



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128204

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 Papadopoulos, James						Employee ID s.22						Phone Number (250) 356-0179					
Client Organization Advanced Education, Skills and Training						Job Title Ministerial Assistant						Travel Group Code 3					
5. Date Completed 2018/02/26				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 , 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		Vic- Vancouver (HJ)*	1400	2359		0.00				0.00	✓	30.75					
01/08		Van-Victoria (HJ)*	0700	1840		0.00		F-BDI	10.50								
01/14		Vic- Vancouver	1600	2359		0.00	✓	72.50	F-BLI	18.25	✓	161.24	✓	37.80			
01/15		Vancouver	0700	2359		0.00		F-	51.50		✓	161.24	✓	37.80			
01/16		Van- Kamloops -Vic	0700	2000 (AC)* and Ferry		0.00	✓	72.50	F-D	33.25				Hotel parking			
02/09		Vic- Vancouver -rtn (HA)*	1100	1700		0.00			F-BDI	10.50				Hotel parking			
* PCARD																	
TOTALS OF COLUMNS						36.	37.			38.	39.	40.	Claim Total				
						\$ 0.00	\$ 145.00			\$ 124.00	\$ 353.23	\$ 75.60	\$ 697.83				
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount					
019		11001		18000		5701		1100000		s.22		664.58 s.22					
019		11001		18000		5702		1100000				33.25					
019																	
019																	
Less Travel Advance																	
019																	
												54.					
												AMOUNT DUE TO EMPLOYEE					
												\$ 697.83					
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) E128204 for Papadopoulos, James

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/26 14:48:11	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/26 17:09:10	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/27 12:13:49	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/27 13:14:28	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/27 14:21:39	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/27 14:21:58	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/27 14:22:06	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Saved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/27 16:26:18	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Papadopoulos, James James.Papadopoulos@gov.bc.ca	Notified	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/02/28 16:38:25	Papadopoulos, James (IDIR\JPAPADOP) James.Papadopoulos@gov.bc.ca		Initiated	Avendano, Christian Christian.Avendano@gov.bc.ca
2018/02/28 16:46:00	Avendano, Christian ✓ (IDIR\CAVENDAN) Christian.Avendano@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128204 for Papadopoulos, James

3 note(s) returned.

Created On	Author	Note
2018/02/27 14:21:39	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Jan 7, 2018 - personal ride to HeliJet Vic/ Van (paid by p/c), personal ride to private lodging, dinner provided - o/n Jan 8, 2018 - breakfast provided, personal ride to meetings and events, personal ride to HeliJet Van/ Vic (paid by p/c), personal ride to home. Jan 14, 2018 - personal ride to BC Ferries Vic/ Van (paid by personal cc), personal ride to Hotel (paid by personal cc) - o/n Jan 15, 2018 - personal ride to meetings and events, personal ride to Hotel (paid by personal cc) - o/n Jan 16, 2018 - personal ride to Air Canada Van/ Kamloops, shared ride to meetings and events, shared ride to Air Canada Kamloops/ Van, Air Canada 8079 Van/ Vic cancelled, personal ride to BC Ferries Van/ Vic (paid by personal cc), personal ride to home.
2018/02/27 14:21:58	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	Feb 9, 2018 - walk to Harbour Air Vic/ Van (paid by p/c), walk to meetings and events, walk to Harbour Air Van/ Vic (paid by p/c), personal ride to home.
2018/02/27 14:22:06	Cox, Michael (IDIR\MICHACOX) Michael.Cox@gov.bc.ca	

Production *** Copyright © Government of British Columbia

Cox, Michael AEST:EX

From: passengerservices@helijet.com
Sent: Friday, January 5, 2018 11:28 AM
To: Papadopoulos, James AEST:EX; Cox, Michael AEST:EX
Subject: Papadopoulos, James - 07-Jan Vic Hrbr/ Van Hrbr HeliJet, return 08-Jan 2018



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	James Papadopoulos
	Company	Ministry Of Advanced Education, Skills And Training

Booking s.22

Sunday, January 7, 2018

786

14:30 Victoria Harbour

15:05 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

James Papadopoulos, Male

[Add to Calendar](#)

Invoice #246816

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Weekend and Off Peak Fares

Booking s.22**Monday, January 8, 2018****729****17:45 Vancouver Harbour****18:20 Victoria Harbour****35 minutes****Confirmed****1 Passengers - Sale**

James Papadopoulos, Male

[Add to Calendar](#)

Invoice #246817

SALE - Seat Sale \$189

\$180.00

+ GST

\$9.00

Billing

\$180.00

Taxes

\$9.00

Grand Total**\$189.00****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-

s.22

my Visa account

Active Account

Transactions

Update Profile

Account Services

s.22

[Register Another Account](#)[Logout](#)

Bank Messages

[Welcome to Online Access](#)

Account Summary

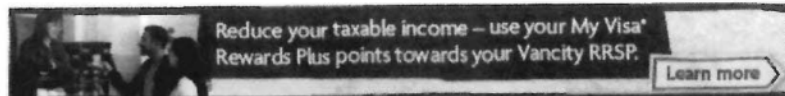
s.22

Statement Summary

Payment Due 12/03/2018

s.22

Transactions



Select period to review:

January 19, 2018 Go

To download these transactions, select format:

Quicken 2005 & Earlier (.qif) Go

My Profile

s.22

Billing Address:

s.22

Contact Info:

Home Phone s.22

Work Phone -

Info incorrect? [Contact Us](#)

My Rewards

s.22

[To start redeeming click here](#)

Past Activity Summary

Previous Balance s.22
Payment Due
Total Payments Receive
Past Due Amount

Ending Balance s.22
Overlimit Fee
Other Fees
Purchase Interest Charge

Cash Interest Charge s.22
Total Purchases
Total Credits
Total Cash Advances

Click the Transaction Description to view details.

Trans Date	Post Date	Transaction Description	Debits	Credits
17/01/2018	18/01/2018	BCF-COASTAL CELEBRATION	\$24.94	
16/01/2018	17/01/2018	BCF - TSAWWASSEN	<u>\$72.50</u>	
16/01/2018	18/01/2018	s.15	\$398.08	
15/01/2018	16/01/2018	BCF-COASTAL RENAISSANCE	\$13.63	
15/01/2018	16/01/2018	BCF-SWARTZ BAY	<u>\$72.50</u>	

s.22

James Padadopoulos

Guest Folio

Room Type: s.15

Arrival Date: 14 Jan 2018

Departure Date: 16 Jan 2018

Room: s.15

Folio: s.22

CC Number: *****s.17

Date	Folio	Reference	Amount	Tax	Total
14 Jan 2018	1	Room Charge	\$139.00	\$22.24	\$161.24
14 Jan 2018	1	Hotel Parking	\$30.00	\$7.80	\$37.80
15 Jan 2018	1	Room Charge	\$139.00	\$22.24	\$161.24
15 Jan 2018	1	Hotel Parking	\$30.00	\$7.80	\$37.80
16 Jan 2018	1	Check-Out (Payment: VISA)	\$-398.08	\$0.00	\$-398.08
Room Charges			\$278.00	\$44.48	\$322.48
Other Charges			\$60.00	\$15.60	\$75.60
Credits			\$-398.08	\$0.00	\$-398.08
Balance					\$0.00

TAX	3.00 %	\$278.00	\$8.34
PARKING PST	21.00 %	\$60.00	\$12.60
PST	8.00 %	\$278.00	\$22.24
GST	5.00 %	\$338.00	\$16.90

Signature _____

s.15

Feb 26, 2018 16:26

Booking Confirmation

Booking Reference: s.22

Date of issue: 04 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.

- Flight 1

Economy Tango

Tuesday
16 Jan, 2018

12:15
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

13:07
Kamloops
(YKA), BC


AC8194

0hr52
Economy W
Operated by: Air Canada Express -
Jazz | Dash 8-300

- Flight 2

Economy Tango

Tuesday
16 Jan, 2018

16:50
Kamloops
(YKA), BC

17:49
Vancouver
Vancouver Intl. (YVR), BC
Terminal M


AC8195

0hr59
Economy H
Operated by: Air Canada Express -
Jazz | Dash 8-300

Layover in Vancouver

1hr46

Tuesday
16 Jan, 2018

19:35
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

20:05
Victoria
Victoria Intl. (YYJ), BC


AC8079


0hr30
Economy H
Operated by: Air Canada Express -
Jazz | Q400

Total duration

3hr15

did not use.

