



## Where ideas work

### Travel Voucher (Restricted Use)

Control No.

E128912

**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.

<b>Name</b> Jones, Tristan				<b>Employee ID</b> s.22				<b>Phone Number</b> s.22				
<b>Client Organization</b> Forests, Lands, Natural Resource Operations and Rural Dev				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2018/06/08		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>				<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Business						<b>Headquarters</b> Minister's Office				
<b>12. Mailing Address for Cheque</b> PO Box 9049 Stn Prov Govt Victoria, BC V8W 9E2												
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>	
	05/22	Smithers/Hazelto	1230	1330	63		34.02			0.00		
	05/22	Hazelto/Smithers	1400	1500	63		34.02			0.00		
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 68.04	<b>37.</b> \$ 0.00		<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 68.04	
<b>48. Client Code</b> 128 128 128 128	<b>49. Resp.</b> 71000	<b>50. Service Line</b> 40001	<b>51. STOB</b> 5702	<b>52. Project</b> 7100000	<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 68.04					
<b>Less Travel Advance</b> 128												
										<b>54.</b> \$ 68.04		
<b>45. Employee Signature (See Audit Trail)</b> - 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.												
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E128912 for Jones, Tristan**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/08 14:57:46	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/06/08 14:59:25	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/06/08 14:59:33	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/06/08 15:12:51	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Approved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/06/11 13:14:27	McLaren, Kenn (IDIR\KENMCLAR) Kenn.McLaren@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128912 for Jones, Tristan**

1 note(s) returned.

Created On	Author	Note
2018/06/08 14:59:25	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	May 22, drive car from Smithers to Hazelton to attend meetings with Minister. Claiming 63km. Drive car from Hazelton to Smithers after meetings. Claiming 63km.

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Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128910

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**Audit Trail for Travel Voucher (Restricted Use) E128910 for Jones, Tristan**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/08 13:56:15	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/06/08 14:01:30	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/06/08 14:01:38	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/06/08 14:11:01	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Approved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/06/11 12:40:07	McLaren, Kenn (IDIR\KENMCLAR) Kenn.McLaren@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128910 for Jones, Tristan**

1 note(s) returned.

Created On	Author	Note
2018/06/08 13:56:15	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	May 26, Flg Smithers/Van AC8565, Van to Vic AC8083 RT, pd on AA PCard, \$654.41. Cab aiport to Vic hotel, pd on EA PCard, \$57.50. May 27, overnight in hotel, EA PCard \$164.02. May 28, overnight in hotel, EA PCard \$164.02. May 29, overnight in hotel, EA PCard \$164.02. May 30, overnight in hotel EA PCard \$164.02. May 31, overnight in hotel EA PCard \$164.02. June 1, Cab Vic hotel to airport, EA PCard \$57.50.

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YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240039

\*\*\*\* PURCHASE \*\*\*\*

05-27-2018 00:25:14  
Acct # \*\*\*\*\* s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: TRISTAN JONES  
A0000000041010 MasterCard

Operator: 039  
Trace # 4967  
Inv. # 9246  
Auth # 05330S RRN 001373013

Purchase \$57.50  
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

Ms Tristan Jones  
s.22

Room No. : s.15  
Arrival : 05/27/18  
Departure : 06/01/18  
Folio No. : s.22  
Conf. No. :

Date	Description	Charges	Credits
05/27/18	Room	140.00	
05/28/18	Room	140.00	
05/29/18	Room	140.00	
05/30/18	Room	140.00	
05/31/18	Room	140.00	
05/31/18	Destination Marketing Fee 1%	7.00	
05/31/18	Municipal Hotel Tax 3%	21.20	
05/31/18	Provincial Hotel Tax 8%	56.55	
05/31/18	Goods and Service Tax 5%	35.35	
05/31/18	Mastercard XXXXXXXXXXXXX s.17 XX/XX		820.10
<b>Total Charges</b>		<b>820.10</b>	
<b>Total Credits</b>			<b>820.10</b>
<b>Balance</b>			<b>0.00</b>
			<b>CAD</b>



Net Amount	700.00
Destination Marketing Fee 1%	7.00
Provincial Hotel Tax 8%	77.75
Goods and Service Tax 5%	35.35
	0.00
	0.00
<b>Total Charges</b>	<b>0.00</b>
	<b>CAD</b>



BLUEBIRD CABS #75  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/06/01  
TIME 0816 04:24:32  
RECEIPT NUMBER  
T85055380-001-094-011-0

PURCHASE  
AMOUNT \$67.50  
TIP s.22  
TOTAL

APPROVED

FF/DT 00  
AUTH# 02950S 01-027  
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

# Booking Confirmation

Booking Reference: s.22

Date of issue: 24 Apr, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs. Opens in a new window 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.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website Opens in a new window or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy Opens in a new window directly.

