancouver (YVR) / Map <input type="checkbox"/>	Taxes, Fees and Charges
30 minutes	All Skeds - Baggage : Checked Baggage Fee \$0.00
KK- Confirmed	Sked 500 : Carbon Offset \$0.65
1 Passenger(s) - GoFlex	+ Goods and Services Tax \$8.00
. Ramesh Ranjan, Male	Billing \$160.00
	Taxes \$8.00

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
(subject to difference in fare value)
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

Domestic Flights

- **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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128685

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 Zimmerman, Emily		Employee ID s.22		Phone Number s.22					
Client Organization Labour		Job Title Executive Assistant		Travel Group Code 3					
5. Date Completed 2018/05/01		6. Fiscal Year 2019		7. Special Cheque Issue					
Type of Travel In Province		14. Reason for Travel meetings		8. Cheque Stub Information					
12. Mailing Address for Cheque s.22									
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use					
2018	Destination	Start	End	Km	Cost				
04/08	victoria	1630	1830	109	58.86				
04/09	victoria	0800	1800		0.00				
04/10	victoria	0800	1800		0.00				
04/11	victoria	0800	1800		0.00				
04/11	YYJ Vic-Van	0800	1800		0.00				
04/11	to home(AC)	1700	1800	72	38.88				
04/13	to Newton	1700	1800	14	7.56				
04/14	to Vancouver	0830	1500	94	50.76				
04/21	to Surrey	0830	1500	32	17.28				
04/28	to Surrey	1830	2030	33	17.82				
TOTALS OF COLUMNS				36. \$ 191.16	37. \$ 0.00	38. \$ 185.00	39. 369.06 s.22	40. 83.70	Claim Total \$ 828.92
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount			
127	51608	52080	5702	5155555	s.22	\$ 93.42 s.22			
127	51608	52080	5701	5155555		\$ 735.50			
127									
127									
Less Travel Advance									
127									
AMOUNT DUE TO EMPLOYEE						54. \$ 828.92			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E128685 for Zimmerman, Emily

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/01 15:20:14	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2018/05/02 14:08:58	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128685 for Zimmerman, Emily

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

Note from Emily: I was in Nanaimo on personal time on that weekend. I drove to Victoria Sunday afternoon. I flew to the mainland on Wednesday afternoon on AC flight

BLUEBIRD CABS #31
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/04/11
TIME 5996 14:43:48
RECEIPT NUMBER
H85068599-001-046-034-0

PURCHASE
TOTAL

✓ \$60.80

MasterCard
A0000000041010
A9BB608C58316078
0000008000-

APPROVED

AUTH# 004246 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE. 250.382.2222

PLACE FACE UP ON DASH

Expiration Date/Time

08:20 PM
✓ **APR 09, 2018**

Purchase Date/Time: 06:20pm Apr 09, 2018
Total Due: \$4.00 Rate: Park 2Hrs \$4.00
Total Paid: \$4.00 Payment Type: Card
Ticket #: 00002229
S/N #: 200009480069
Setting: Lot 613
Mach Name: Lot 613 - 1

Card #****-.s.1 MasterCard

Auth #: 011859

RECEIPT

Expiration Date/Time: 08:20pm Apr 09, 2018
Purchase Date/Time: 06:20pm Apr 09, 2018

Total Due: \$4.00 ✓ Rate: Park 2Hrs \$4.00
Total Paid: \$4.00 Payment Type: Card
Ticket #: 00002229
Setting: Lot 613
Mach Name: Lot 613 - 1

Card #****-.s.1 MasterCard

Auth #: 011859

CSA
Approved

s.15

Mrs Emily Zimmerman
s.22

Canada

Min of Labour & Citizens' Servi

Room : s.15
Arrival Date : 04/08/18
Invoice No. : s.22
Folio No. :
Conf. No. :
Cashier No. : 84
Billing Date : 05/01/18
A/R Number

Date	Description	Debit	Credit
04/08/18	Room Charge	✓ 105.00	
04/08/18	Destination Marketing Fee	1.05	
04/08/18	Provincial Room Tax	11.67	
04/08/18	Room GST	5.30	
04/08/18	Parking Charges	18.00	✓
04/08/18	GST	0.90	
4/09/18	Room Charge	✓ 105.00	✓
04/09/18	Destination Marketing Fee	1.05	
04/09/18	Provincial Room Tax	11.67	
04/09/18	Room GST	5.30	
04/10/18	Room Charge	✓ 105.00	
04/10/18	Destination Marketing Fee	1.05	
04/10/18	Provincial Room Tax	11.67	
04/10/18	Room GST	5.30	
04/11/18	Mastercard XXXXXXXXXXXXX s.22 XX/XX		387.96
Room H/GST Total - 15.90		Total	387.96
Other H/GST Total - 0.90			387.96
s.15		Balance	✓ 0.00

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 part or the full amount of these charges.

s.15

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Mrs Emily Zimmerman
E-mail: SUE.CAMPBELL@GOV.BC.CA
Payment: CC CXXXXXXXXXXXXX s.17