Passengers

 **James Papadopoulos**

Ticket Number
0142188025022

Seats

AC8194 -
AC8195 -
AC8079 -



Purchase summary

MasterCard

*****s 17

Amount paid: \$590.23

Tax information

GST/HST no. 10009-2287 RT0001

\$28.11

1 adult



Air Transportation Charges

Base Fare - Flight 1 - Economy Tango 194.00

Base Fare - Flight 2 - Economy Tango 332.00

Surcharges 24.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 28.11

Air Travellers Security Charge 7.12

Airport Improvement Fee - Canada 5.00

Total airfare and taxes before options **\$590²³**

GRAND TOTAL (Canadian dollars) \$590²³



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.

Cox, Michael AEST:EX

From: reservation@harbourair.com
Sent: Friday, January 26, 2018 2:31 PM
To: Cox, Michael AEST:EX
Subject: Papadopoulos, James = Vic Hrbr/ Van Hrbr 09-Feb 2018 11:30-12:05 Harbour Air 2100s.17 , return 16:00-16:30 Harbour Air 221s.17

Follow Up Flag: Follow up
Flag Status: Completed

[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

James Papadopoulos

Booking #s.17

Friday, February 9, 2018

Invoice #s.17

Flight #2100

Air Transportation Charges

11:30 Victoria Harbour / Map

Sked 200/300 : Standard GO Flex

\$186.64

12:05 Vancouver Harbour / Map

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee

\$0.00

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

James Papadopoulos, Male

Add to Calendar

Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$9.85
Billing	\$197.15
Taxes	\$9.85
Grand Total	\$207.00

Fare Conditions:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking s.17

Friday, February 9, 2018

Flight #221

16:00 Vancouver Harbour / Map

16:30 Victoria Harbour / Map

30 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		
James Papadopoulos, 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



Control No.

E127945

Name	Employee ID	Phone Number
Harrison, Veronicas.	s.22	(250) 356-2178
Client Organization	Job Title	Travel Group Code
Public Safety and Solicitor General Education	Ministerial Assistant	3

5. Date Completed 2018/01/23		6. Fiscal Year 2018		7. Special Cheque Issue				8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel business / support staff						Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates 2018 01/19 01/20	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
	Travel vic to PG	0900	2000		0.00	10.25	F-B	41.00	134.56	s.22	Car Rental
	Travel PG to Vic	0700	1500		0.00		F-D	33.25		41.26	
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 10.25		38. \$ 74.25	39. \$ 134.56	40. \$ 41.26	Claim Total \$ 260.32
48. Client Code 010-062 010 010 010	49. Resp. 22001-1001	50. Service Line 06000 18000		51. STOB 5702	52. Project 2200000-1100000-		45. Supplier Code s.22		Amount \$ 260.32		
Less Travel Advance 010											
										54. \$ 260.32	
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) E127945 for Harrison, Veronica s.

14 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/01/23 10:39:39	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/01/23 10:47:00	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/01/23 11:12:47	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/01/23 11:45:55	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s.2 Veronica.Harrison@gov.bc.ca
2018/01/23 11:46:21	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/01/23 11:55:38	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/01/23 12:11:32	Harrison, Veronica s. (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Initiated	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/01/25 17:23:50	Fleming, Rob (IDIR\ RFLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/02/08 09:29:21	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Recalled	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 09:29:46	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 09:29:54	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 09:30:45	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 14:29:15	Harrison, Veronica s. (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Initiated	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/02/15 14:42:42	Fleming, Rob (IDIR\ RFLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E127945 for Harrison, Veronica s.

1 note(s) returned.

Created On	Author	Note
2018/01/23 11:45:55	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	January 19th Travel Vic to PG- full per diem minus breakfast, car rental in Vancouver (national) one night stay at s.15 , flight with West Jet January 20 Travel PG to Vic full per diem minus dinner, flight Air Canada

Production *** Copyright © Government of British Columbia



Rental Agreement # s.22
Invoice # 15025299303

Renter Information

Renter Name

VERONICA HARRISON

Renter Address

s.22

Contract

EMERALD CLUB MEMBERS

Rental Credits

1 credit has been awarded for this rental

Vehicle Information

RAV4

License #: CK981F

State/Province: BC

Vehicle Class Driven

Intermediate SUV 4-Door/Automatic/Air

Vehicle Class Charged

Intermediate 2 or 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 29,751 Ending: 29,820

Total: 69

Trip Information

Pickup

Fri, Jan 19 2018 12:50 P.M.

Start Charges

Fri, Jan 19 2018 2:44 P.M.

PRINCE GEORGE ARPT (YXS) ✈

4141 AIRPORT ROAD

PRINCE GEORGE, BC V2L2Y7

CAN

Return

Sat, Jan 20 2018 8:42 A.M.

PRINCE GEORGE ARPT (YXS) ✈

4141 AIRPORT ROAD

PRINCE GEORGE, BC V2L2Y7

CAN

Rental Charges

Rental Rate	Time & Distance 1 Day at 29.95 CAD / Day	29.95 CAD
	Free Distance	Included
Add-Ons	Discount (10.00%)	-3.00 CAD
Taxes and Fees	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Goods And Services Tax (5.00%)	1.85 CAD
	Vehicle License Recoupment 3.99/day (3.99 CAD / Day)	3.99 CAD
	Concession Recoup Fee 14.50 Pct (14.50%)	4.49 CAD
	Provincial Sales Tax (7.00%)	2.48 CAD
Total		41.26 CAD
(Subject to audit)		
Amount charged on Jan 20 2018 to MASTERCARD (5016)		(41.26 CAD)
Amount Due		0.00 CAD

Thank you for renting with
National Car Rental

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently Asked Questions or send us a secured message by visiting our [Support Center](#)

Car Rental Location not on CSA Location List same vehicle on list is \$43.79 +tax.

Reimbursing this claim and have advised employee that policy must be followed with CSA for future travel.

Ms Veronica Harrison
 0 PO Box 9877 Stn Prov Govt
 0
 Victoria BC V8W9T6
 CANADA

Receipt

Invoice date 1/20/2018
 Our reference s.15
 GST Number s.15

Guest	Ms Veronica Harrison	Arrival	1/19/2018	Departure	1/20/2018	Room	s.15
Date	Description	Quantity	Unit Price		Total ()		
1/19/2018	Room Charge	1	116.00		116.00		
1/19/2018	GST Taxes	1	5.80		5.80		
1/19/2018	Hotel Room Tax 8%	1	9.28		9.28		
1/19/2018	Municipal Room Tax 2%	1	3.48		3.48		
				Total invoice		134.56	
1/20/2018	MC **s.17					-134.56	
				Total Paid		-134.56	
				Total Due		0.00	

Total GST 5.80

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 _____

Booking Confirmation

Booking Reference: s.22

Date of issue: 04 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

Saturday
20 Jan, 2018

09:30
Prince George
(YXS), BC

10:48
Vancouver
Vancouver Intl. (YVR), BC
Terminal M


AC8204

1hr18
Economy T
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

1hr22

Saturday
20 Jan, 2018

12:10
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

12:37
Victoria
Victoria Intl. (YYJ), BC



AC8065

0hr27
Economy T
Operated by: Air Canada Express -
Jazz | Dash 8-300

Total duration

3hr07

Passengers

 **Veronica Harrison**

Ticket Number
0142188002077

Seats

AC8204 s. 1
AC8065 -



Purchase summary

MasterCard

XXXXXXXXXX 17

Amount paid: \$198.58

Tax information

GST/HST no. 10009-2287 RT0001

\$9.46

1 adult

Air Transportation Charges

Base Fare

135.00

Surcharges

12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

8.96

Air Travellers Security Charge

7.12

Airport Improvement Fee - Canada

25.00

Total airfare and taxes before options

\$188⁰⁸

Seat selection

Veronica Harrison

AC8204S.1 - Standard Seat (Window)

10.00

Goods and Services Tax - Canada no. 100092287 RT0001

0.50

Total with options and seat selection fee:

\$198⁵⁸

GRAND TOTAL (Canadian dollars)

\$198⁵⁸



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.



eTicket Receipt

Prepared For
HARRISON/VERONICA MS

RESERVATION CODE	s.22
ISSUE DATE	03Jan18
TICKET NUMBER	8382132535418
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/MDV

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
19Jan18	WESTJET WS 3354 Operated by: WESTJET ENCORE	VICTORIA BC, CANADA Time 11:35am	VANCOUVER BC, CANADA Time 12:05pm Terminal MAIN TERMINAL	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GA14K Not Valid Before 19JAN18 Not Valid After 19JAN18
19Jan18	WESTJET WS 3285 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 1:15pm Terminal MAIN TERMINAL	PRINCE GEORGE BC, CANADA Time 2:34pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GA14K Not Valid Before 19JAN18 Not Valid After 19JAN18

Allowances

Baggage Allowance

YYJ to YXS - 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

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	TRAVEL BANK : XXXXXXXXXXXX s.17
Fare Calculation Line	YYJ WS X/YVR WS YXS142.00CAD142.00END
Fare	CAD 142.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 8.81 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 184.93

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 visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

Veronica - PG trip.