## Depart

Economy Standard

Saturday  
26 May, 2018

20:00  
**Smithers**  
(YYD), BC

21:45  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

1hr45  
Economy S  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Layover in Vancouver

1hr45

Saturday  
26 May, 2018

23:30  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

23:59  
**Victoria**  
Victoria Intl. (YYJ), BC

0hr29  
Economy S  
Operated by: Air Canada Express -  
Jazz | Q400

Total duration

3hr59

## Return

Economy Standard

Friday  
01 Jun, 2018

05:25  
**Victoria**  
Victoria Intl. (YYJ), BC

05:52  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

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

Layover in Vancouver

1hr38

ⓘ AC8050 This flight departs early in the morning.

Friday  
01 Jun, 2018

07:30  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M


09:15  
**Smithers**  
(YYD), BC

1hr45  
Economy S  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Total duration

3hr50

Passengers

 **Tristan S. Jones**  
Ticket Number  
0142193771900

Seats  
AC8565 -  
AC8083 -  
AC8060 -  
AC8560 -



Purchase summary

MasterCard ***** S.1 Amount paid: \$654.41 Tax information GST/HST no. 10009-2287 RT0001 \$31.16	1 adult
	<b>Base Fare - Depart - Economy Standard</b> 533.00
	<b>Surcharges</b> 36.00
	<b>Goods and Services Tax - Canada no. 100092287 RT0001</b> 31.16
	<b>Air Travellers Security Charge</b> 14.25
	<b>Airport Improvement Fee - Canada</b> 40.00
	<b>Total airfare and taxes before options</b> \$654.41
	<b>GRAND TOTAL (Canadian dollars)</b> \$654.41



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  
minutes<sup>1</sup>

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

15  
minutes

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

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



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128876

**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.

<b>Name</b> Hill, Robert S. ✓				<b>Employee ID</b> s.22		<b>Phone Number</b> s.22	
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/06/04		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b> EFT		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Minister's Office				<b>Headquarters</b> Minister's Office	
<b>12. Mailing Address for Cheque</b> s.22							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. 0.54 Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>
2018							<b>Cost</b>
05/22	Nels to Trail	1000	1400	145	78.30		0.00
05/25	Nels to Creston	1000	1730	256	138.24		0.00
05/27	Nels to Victoria(AC)	1630	2359	43	23.22	458.88	F-BL 30.50
05/28	Vic to Vic	0730	2359		0.00		F- 51.50
05/29	Vic to Vic	0730	2359		0.00		F- 51.50
05/30	Vic to Vic	0730	2359		0.00		F- 51.50
05/31	Vic to Vic	0730	2359		0.00		F- 51.50
06/01	Vic to Nelson (AC)	0730	1900		0.00	434.48	F- 51.50
							<b>Lodging Costs</b>
							<b>Cost</b>
							<b>Describe</b>
							820.10
							5 nights May 27-31/18 @ 140.00 plus taxes
<b>TOTALS OF COLUMNS</b>				<b>36. ✓</b>	<b>37. ✓</b>	<b>38. ✓</b>	<b>39. ✓</b>
444 kms				\$ 239.76	\$ 893.36	\$ 288.00	\$ 820.10
				<b>40. \$ 0.00</b>	<b>Claim Total</b>	<b>\$ 2241.22 ✓</b>	
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>		<b>Amount</b>
057	27011	26700	5702	2700000	s.22		\$ 2241.22
057							
057							
057							
<b>Less Travel Advance</b>							
057							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54. \$ 2241.22 ✓</b>
<b>45. Employee Signature (See Audit Trail)</b> - 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.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

**Audit Trail for Travel Voucher (Restricted Use) E128876 for Hill, Robert<sup>s.2</sup>**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/04 10:21:16	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca		Saved	Hill, Robert s. Robert.Hill@gov.bc.ca
2018/06/04 10:24:00	Hill, Robert s. (IDIR\ROHILL) Robert.Hill@gov.bc.ca	✓	Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/06/08 09:50:36	Sanderson, Melissa (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca	✓	Approved	Janke, Debra s Debra.Janke@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128876 for Hill, Robert s.2**

1 note(s) returned.