Customer Care
Air Canada Reservations
 1-888-247-2262

Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8072	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Flex (H)	Confirmed
<i>Operated by:</i>	Wed 11-Apr 2018	Wed 11-Apr 2018			
<i>Air Canada Express- Jazz</i>	16:05	16:32 - TERMINAL M -MAIN			
Seat number(s) requested:	s.15				

Passenger Information

Passenger: 1 Mrs Emily Zimmerman
Ticket number: 014 2193 090286

Purchase Summary

Passenger: 1 Ticket number 014 2193 090286

Date of issue	10-Apr 2018
Fare Amount in Canadian dollars:	230.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	12.61
Airport Improvement Fee - Canada (SQ)	15.00
Total Fare in Canadian dollars:	264.73

Ticket particularities:
AC ONLY/NONREF/CHGE FEE
-BG:AC

** Fare calculation:*

11APR18YYJ AC YVR Q12.00R218.00CAD230.00 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Emily Zimmerman	
Air Canada baggage rules apply. For flight(s): AC8072	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of

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

INVOICE #
REM ZIM 2018JUN12

FORM USAGE

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

CHEQUE INFORMATION

Payee Name: Emily Zimmerman Vendor #: 2730709 Loc. Code:
 Cheque Mailing Address: s.22

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
April 6 2018	Same-on Cream coffee	50.78
April 20, 2018	" " milk Cream	4.31
April 25, 2018	" " milk	3.82
May 3, 2018	" " milk Cream coffee Kleenex	26.03
May 23, 2018	" " milk Cream coffee	12.70
June 12, 2018.	Staples office supplies / Toner	709.80

Cheque Total 807.44

Emily Zimmerman Signature of Individual Receiving Reimbursement June 12 2018. Date

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

CODING

Client: 127 Resp: 51608 Service Line: 52080 STOB: 6501 Project: 5155555

[Signature] Expense Authority Signature 2018-06-13 Date

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

6508

FIN FSA 007 REV. 06/07 127 51608 52080-s.22 5155555 \$488.73
 127 51608 52080 6531 5155555 \$318.71

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

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

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Karen Cooling	TELEPHONE NO. (250) 953-0910	DATE SUBMITTED 2018-04-01
MINISTRY/DIVISION/BRANCH MINISTRY OF LABOUR	LOCATION (CITY) OF EVENT VICTORIA BC MINISTER'S OFFICE	START DATE OF EVENT 2018/04/01
		END DATE OF EVENT 2018/03/31

SECTION 2 – NAME / NATURE OF EVENT

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

Blanket M.O.

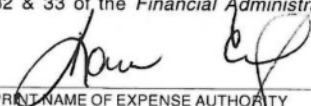
SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

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

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input checked="" type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	2000⁰⁰
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: _____		
ESTIMATED TOTAL		\$ 0.00

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 51608	SERVICE LINE 52080	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 5155555
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. 		
PRINT NAME OF EXPENSE AUTHORITY Karen Cooling		DATE SIGNED YYYY / MM / DD 2018/05/07

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

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

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

X 

	REIMBURSEMENT TOTAL
--	----------------------------

s.15

HOMO MILK 2L	3.82
Sub Total	<u>\$3.82</u>
BALANCE DUE	\$3.82 ✓
Rounding	-\$0.02
Cash	\$3.80 ✓
CHANGE	\$0.00

 By being a s.15 Cardholder
 You could have earned 4 points

s.15

100% MONEY BACK GUARANTEE
 if returned within 14 days of
 purchase with original receipt
 (some restrictions apply)

CASHIER NAME: Kulmeet B
 C0213 #9578 09:36:53 25Apr2018
 S00910 R004

Dairyland Creamo	1.99
HOMO MILK 1L	2.32
Sub Total	<u>\$4.31</u> ✓
Card \$\$ pts	4
BALANCE DUE	\$4.31
Rounding	-\$0.01
Cash	\$5.00 ✓
CHANGE	\$0.70

s.15 # XXXXXX s.17

Opening Balance	53457
Points Earned	4

s.15 Total Points 53461

s.15

100% MONEY BACK GUARANTEE
 if returned within 14 days of
 purchase with original receipt
 (some restrictions apply)

CASHIER NAME: Tracey A
 C017 #2125 09:50:12 20Apr2018
 S00910 R006

Cafe Escapes 12.99
 Dairyland Creamo 1.99
 HOMO MILK 1L 2.32
 Twinings Kcup 10.49
 VHoutte Kcups 22.99

Sub Total \$50.78 ✓

Card \$\$ pts 51

BALANCE DUE \$50.78
 Credit \$50.78
 [] XXXXXXXXXXXX)s.17 ✓

-----TRANSACTION RECORD-----

TYPE: Purchase

ACCT: MASTERCARD \$ 50.78

CARD NUMBER: *****s.17
 DATE/TIME: 04/06/2018 08:48:24
 REFERENCE #: 0010019260 H
 TERM: 66260052
 AUTHOR.# : 047107
 AID: A0000000041010
 TVR: 0000008000
 MasterCard