~ E127945 ~

Per diems - Fri: lunch, dinner
Sat: breakfast, lunch

Hotel - \$134.56

Gas - \$10.25

Car - \$41.26

ESSO
CENTENIAL ON THE RUN
1085 GREAT ST PRINCE G
EORGE, BC V2L 4

ESSO EXPRESS PAY

2018-01-20 08:29:17

TRANS #: 027682
Station#: 00321901
GST #: R133973057

PUMP 2
EREG \$10.25
8.925L AT \$1.149/L

GST INCLUDED \$ 0.49

TOTAL \$10.74

Type: PURCHASE
MASTERCARD
C *****s.17
INVOICE NO: VLS59911
AUTH: 04194S-F

CAPITAL ONE
A00000000041010
0000001000
E800

01 Approved - Th
ank You 027

VERIFIED BY PIN

Loyalty: NO

You could have
earned 10 Esso Extra
points. Your first
reward starts at 150
points.
Pick one up in store
or visit
essoextra.com

Reconciliation ID:
VLS518012008281786

-- IMPORTANT --
Retain This Copy
For Your Records

- Customer's Copy -

JAN 23 2018



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128072

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 Harrison, Veronicas.				Employee ID s.22				Phone Number (250) 356-2178					
Client Organization Public Safety and Solicitor General Education				Job Title Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2018/02/08			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 PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2													
16. Travel Dates 2018 01/29 01/30	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	Cost	Describe	
		* Travel Vic to Va (HJ)	0700	2000		0.00		66.40	F-	51.50		107.55	National Car Rental
		* Travel Van to Vi (HJ)	0700	2000		0.00		7.60	F-D	33.25			
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total		
					\$ 0.00	\$ 74.00		\$ 84.75	\$ 0.00	\$ 107.55	\$ 266.30		
48. Client Code 062 010- 010 010 010		49. Resp. 22004-1001-		50. Service Line 06000 18000-		51. STOB 5702012		52. Project 220000004-100000		45. Supplier Code s.22		Amount \$ 266.30	
Less Travel Advance 010													
										54. \$ 266.30			
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) E128072 for Harrison, Veronicas.2

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/08 11:43:53	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 11:50:58	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 12:01:11	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s.2 Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 14:36:53	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 14:38:27	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s.2 Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 14:38:36	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/02/08 14:39:16	Harrison, Veronica s. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Initiated	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/02/09 16:09:12	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca	Redirected	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/02/15 14:43:31	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128072 for Harrison, Veronica s.

1 note(s) returned.

Created On	Author	Note
2018/02/08 11:50:58	Schell, Kaitlin (IDIR\KASCHELL) Kaitlin.Schell@gov.bc.ca	Jan.29 Travel Vic to Van, Helijet 8:00am 66.80 in cab fare, National Care Rental, full per diem (No lodging costs as stayed with friend in city) Jan. 30 Travel Van to Vic- National car rental, Cab ride, full per diem minus dinner, Helijet 2:10 Feb. 01 Day Trip Kelowna flight to Kelowna at 9:00am, Full per- diem , enterprise car rental, return flight 8:00pm

Production *** Copyright © Government of British Columbia



RA #s.22

Bill Ref# s.22

Renter Name VERONICA HARRISON
s.223ST/HST 889365821
2ST 1021523719Rental Location
VANCOUVER PAN PACIFIC 73
999 CANADA PL
VANCOUVER

29-JAN-2018 12:10 PM

BC V6C3B5

Phone (604)609 7160

Contract ID

Return Location
VANCOUVER PAN PACIFIC 73

30-JAN-2018 01:26 PM

Hope you enjoyed your free upgrade

Vehicle # HH657552
Model 300S
Class Driven PXAR
Class Charge CCAR
License# FA542N
State/Province BRITISH COLUMBIA
M/Kms Driven 73
M/Kms Out 11855
M/Kms In 11928

Charges	No	Unit	Price/Unit	Amount
TIME & DISTANCE	1	Days	36.89	36.89 *
TIME & DISTANCE	1	Hours	18.45	18.45 *
UNLIMITED MILES/KM - TIME & DIST		M/Kms		0.00 *
DISCOUNT - TIME & DIST 10.00%			55.34	-5.53 *
FUEL SERVICE OPTION	1	Rental	44.38	44.38 *
PROV VEHICLE RENTAL TAX \$1.50/DAY	2	Days	1.50	3.00 *
VLf REC .90/Day	2	Days	0.90	1.80 *
PROVINCIAL SALES TAX @7.000 %			51.61	3.61
GOODS AND SERVICES TAX @5.000 %			98.99	4.95

Rate Info

Messages

* Taxable Items
Subject to Audit
Your Emerald Club Number is s.22

Total Charges CAD 107.55

Payments
Master Card s.17
AUTH: s.17 29-JAN-2018 107.55 Payment -107.55

Customer Service Number 1-800-468-3334

Emerald Club rental credits will be posted within 24 hours

Amount Due CAD 0.00

Van trip - Veronica

Car rental - \$107.55

Taxis - home to helijet - \$30.30

- helijet to pan pacific - \$12.60

- helijet to leg - \$10.10

Parking - \$32.00

Per diems - Jan. 29 - full

Jan. 30 - break/lunch

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	Billing	\$928.56
35 minutes	Taxes	\$46.44
	Grand Total	\$975.00

Confirmed	
	<div>Mastercard</div> <div>\$975.00</div>
3 Passengers - Peak	
<ul style="list-style-type: none"> Robert Fleming, Male Veronica Harrison, Female Will Maartman, Male 	<div>Date / Time</div> <div>January 29, 2018 @ 8:12:04 AM</div> <div>Summary</div> <div>#**** **s.17</div> <div>Expiration</div> <div>s.17</div> <div>Authorization</div> <div>111203</div>
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:
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	Invoice #256849	
719	FARE-YWH-Full_Winter17-18	\$900.00
14:10 Vancouver Harbour	+ GST	\$45.00
14:45 Victoria Harbour	Billing	\$900.00
35 minutes	Taxes	\$45.00
	Grand Total	\$945.00

Confirmed

3 Passengers - Full-Fare

- Robert Fleming, Male
- Veronica Harrison, Female
- 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:

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.

Veronica Cform

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400W1

**** PURCHASE ****

01-30-2018 14:57:15
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: VERONICA HARRISON
A0000000041010 MasterCard

Operator: 225
Trace # 10577
Inv. # 1281
Auth # 175715 RRN 001992006

Purchase \$7.60
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240070

**** PURCHASE ****

01-29-2018 08:04:47
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: VERONICA HARRISON
A0000000041010 MasterCard

Operator: 070
Trace # 12987
Inv. # 070
Auth # 110447 RRN 001094002

Purchase \$26.80
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/29
TIME 0070 09:18:26
CLERK ID 2222
RECEIPT NUMBER
C85046012-001-143-002-0

PURCHASE
AMOUNT \$7.60
TIP s.22
TOTAL

MasterCard
A0000000041010
5668076A00606E33
0000008000-E800
57300DF831D0C865

APPROVED

AUTH# 121826 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Canada Place Parkade
999 Canada Place
Vancouver BC, V6C 3C1

Fee Computer Number: 9
Cashier: Id #312
Transaction Number: 32927
Entered: 01/29/2018 15:16
Exited: 01/29/2018 20:07
Ticket #18880 Dispenser #15
Lot: Lot 40
Area: Area 1
Rate: Canada Place
Parking Fee: \$ 32.00
Total Fee: \$ 32.00
Mastercard A \$ 32.00
Credit Card Number: s.17
Total Paid: \$ 32.00

Thank you for visiting
Canada Place
G.S.T# 120996095RT0005



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127999

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 Gunn, Paulas.2				Employee ID s.22				Phone Number s.22																																																																																						
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3																																																																																						
5. Date Completed 2018/01/31			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information																																																																																						
Type of Travel Out of Province			14. Reason for Travel Ministerial Buisness					Headquarters Victoria																																																																																						
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2																																																																																														
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <td></td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td></td> <td>Claim</td> <td>Cost</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td>2018</td> <td>*PCard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>01/24</td> <td>* Vic-Van-Ottawa(AC)</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-B</td> <td>41.00</td> <td>233.86</td> <td>81.65</td> <td>Taxi</td> </tr> <tr> <td>01/25</td> <td>Ottawa</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-BL</td> <td>30.50</td> <td>233.86</td> <td>8.73</td> <td>Taxi</td> </tr> <tr> <td>01/26</td> <td>Ottawa-Van-Vic-</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-D</td> <td>33.25</td> <td>233.86</td> <td></td> <td></td> </tr> <tr> <td>01/27</td> <td>*Ottawa - Van-Vic(AC)</td> <td>0900</td> <td>1200</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </table>											16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2018	*PCard											01/24	* Vic-Van-Ottawa(AC)	0900	1159		0.00		F-B	41.00	233.86	81.65	Taxi	01/25	Ottawa	0900	1159		0.00		F-BL	30.50	233.86	8.73	Taxi	01/26	Ottawa-Van-Vic-	0900	1159		0.00		F-D	33.25	233.86			01/27	*Ottawa - Van-Vic(AC)	0900	1200		0.00			0.00			
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																																																																																													
01/24	* Vic-Van-Ottawa(AC)	0900	1159		0.00		F-B	41.00	233.86	81.65	Taxi																																																																																			
01/25	Ottawa	0900	1159		0.00		F-BL	30.50	233.86	8.73	Taxi																																																																																			
01/26	Ottawa-Van-Vic-	0900	1159		0.00		F-D	33.25	233.86																																																																																					
01/27	*Ottawa - Van-Vic(AC)	0900	1200		0.00			0.00																																																																																						
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total																																																																																			
					\$ 0.00	\$ 0.00		\$ 104.75	\$ 701.58	\$ 90.38	\$ 896.71																																																																																			
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount																																																																																						
039 039 039 039		18YAA	14001	5701-05	1800000	s.22		\$ 896.71																																																																																						
Less Travel Advance																																																																																														
039																																																																																														
AMOUNT DUE TO EMPLOYEE										54.																																																																																				
										\$ 896.71																																																																																				
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed																																																																																						
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed																																																																																						
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed																																																																																						

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Feb27
SLP

Audit Trail for Travel Voucher (Restricted Use) E127999 for Gunn, Paula S.

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/01/31 09:45:50	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s Paula.Gunn@gov.bc.ca
2018/01/31 10:23:51	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/02/02 15:08:21	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/02/02 15:10:03	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/02/02 15:19:32	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca
2018/02/05 10:34:19	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/02/06 09:41:47	Gunn, Paula s... (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/02/26 15:30:43	Conroy, Katrine (IDIR\KCONROY) Katrine.Conroy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E127999 for Gunn, Paula s..

1 note(s) returned.

Created On	Author	Note
2018/02/02 15:08:21	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Paula Travelled to Ottawa(taxi's paid on her pcard) flights paid on MKC's travel card;PCard stayed three nights at the 's.15 paid on PG's Travel card, she got a ride home from the Airport on the 27th

Production *** Copyright © Government of British Columbia

EXPENSES – Paula Gunn 2018

Home: s.22

MILEAGE from home: 7.9 km to Harbour Air AND to BC Leg, 10 K to Helijet

Nanaimo Departure Bay to Home is 120 km

s.17

[illegible]

Gunn, Paula
 Victoria, BC
 Canada

Page Number 1
 AR Account s.17
 Invoice Number s.22
 Invoice Date 02-02-2018

INVOICE

Tax ID - s.15

Date	Description	Charge	Credit	Balance
31-JAN-18	s.22 /Folio ***Gunn, Paula s.15			
24-JAN-18	Room	199.00		
24-JAN-18	Tax-HST Rooms	25.87		
24-JAN-18	Municipal Accomodatio	7.96		
24-JAN-18	Municipal Accomodatio	1.03		
25-JAN-18	Room	199.00		
25-JAN-18	Tax-HST Rooms	25.87		
25-JAN-18	Municipal Accomodatio	7.96		
25-JAN-18	Municipal Accomodatio	1.03		
26-JAN-18	Room	199.00		
26-JAN-18	Tax-HST Rooms	25.87		
26-JAN-18	Municipal Accomodatio	7.96		
26-JAN-18	Municipal Accomodatio	1.03		
		701.58		701.58
02-FEB-18	s.17 /Adjustment Payment			
02-FEB-18	Mastercard-s.17		-701.58	
			-701.58	-701.58

Current	Over 30	Over 60	Over 90	Balance
				0.00

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID: 524 003 040
MERCHANT ID: 43552004
VEHICLE ID: 1200
DRIVER ID: 00051151
TRIP NUMBER: 4316
PASSENGERS: 1
DATE: 24 2018
START: 17:23
END: 17:25
FARE AMOUNT: \$ 0.00

TIP AMOUNT: s.22

TOTAL: \$

MASTER CARD SALE: s.17

APPROVAL NUMBER: 17251

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLUETAXI.COM
TAXI118



BLUEBIRD CABS #75
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/24
TIME 5218 06:23.04
RECEIPT NUMBER
C85021072-001-065-007-0

PURCHASE
AMOUNT \$50.20
TIP s.22
TOTAL

MasterCard
A00000000041010
727984FB0475A9B3
0000008000-E800
FCDA1BC0A6878BF7

APPROVED
AUTH# 092304 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID: 514 719 56
MERCHANT ID: 43552004
VEHICLE ID: 1200
DRIVER ID: 00051151

TRIP NUMBER:
PASSENGERS:

DATE: 24 2018
START: 18:42
END: 18:44

FARE AMOUNT:

TIP AMOUNT: s.22

TOTAL: \$

MASTER CARD SALE: s.17

APPROVAL NUMBER: 17251

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLUETAXI.COM
TAXI118



Booking Confirmation

Booking Reference: s.22

Date of issue: 19 Dec, 2017

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 Flex

Wednesday
24 Jan, 2018

08:00
Victoria
Victoria Intl. (YYJ), BC

08:27
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

 AC8056

0hr27
Economy S
Operated by: Air Canada Express -
Jazz | Q400
Air Canada Bistro

Layover in Vancouver

0hr58

Wednesday
24 Jan, 2018

09:25
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

16:58
Ottawa
Ottawa Intl. (YOW), ON

 AC340

4hr33
Economy S
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

Total duration

5hr58

- Return

Economy Flex

Saturday
27 Jan, 2018

07:00
Ottawa
Ottawa Intl. (YOW), ON

09:29
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

 AC341

5hr29
Economy K
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

Layover in Vancouver

1hr36

Saturday
27 Jan, 2018

11:05
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

11:35
Victoria
Victoria Intl. (YYJ), BC

 AC8063

0hr30
Economy K
Operated by: Air Canada Express -
Jazz | Q400
Air Canada Bistro


Total duration

7hr35

Passengers

 **Katrine Conroy**
Ticket Number
0142187329554
Air Canada - Aeroplan
s.17:s.22

Seats
AC8056 s.1
AC340 5
AC341
AC8063

 **Paula Gunn**
Ticket Number
0142187329555

Seats
AC8056
AC340
AC341
AC8063



Purchase summary.

MasterCard

***** 17
Amount paid: \$1814.40

Tax information

GST/HST no. 10009-2287 RT0001
\$83.92
GST/HST no. 10009-2287 RT0001
\$5.98



Base Fare - Depart - Economy Flex	461.00
Base Fare - Return - Economy Flex	303.00
Surcharges	46.00



Goods and Services Tax - Canada no. 100092287 RT0001	41.96
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.99
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	38.00

Total airfare and taxes before options (per passenger)
\$907²⁰

Number of passengers
X 2

Total
\$1,814⁴

GRAND TOTAL (Canadian dollars)
\$1814⁴⁰



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.