01 APPROVED - THANK YOU 027

NO SIGNATURE TRANSACTION

IMPORTANT:
 retain this copy for your records

CUSTOMER COPY

CHANGE \$0.00

s.15 Card # xxxxxx)s.22

Opening Balance 53224
 Points Earned 51

s.15 Total Points 53275

s.15

100% MONEY BACK GUARANTEE
 if returned within 14 days of
 purchase with original receipt
 (some restrictions apply)

CASHIER NAME: Nav G
 C0250 #2564 08:47:29 06Apr2018
 S00910 R005

Dairyland Creamo 1.99
 HOMO MILK 1L 2.32
 Kleenex Mainline 2.44 B
 VHoutte Kcups 22.99
 Card \$18.99 Save -4.00

Sub Total \$25.74

Card \$\$ pts 26

Tax-Code Taxable-Value Tax-Value
 GST 2.44 0.12
 PST 2.44 0.17

BALANCE DUE \$26.03 ✓
 Credit \$26.03
 [] XXXXXXXXXXXX)s.17 ✓

-----TRANSACTION RECORD-----

TYPE: Purchase

ACCT: MASTERCARD \$ 26.03

CARD NUMBER: *****s.17
 DATE/TIME: 05/03/2018 13:13:56
 REFERENCE #: 0010010770 H
 TERM: 66260052
 AUTHOR.# : 006644
 AID: A0000000041010
 TVR: 0000008000
 MasterCard

01 APPROVED - THANK YOU 027

NO SIGNATURE TRANSACTION

IMPORTANT:
 retain this copy for your records

CUSTOMER COPY

CHANGE \$0.00

 Your Savings Today! \$4.00

s.15 Card # xxxxxx)s.22

Opening Balance 53638
 Points Earned 26

s.15 Total Points 53664

s.15

100% MONEY BACK GUARANTEE
 if returned within 14 days of
 purchase with original receipt
 (some restrictions apply)

CASHIER NAME: Ashwini N
 C0228 #5315 13:13:19 03May2018
 S00910 R005

Sale 00091 1 006 90461
 0176 06/12/18 02:30

 s.15

Bags 0.04 B
 Creamo 10% 1.35
 HOMO MILK 1L 2.32
 Tim Hortons Stpd Tea 9.99
 Card \$3.99 Save -1.00

Sub Total \$12.70

Card \$\$ pts 13

Tax-Code	Taxable-Value	Tax-Value
GST	0.04	0.00
PST	0.04	0.00

BALANCE DUE \$12.70 ✓
 Credit \$12.70
 [] XXXXXXXXXXXXs.17 ✓

-----TRANSACTION RECORD-----

TYPE: Purchase

ACCT: MASTERCARD \$ 12.70

CARD NUMBER: *****s.17
 DATE/TIME: 05/23/2018 08:42:11
 REFERENCE #: 0010018180 C
 TERM: 66260052
 AUTHOR.# : 062975
 AID: A0000000041010
 TVR: 0000008000
 TSI E800
 MasterCard

01 APPROVED - THANK YOU 027

IMPORTANT:
 retain this copy for your records

CUSTOMER COPY

CHANGE \$0.00

 Your Savings Today! \$1.00

s.15 Card #XXXXXXXs.22

Opening Balance 54018
 Points Earned 13

s.15 Total Points 54031

s.15

100% MONEY BACK GUARANTEE
 if returned within 14 days of
 purchase with original receipt
 (some restrictions apply)

CASHIER NAME: Val D.
 C0284 #4741 08:40:39 23May2018
 S00910 R005

Your Survey Code: Barcode at the bottom
 Expires: 06/19/2018

 AIR MILES Number : *****s.22 ✓

1743836
 1 45SH 1TOUCH PUNCH 49.99B
 718103143110
 1 HST:CYB AC-104 19.89B
 646422102344
 1 RECYCLING FEE B.C. 0.25B
 889178
 1 EXERCISE BOOKS 3.59B
 065800121072
 1 OB SHREDDER LUBRICAN 13.46B
 718103042673
 1 OB 16-ct. shredder 5.46B
 718103172806
 1 OB 16-ct. shredder 5.46B
 718103172806
 1 WIRE FILE BLACK 13.29B
 718103014601
 1 CAMBRIDGE PAD 160P 5.62B
 043100063643
 1 CAMBRIDGE PAD 160P 5.62B
 043100063643
 1 OB PCLIPS JUMBO VI D 3.59B
 718103193979
 1 OB PCLIPS JUMBO VI D 3.59B
 718103193979
 1 OB LABEL WHT 2-5/8 X 15.21B
 718103116121

Subtotal 633.75
 PST 7.00% 44.36
 GST 5.00% 31.69
 Total \$709.80
 MasterCard 709.80

TRANSACTION RECORD

*****s.17 ✓ \$709.80 ✓
 Mastercard C Purchase
 Authorization Number 085852
 0010014960 90461 66278987
 06/12/18 14:29:53
 01/027 APPROVED - THANK YOU
 MasterCard A0000000041010
 0000008000 E800
 s.15

*** CARDHOLDER COPY ***