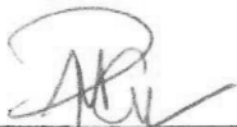
TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☒ Out-of-Province
 ☐ Out-of-Canada
 ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)			VOTE
Children and Family Development			
EMPLOYEE NAME		EMPLOYEE ID.	
Paula Gunn		s.22	
POSITION		BARGAINING UNIT / GROUP NO.	
Ministerial Assistant			
BRANCH / LOCATION / REGION			
Victoria, BC			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2018/01/24	2018/01/27	3	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS			
<input type="checkbox"/> N / A, OR:			
DESTINATIONS			
Ottawa			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	910
Meals	
Lodging	800
Overtime	
Fees	
Other	
SUB TOTAL	1,710
Less Costs paid by others	
TOTAL COSTS	1,710

METHOD OF TRAVEL Flight	SIGNATURES Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY						
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. Federal Minister meeting in Ottawa	DIRECTOR <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">APPROVED</td><td style="width: 33%; text-align: center;">NOT APPROVED</td><td style="width: 34%; text-align: center;">DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td style="height: 40px;"></td><td></td><td></td></tr> </table>	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD			
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD				
	ASSISTANT DEPUTY MINISTER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">APPROVED</td><td style="width: 33%; text-align: center;">NOT APPROVED</td><td style="width: 34%; text-align: center;">DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td style="height: 40px;"></td><td></td><td></td></tr> </table>	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD			
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD				
DEPUTY MINISTER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">APPROVED</td><td style="width: 33%; text-align: center;">NOT APPROVED</td><td style="width: 34%; text-align: center;">DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td style="height: 40px;"></td><td></td><td></td></tr> </table>	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD				
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD					
MINISTER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">APPROVED</td><td style="width: 33%; text-align: center;">NOT APPROVED</td><td style="width: 34%; text-align: center;">DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td style="height: 40px; text-align: center;">  </td><td></td><td></td></tr> </table>	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD				
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD					
							
EMPLOYEE'S SIGNATURE <div style="text-align: center;">  </div>							

2017/12/18

DATE SIGNED
YYYY / MM / DD

DATE SIGNED
YYYY / MM / DD

Reset Form



Travel Voucher (Restricted Use)

Control No.

E128057

Name Beale, William ✓	Employee ID s.22	Phone Number s.22
Client Organization Agriculture	Job Title Ministerial Assistant	Travel Group Code 3

5. Date Completed 2018/02/06	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 Vancouver/Victoria
-------------------------------	---	------------------------------------

12. Mailing Address for Cheque

Room 325-501 Belleville St. Victoria BC, BC V8V 1X4

[illegible]

	36.	37.		38. ✓	39. ✓	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 0.00		\$ 66.50	\$ 125.35	\$ 0.00	\$ 191.85

48.	Client Code 130 130 130 130	49.	Resp. 29001	50.	Service Line 30000	51.	STOB 5702	52.	Project 2900000	45.	Supplier Code s.22	Amount \$ 191.85
------------	--	------------	-----------------------	------------	------------------------------	------------	---------------------	------------	---------------------------	------------	------------------------------	----------------------------

[illegible]

			AMOUNT DUE TO EMPLOYEE	54.
				\$ 191.85

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) E128057 for Beale, William

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/06 14:26:01	Johnson, Lisa S. (IDIR\LEJOHN) Lisa.Johnson@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/02/06 14:26:09	Johnson, Lisa S. (IDIR\LEJOHN) Lisa.Johnson@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Notified	Beale, William William.Beale@gov.bc.ca
2018/02/15 21:47:06	Beale, William (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/21 12:31:07	Smith, Jessica C. ✓ (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128057 for Beale, William

1 note(s) returned.

Created On	Author	Note
2018/02/06 14:26:01	Johnson, Lisa S. (IDIR\LEJOHN) Lisa.Johnson@gov.bc.ca	Jan 24 flew H/A Victoria-Pitt Meadows (Pcard), taxi from Pitt Meadows to Abbotsford (paid for on MA Jessica Smith's MC), overnight in Abbotsford (MC) Jan 25 flew Abbotsford to Victoria (Pcard), taxi YYJ- Saanich w/MLP (paid on MLP's Pers CC)

Production *** Copyright © Government of British Columbia

Account: s.17

Date: 1/25/18

Room: s.15 GROUP~

Arrival Date: 1/24/18

Departure Date: 1/25/18

Check In Time: 1/24/18 5:41 PM

Check Out Time: 1/25/18 10:04 AM

Beale, William ✓

BC Agriculture Council

325-501 Belview St.

Victoria, BC V8V1X4

Rewards Program ID:

You were checked out by: jmigue

You were checked in by: jmorri

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
✓ 1/24/18	Room Charge	s.15 Beale, William CSA single rate \$79.00,plus taxes per night	109.00
1/24/18	Room Tax		8.72
1/24/18	GST	Ministers approval, requested Feb 28/18	5.45
1/24/18	MDRT		2.18
1/25/18	Master Card		(125.35)
		XXXXXXXXXXXXs.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.

Johnson, Lisa E AGRI:EX

From: reservation@harbourair.com
Sent: Wednesday, January 24, 2018 9:15 AM
To: Johnson, Lisa E 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 ✓	Invoice s.17
Flight #710	Air Transportation Charges
15:30 Victoria Harbour / Map	Sked 700 : Standard GO Flex \$455.19
16:05 Pitt Meadows / Map	Taxes, Fees and Charges
35 minutes	All Skeds - Baggage : Checked Baggage Fee \$0.00
KK- Confirmed	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 ✓

Billing	\$457.14
Taxes	\$22.86
Grand Total	\$480.00

Add to Calendar**Fare Conditions:**

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

Baggage:**All routes (except routes listed below)**

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

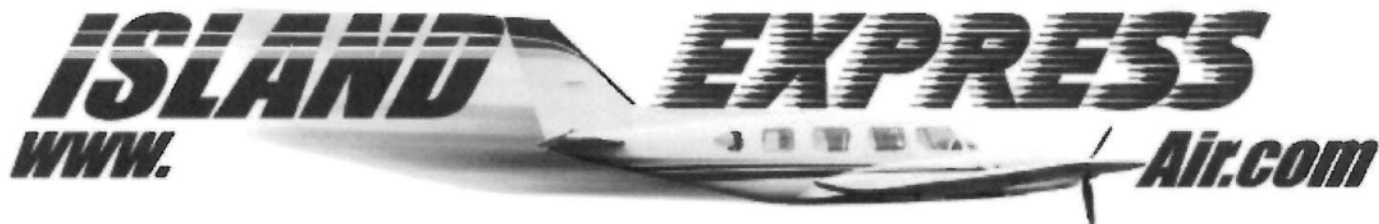
50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking 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:**



Billed to :	Justine Wendland
Address :	PO Box 9043 Stn Prov Govt, Victoria British Columbia, Canada V8W 9E2
Contact name & phone # :	Justine Wendland 250-387-1023, \$22

Invoice No : 40041 Invoice date : 2018-Jan-04
GST No : RT 83362 7896 Flight Date : 2018-Jan-25 ✓

You are confirmed on the following flights :

	Passenger Name	Flight No	Flight Time	From	To
1	William Beale ✓ (M)	304 FLX	04:30 pm	YXX	YYJ

	Ticket Fare	FSC/Nav Can.	Airport Improv.	Security Tax	Luggage	GST	Total
1	100.00	16.69	0.00	7.12	0.00	6.19	130.00
Total	100.00	16.69	0.00	7.12	0.00	6.19	\$ 130.00
PAID							\$-130.00
Due							\$ 0.00

** Please note: some amounts may include rounded down half pennies. The final total properly reflects these items.
*** FLX denotes a Flex Ticket. FRD denotes a Freedom Ticket

ISLAND EXPRESS AIR

1-604-856-6260 1-888-856-6260

30440 Liberator Avenue
Abbotsford, BC V2T 6H5



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128099

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 Beale, William ✓			Employee ID s.22			Phone Number s.22							
Client Organization Agriculture			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 Meetings with Minister				Headquarters Victoria							
12. Mailing Address for Cheque Room 325-501 Belleville St Victoria BC, BC V8V 1X4													
16. Travel Dates 2018 01/29	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
	Destination Vic-vancouver (HJ)	Start 0800	End 2200	Km	Cost 0.00	P/Card	Claim F-D	Cost 33.25	Lodging Costs 222.07	Cost	Describe		
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. ✓ \$ 33.25	39. ✓ \$ 222.07	40. \$ 0.00	Claim Total \$ 255.32	✓	
48. Client Code 130 130 130 130		49. Resp. 29001		50. Service Line 30000		51. STOB 5702		52. Project 2900000		45. Supplier Code s.22		Amount \$ 255.32	
Less Travel Advance 130													
										AMOUNT DUE TO EMPLOYEE		54. \$ 255.32	
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) E128099 for Beale, William

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/14 10:36:41	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/02/14 10:40:08	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/02/14 10:40:35	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Notified	Beale, William William.Beale@gov.bc.ca
2018/02/14 10:40:50	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/02/15 21:45:42	Beale, William (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/02/21 12:30:31	Smith, Jessica C. ✓ (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128099 for Beale, William

1 note(s) returned.

Created On	Author	Note
2018/02/14 10:40:08	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Jan 29, 2018 flew vic-van (p-card), Overnight in van. Note* presentation of charges on hotelfolio due to hotel staff errors and adding/removing hotel refreshment charges. Moved to separate invoice paid by Ministerial Assistant.

Production *** Copyright © Government of British Columbia

From: [Janke, Debra FIN:EX](#)
To: [Wendland, Justine AGRI:EX](#)
Subject: TV#E128099 William Beale
Date: Tuesday, March 6, 2018 3:14:50 PM

Hi Justine,

For auditing purposes, air invoices need to be included with the travel claim receipts.

Please email air invoice for January 29.

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: passengerservices@helijet.com
To: [Johnson, Lisa E AGRI:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: Tuesday, January 23, 2018 3:03:08 PM

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 William Beale

Booking **s.22**

Monday, January 29, 2018

730

18:00 Victoria Harbour

18:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

· William Beale, Male

[Add to Calendar](#)

Invoice #254869

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

Booking **s.22**

Tuesday, January 30, 2018

717

13:20 Vancouver Harbour

13:55 Victoria Harbour

35 minutes

Invoice #254872

FARE-YWH-Full_Winter17-18 \$300.00

+ GST \$15.00

Billing \$300.00

Taxes \$15.00

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 4859
 Page # : 1 of 1

Mr William Beale ✓
 Rm 325 - 501 Beauville St
 Victoria BC V8V 1X4
 Canada

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

Date	Description	Additional Information	Charges	Credits
✓ 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	
01-30-18	Mastercard	331.45 Split Into 226.45 And 105.00 226.45 Split Into 225.57 And 0.88 XXXXXXXXXXXXs.17 XX/XX		225.57
01-30-18	Mastercard	226.45 Split Into 225.57 And 0.88 XXXXXXXXXXXXs.17 XX/XX		0.88
01-30-18	Mastercard	331.45 Split Into 226.45 And 105.00 105.00 Split Into 48.47 And 56.53 XXXXXXXXXXXXs.17 XX/XX		48.47
02-06-18	Mastercard	Refund XXXXXXXXXXXXs.17 XX/XX		-52.85
Total			222.07	222.07


Balance Due 0.00 ✓

GST Summary

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

HST Summary

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

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



Where ideas work

Business Expense Approval

Control No.

B023420

Freedom of Information and Protection of Privacy Act: The personal information you are providing is collected for the purposes of business expense administration and under the authority of the Financial Administration Act, and 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 Russell, Shannon ✓	Branch Minister's Office	Phone Number (250) 387-9699
Client Organization Citizens' Services	Division Minister's Office	Job Title Senior Ministerial Assistant

EVENT	Location (City) Campbell River	Description Lunch meeting	Start Date 2018/01/30	End Date 2018/01/30 ✓
--------------	--	-------------------------------------	---------------------------------	---------------------------------

PARTICIPANTS									
<table border="1"> <tr> <th>Organization</th> <th>Number of People</th> <th>Organization</th> <th>Number of People</th> </tr> <tr> <td>Ministry of Citizens' Services</td> <td>4</td> <td>Tlowitsis Nation</td> <td>1</td> </tr> </table>	Organization	Number of People	Organization	Number of People	Ministry of Citizens' Services	4	Tlowitsis Nation	1	
Organization	Number of People	Organization	Number of People						
Ministry of Citizens' Services	4	Tlowitsis Nation	1						

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization
Sims, Jinny .	Citizens' Services	Russell, Shannon .	Citizens' Services
Grewal, Param .	Citizens' Services	Randall, Howard .	Citizens' Services
Smith, John .	Tlowitsis Nation		

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531		Personal Security			
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.		\$86.64				
5. Business Meals in Restaurant	6531	s.22				
<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$86.64 s.22				

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Appendix)

Employee	Print Name	Date Signed
Supervisor/Designated Authority	Print Name	Date Signed
Signing Authority	Print Name	Date Signed

Audit Trail for Business Expense Approval B023420 for Russell, Shannon

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/12 09:12:29	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/03/12 09:13:04	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/03/12 09:14:01	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/03/12 13:27:43	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/03/13 16:25:32	Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Business Expense Approval B023420 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/03/12 09:12:29	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	01/30/2018 - Lunch meeting in Campbell River with Chief John Smith of the Tlowitsis Nation.

Production *** Copyright © Government of British Columbia

s.15

SALE

Server #: 000264
Table #: 0031
Check #: 0000258385
AID: 5719528
PID: B5719528 REF#: 00000
Batch #: 416 SEQ: 41600100
11/30/18 ✓ 12:50
APPR CODE: 155620
MASTERCARD
*****s 17

AMOUNT \$75.34
TIP s.22
TOTAL

00 - APPROVED - 001

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

s.15

TUE JANUARY 30, 2018 ✓
CHECK #258385-1
TABLE #31

s.22
\$19.00
\$3.00
\$15.00
\$14.75
\$20.00
SUB-TOTAL : \$71.75
GST \$3.59
✓ **TOTAL \$75.34**

Thank you for choosing
s.15

Gratuity not included!
Time: 12:55 5 CUSTOMERS

Visitor Guide, No gratuity has
been added to your bill.

YOU HAVE BEEN SERVED
BY : kylie

Thank you!



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128221

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 Russell, Shannon ✓	Employee ID s.22	Phone Number (250) 387-9699
Client Organization Citizens' Services	Job Title Senior Ministerial Assistant	Travel Group Code 3

5. Date Completed 2018/02/28	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel Ministerial Business	Headquarters Victoria
--------------------------------------	--	---------------------------------

12. Mailing Address for Cheque
PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled	18. 0.53 Personal Vehicle Use	19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination Start End	Km Cost		Claim Cost		Cost Describe
2018						
01/16	Vic to Van (HJ) 1830 1930	0.00	333.00		0.00	
02/17	Van to Vic (HJ) 0730 1730	0.00	332.00	F-	51.50	
01/22	LEG/YYJ/LEG 1140 1730	56 29.68			0.00	
01/23	PSA/Leg 0930 1045	0.00	14.00		0.00	
01/26	CITZ hqtrs/LEG 1300 1430	0.00	37.00		0.00	
01/28	Nanaimo 1400 2000	0.00		F-BLI	18.25	144.00
01/29	Nanaimo/Courtney 0800 1815	0.00		F-	51.50	180.64
01/30	Courtenay/Vic 0730 2000	0.00		F-L	41.00	
						s.22 Car rental/gas 105.45/82.61

TOTALS OF COLUMNS	56 kms	36. ✓ \$ 29.68	37. ✓ \$ 716.00	38. ✓ \$ 162.25	39. \$ 476.21	40. 188.06 s.22	Claim Total 1572.20
--------------------------	--------	----------------	-----------------	-----------------	---------------	-----------------	----------------------------

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
112	32805	34610	5701	3200000	s.22	868.07 s.22
112	32805	34610	5702	3200000		623.45
112	32805	34610	6501	3200000		80.68

Less Travel Advance						
112						

AMOUNT DUE TO EMPLOYEE

54. 1572.20
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) E128221 for Russell, Shannon

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/02/28 13:54:51	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/02/28 13:57:03	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/03/08 16:13:08	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/03/09 10:25:20	Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

From: [Minister, CITZ CITZ:EX](#)
To: [FIN FSA MIN OFF FIN:EX](#)
Subject: RE: Shannon Russell TV E128221 UPDATED
Date: Wednesday, March 21, 2018 1:48:35 PM
Attachments: [Shannon Russell, TV E128221, Jan. 16 - Jan. 30 2018 UPDATED.pdf](#)

My mistake, please find the attachment here.

Kindest regards

From: Minister, CITZ CITZ:EX
Sent: Wednesday, March 21, 2018 1:47 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Shannon Russell TV E128221 UPDATED
Importance: High

Hello,

Please find attached Shannon Russell's updated TV E128221. The hotel folio has been approved and signed by minister, and the Budget Rental insurance fees have been reversed.

Thank you

From: Janke, Debra FIN:EX
To: Delaney-Spindler, Chelsea CITZ:EX
Subject: TV#E128221 Shannon Russell
Date: Saturday, March 17, 2018 11:07:23 AM

Hi Chelsea,

s.15 is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and email signed copy.

Extra insurance for LDW/ELI/PAI & RSN were charged on the Budget Rental Agreement. Budget's Corporate ID number is indicated on the agreement s.22 i. Per the CSA contract, all rental companies listed on the CSA should not be offering the extra insurance. Please contact Budget and request a credit to Shannon's credit card. Please email response from Budget with the credit amount. I will deduct the credit amount from Shannon's travel claim, once confirmed.

Airfare has been paid personally by Shannon. For future reference, please see excerpt from Core Policy regarding Airfare:

10.3.17 Direct Invoicing

1. Airfare, except in an emergency or extenuating circumstances, **must not be paid by the employees** but billed directly to the ministry. For officials see C.14.8.

Procedure Requirements - D.7

C.7 Air Travel

Core Policy - 10.3.5

1. Ministry expense authority officers may require the passenger copy of the air ticket to be attached to the travel claim. Indicate on the travel voucher form if QuickTickets or government air is used.
2. Employees/officials/appointees are not authorized to fly private or personally rented aircraft on the employer's business (travel expenses, air travel insurance, Workers' Compensation Board coverage, etc. would not apply during this or any unauthorized travel).
3. **Air travel must be billed directly by vendors to ministries or paid using a Business Transaction Account (BTA) or the Purchasing Card (see the Purchasing Card Manual on airfare purchases).**
4. Fees assessed by a travel agency will depend on the volume, type of travel and payment method used.

To minimize travel agency fees, it is recommended that ministries/offices book directly with the air carrier for common short haul flights (i.e., harbour to harbour, Victoria airport/Vancouver airport, etc.), if the trip is not part of a larger trip itinerary.

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

Russell, Shannon CITZ:EX

From: passengerservices@helijet.com
Sent: Tuesday, January 16, 2018 5:58 PM
To: Russell, Shannon 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	Shannon Russell
	Company	B.C. Govt - Leg Assistant

Booking #s.22

Tuesday, January 16, 2018 ✓

858

18:40 Victoria Harbour ✓

19:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

Shannon Russell, Female ✓

[Add to Calendar](#)

Invoice #249092

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 @ 5:58:15 PM

Summary #*****s.17 ✓

Expiration s.17

Authorization s.17

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

01/16

BLACKTOP & CHECKER
CABS#225
777 PACIFIC ST
VANCOUVER BC

RD s.17
RD TYPE MASTERCARD
TE 2018/01/16 Jan. 16/18
ME 2599 21:52:07
CERK ID
RECEIPT NUMBER
85015655-001-852-004

PURCHASE
TOTAL

\$8.00

MasterCard
0000000041010
923DEB25CBD76A
000008000-E800
7CCDF17FF16E3C6

APPROVED

UTH# 005257 01-0
HANK YOU

VERIFIED BY PIN

Shannon Russell ✓
s.22

Receipt

Invoice date 2/20/2018
Our reference s.22
GST Number s.15

Guest **Ms Shannon Russell** Arrival **1/16/2018** Departure **1/17/2018** Room **s.15**

Date	Description	Quantity	Unit Price	Total (CAD)
✓ 1/16/2018	Room Charge	1	129.00	129.00
1/16/2018	DMF @1.293% Plus Taxes	1	1.67	1.67
1/16/2018	Federal Tax GST	2	0.00	6.53
1/16/2018	Provincial Room Tax	2	0.00	10.45
1/16/2018	Municipal Room Tax	2	0.00	3.92

1/17/2018	MC **s.17				
					✓
			Total invoice	151.57	
				-151.57	
			Total Paid	-151.57	
			Total Due	0.00	✓

Total GST 6.53

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 _____

01/17

BLACKTOP & CHECKER

CABS#368

777 PACIFIC ST

VANCOUVER BC

CARD s.17

CARD TYPE MASTERCARD

DATE 2018/01/17

Jan 17/18

TIME 2006 07:22:47

CLERK ID

RECEIPT NUMBER

C85020460-001-145-002-0

PURCHASE

TOTAL

\$7.00

MasterCard

A0000000041010

50A9325538F47BB8

0000008000-E800

A95034AEB3045586

APPROVED

AUTH# 102247 01-02

THANK YOU

VERIFIED BY PIN

MERCHANT COPY

From: passengerservices@helijet.com
 Sent: Wednesday, January 17, 2018 4:22 PM
 To: Russell, Shannon 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	Shannon Russell
	Company	B.C. Govt - Leg Assistant

Booking s.22

Wednesday, January 17, 2018 ✓

727

17:10 Vancouver Harbour ✓

17:45 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Peak

Shannon Russell, Female ✓

[Add to Calendar](#)

Invoice #249094

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 17, 2018 @ 4:20:48 PM

Summary #*****s.17 ✓

Expiration s.17

Authorization

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

BLUEBIRD CABS #21
2612 QUADRA ST
VICTORIA BC

CARD *****s.17 ✓
CARD TYPE MASTERCARD
DATE 2018/01/23
TIME 0465 10:44:48
RECEIPT NUMBER
C35069254-001-114-010-0

PURCHASE
TOTAL

\$7.00

MasterCard
A0000000041010
25D46878D12DC907
0000008000-E800
4C67EF43653FDB9B

APPROVED

AUTH# 134449
THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

VICTORIA TAXI #11/#31
1020 DUNFORD AVENUE V9B2S5
VICTORIA BC
21095414
GH2109541402

*** PURCHASE ***
01-23-2018 09:36:59
Acct # *****s.17 ✓ C
Exp Date **/** Card Type MC
Name: SHANNON RUSSELL
A0000000041010 MasterCard

Trace # 9872
Inv. # 10526
Auth # 123659 RRN 001505

Total **\$7.00**
(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

BLUEBIRD CABS #39
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/26 ✓
TIME 1106 12:58 42
RECEIPT NUMBER
C85068941-001-121-007 0

PURCHASE
TOTAL

\$19.00

MasterCard
A00000000041010
EFA747AE8CE8519F
0000008000-E800
118208F5D547337E

APPROVED

AUTH# 155843 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #92
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/01/26 ✓
TIME 5651 14:19 02
RECEIPT NUMBER
C85068600-001-062-046 0

PURCHASE
TOTAL

\$18.00

MasterCard
A000000041010
3A0CF0168B966D21
0000008000-E800
8F0CEE7A89614115

APPROVED

AUTH# 171903 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Receipt

Invoice date 2/20/2018
 Our reference s.22
 GST Number s.15

Guest **Shannon Russell** Arrival **1/28/2018** Departure **1/29/2018** Room **s.15**

Date	Description	Quantity	Unit Price	Total ()
✓ 1/28/2018	Parking s.22	1	9.00	9.00
1/28/2018	Parking Federal Tax GST 5%	1	0.45	0.45
1/28/2018	Room Charge	1	117.00	117.00
1/28/2018	GST Room Taxes 5%	1	5.85	5.85
1/28/2018	Provincial Hotel Tax 8%	1	9.36	9.36
1/28/2018	Municipal Room Tax 2%	1	2.34	2.34

Total invoice 144.00

1/29/2018 Mastercard

-144.00

Total Paid -144.00

Total Due 0.00 ✓

Total GST 5.85

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 _____

Shanon Russell
s.22

Room	Folio	CheckIn	CheckOut	Balance
s.15	s.22	29/01/2018	30/01/2018	0.00
Master Folio		Provincial Government		

Date	Room	Description / Voucher	Charges	Credits	Balance
29/01/2018	s.15	Nightly Room Charge	154.00		154.00
29/01/2018		Resort Fee - 2%	3.08		157.08
29/01/2018		GST - 5%	7.85		164.93
29/01/2018		Provincial Hotel Tax - 8%	12.57		177.50
29/01/2018		Municipal Room Tax 2% - 2%	3.14		180.64
30/01/2018		Mastercard -s. 17 Thank You		180.64	0.00
Summary and Taxes					
		Room	154.00		
		Other Charges	3.08		
		Other Charge Taxes	23.56		
		Total Charges	180.64		
		Payments	-180.64		
		Balance Due	0.00		

VW
20/02/2018 08:07 AM

s.15

Hotel Approved

Minister's Approval

J. Jones

s.15

Page 1 of 1

Shanon Russell

s.22

Room	Folio	CheckIn	CheckOut	Balance
s.15	s.22	29/01/2018	30/01/2018	0.00
Master Folio		Provincial Government		

Date	Room	Description / Voucher	Charges	Credits	Balance
✓ 29/01/2018	1304	Nightly Room Charge	154.00		154.00
29/01/2018	1304	Resort Fee - 2%	3.08		157.08
29/01/2018	1304	GST - 5%	7.85		164.93
29/01/2018	1304	Provincial Hotel Tax - 8%	12.57		177.50
29/01/2018	1304	Municipal Room Tax 2% - 2%	3.14		180.64
30/01/2018	1304	Mastercard s.17 thank You		180.64	0.00
Summary and Taxes					
		Room	154.00		
		Other Charges	3.08		
		Other Charge Taxes	23.56		
		Total Charges	180.64		
		Payments	-180.64		
		Balance Due	0.00		✓

VW
20/02/2018 08:07 AM

s.15

Budget Rent A Car of Victoria Ltd.

Reservation #: s.22

Renter: RUSSELL, SHANNON ✓

Vehicle Rented:

Owner: a/Budget Victoria
Model: Regal Turbo FWD

Unit #: 149951
MVA #: 3326893-3
Licence: 084GRM
Km Out: 19658
Km In: 20279
Km Driven: 621 ✓

BCD Number: s.22 ✓

Company: min of citizen services

Credit Card: Master Card XXXXXXXXXXXX(s.1

Time Out: 28 Jan 2018 15:42

Time In: 31 Jan 2018 06:59 ✓

Location In: A-03 YYJ Downtown

Rental Rate Used: BCG DT 2016 - A

Vehicle Class: Intermediate

Km Charge: 0.05 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	30.00	200	Regular
Hour	25	End	15.00	0	Regular
Week	1	End	178.50	1400	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 2.990 per litre).

VLF/ERF: 1.99 (Per Day) subject to taxes

GST: 5% PST: 7% PVRT: 1.50 per Day

Vehicle Not allowed to Travel to Alaska, Mexico & Yukon

Vehicle is allowed to travel within British Columbia and Washington. Travel to Alberta, Oregon and California is subject to additional charges. Travel outside of the areas listed will result in a \$.50/KM charge for total KM's driven.

For Road Assistance, call 250-953-5300

Contract close subject to final audit.

Remarks:

BC Travel Only

/Estimated Charges: \$245.20 X_____

RENTER ACCEPTS FULL PROTECTION FOR BC GOV (x)_____

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.

Charges:	Unit	Total:	91.05	4.78	5.12	4.50
Item	Qty	Charge	GST	PST	PVRT	Billed To
Vehicle Rental	Day 3	90.00	4.73	6.30	4.50	
LDW Full Package	Day 3	79.35	3.97	0.00	0.00	
ELI	Day 3	17.97	0.90	0.00	0.00	
PAE	Day 3	17.85	0.89	0.00	0.00	
RSN	Day 3	17.85	0.89	0.00	0.00	
Kilometer Charge	Km 21	1.05	0.05	0.07	0.00	
PAE/PAI	Day 3	-17.85	-0.89	-1.25	0.00	
RSN	Day 3	-17.85	-0.89	0.00	0.00	
ELI	Day 3	-17.97	-0.90	0.00	0.00	
LDW	Day 3	-79.35	-3.97	0.00	0.00	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds

Total: 105.45

Type	Date	Amount	Exchange	Amount	Location
Master Card	31 Jan 2018 07:22			246.37	A-03 YYJ Downto
BV002S03 016001001002 XXXXXXXXXXXX(s.17		184726	Purchase		
BV002C03 MasterCard APPROVED AID:A0000000041010 00-000 C					
Master Card	19 Mar 2018 12:40			-140.92	A-03 YYJ Downto
BV002S03 063001001024 XXXXXXXXXXXX(s.17		12403R	M/C Return		
BV002C03 APPROVED 00-000 M					

Amount Owing

Net Charges & Taxes:

Net Payment & Refunds:

105.45

105.45

Contract Copy: #8

Print Date & Time: 19 Mar 2018 13:18

For receipt purpose only. Refer to original contract for completed terms.

Page 1 of 1

Customer Copy

Page 73 of 75 FIN-2019-90473

Budget Rent A Car of Victoria Ltd.

(250) 953-5300

Reservation #: s.22

Renter: RUSSELL, SHANNON ✓

BCD Number: s.22 ✓

Company: min of citizen services

Credit Card: Master Card XXXXXXXXXXXXs.17

Vehicle Rented:

Owner: a/Budget Victoria
Model: Regal Turbo FWD

Unit #: 149951
MVA #: 3326893-3
Licence: 084GRM
Km Out: 19658
Km In: 20279
Km Driven: 621 ✓

Time Out: 28 Jan 2018 15:42 ✓
Time In: 31 Jan 2018 06:59
Location In: A-03 YYJ Downtown

Rental Rate Used: BCG DT 2016 - A

Vehicle Class: Intermediate

Km Charge: 0.05 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	30.00	200	Regular
Hour	25	End	15.00	0	Regular
Week	1	End	178.50	1400	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 2.990 per litre).

VLF/ERF: 1.99 (Per Day) subject to taxes

GST: 5% PST: 7% PVRT: 1.50 per Day

Vehicle Not allowed to Travel to Alaska, Mexico & Yukon

Vehicle is allowed to travel within British Columbia and Washington. Travel to Alberta, Oregon and California is subject to additional charges. Travel outside of the areas listed will result in a \$.50/KM charge for total KM's driven.

For Road Assistance, call 250-953-5300

Contract close subject to final audit.

Remarks:

BC Travel Only

/Estimated Charges: \$245.20 X_____

RENTER ACCEPTS FULL PROTECTION FOR BC GOV (x)_____

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.

Charges:	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Vehicle Rental	Day	3	90.00	4.73	6.30	4.50	
LDW Full Package	Day	3	79.35	3.97	0.00	0.00	
ELI	Day	3	17.97	0.90	0.00	0.00	
PAE	Day	3	17.85	0.89	0.00	0.00	
RSN	Day	3	17.85	0.89	0.00	0.00	
Kilometer Charge	Km	21 ✓	1.05	0.05	0.07	0.00	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds Total: 246.37

Type	Date	Amount	Exchange	Amount	Location
Master Card	31 Jan 2018 07:22			246.37	A-03 YYJ Downto
BV002S03 016001001002 XXXXXXXXXXXXs.1		184726	Purchase		
BV002C03 MasterCard APPROVED AID:A0000000041010 00-000 C					

Amount Owing

Net Charges & Taxes:	246.37
Net Payment & Refunds:	246.37

WELCOME

Shell Canada
150 BRANT DRIVE
V9H 1P9
CAMPBELL RIVER BC
(250) 286-1504

Monze
MP No. 09
TRES 39.812
PRICE L \$1.339
TOTAL FUEL \$53.31

TOTAL SALE \$53.31
MASTERCARD \$53.31

DEL INCLUDES
ST Fuel \$2.54
No. 137400032RT

I APPROVED - THANK
YOU 001
APPROVAL No. 194216
TERMINAL No.
09221810
VERIFIED BY PIN

IMPORTANT
Retain this copy for
your records

XXXXXXXXXXXXs.17
MASTERCARD
PURCHASE C

NV No. 2218192877
018/01/30 16:42
asterCard
ID A0000000041010
VR 0000008000
SI ESC0

OUR OPINION COUNTS
Tell us about your
recent visit at
shell.ca/opinion
and you could win a
500 Shell Gift Card
*Receipt Required

THANK YOU
Questions?
1-800-661-1600

STORE: C22181
TRAN: 7144595
/30/2018 4:44:37

25 hour T.P
305 trans cda hwy
Victoria, BC
STN 09901622
Purchase C/MASTERCARD
XXXXXXXXXXXXs.17

Date: 01/30/18
Time: 19:36:06
Invoice#: 22
Auth#: 22

Ref#:
901622120010010010

01 APPROVED-
THANK YOU 027

Pump#: 2
21.403L @ \$ 1.369/L
REG/Self \$ 29.30

Total \$ 29.30

MasterCard
A0000000041010
0000008000E800

Verified By Pin

GST Note:
FUEL : \$ 1.40
TOTAL : \$ 1.40

IMPORTANT - Retain
this copy for your
records

THANK YOU FOR
SHOPPING AT CHEVRON
0000000000000000