Created On	Author	Note
2018/06/04 10:21:16	Hill, Robert s.2 (IDIR\ROHILL) Robert.Hill@gov.bc.ca	May 22 is roundtrip KMs May 25 is roundtrip KMs May 27 is one-way travel to Castlegar Airport May 27: \$393.88 airfare + \$65 taxi June 1: \$385.48 airfare + \$15.75 airfare + \$7 taxi + \$26.25 shuttle from Castlegar to Nelson June 1: \$820.10 hotel was for 5 nights @ \$140+ tax per night. June 1: a full per diem was claimed on this date as the flight was delayed and did not get into Castlegar until after 6PM.

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# Itinerary / Receipt

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

## Main Contact Information

Booking reference: s.22

**Name:** Robert Hill ✓  
**E-mail:** ROBERT.HILL@GOV.BC.CA  
**Payment:** CC CAXXXXXXXXXXXXX s.17 ✓

**Customer Care**  
**Air Canada Reservations**  
1-888-247-2262  
  
**Air Canada Flight Information**  
1-888-422-7533  
[International Reservations](#)  
  
Alert me of flight changes  
[Flight notification](#)

## Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8251	CASTLEGAR (YCG)	Vancouver (YVR)	DH3	Economy Standard (U)	Confirmed
<i>Operated by:</i> ✓	Sun 27-May 2018	Sun 27-May 2018			
<i>Air Canada Express-Jazz</i>	17:15	18:28 - TERMINAL M -MAIN			
Seat number(s) requested:	s.1				

AC8081	✓	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Standard (U)	Confirmed
<i>Operated by:</i>	Sun 27-May 2018	Sun 27-May 2018				
<i>Air Canada Express-Jazz</i>	20:40 - TERMINAL M -MAIN	21:10				

## Passenger Information

**Passenger:** 1 ✓ Robert Hill

**Ticket number:** 014 2195 207250

## Purchase Summary

**Passenger: 1 Ticket number 014 2195 207250**

**Date of issue**

24-May 2018

**Fare Amount in Canadian dollars:**

346.00

(including navigational & other charges)

**Taxes, Fees & Charges**

Air Travellers Security Charge (CA)

7.12

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

18.01

Airport Improvement Fee - Canada (SQ)

7.00

**Total Fare in Canadian dollars:**

378.13

**Options**

Preferred Seat in Canadian dollars

15.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

0.75

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

\*Fare calculation:

27MAY18YCG AC X/YVR Q12.00AC YYJ R334.00CAD346.00 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Total: \$ 393.88

## Fare Rules Summary

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

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

## Baggage Information

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



## Hill, Robert EMPR:EX

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Monday, May 28, 2018 9:39 AM  
**To:** Hill, Robert EMPR:EX  
**Subject:** Air Canada - MR ROBERT HILL - 01-Jun/YYJ-YCG (booking ref s.22) - Itinerary-Receipt

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



## Itinerary-Receipt

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

Scan this barcode to  
check in at any Air  
Canada check in kiosk.



Booking Date: **May 28, 2018** Passengers **MR ROBERT HILL**

### Booking Information

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

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
AC8068	<b>Victoria</b> <b>Victoria Intl. (YYJ), BC</b> ✓ Fri 01-Jun 2018 13:55 - 1	<b>Vancouver</b> <b>Vancouver Intl. (YVR), BC</b> Fri 01-Jun 2018 14:22 - M	0	0hr27	DH4	<u>Standard</u> H
Flight AC8068 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						
AC8250	<b>Vancouver</b> <b>Vancouver Intl. (YVR), BC</b> ✓ Fri 01-Jun 2018	<b>Castlegar</b> <b>Castlegar (YCG), BC</b> Fri 01-Jun 2018	0	1hr12	DH3	<u>Standard</u> H

15:40 - M

16:52

Operated by <sup>1</sup> Air Canada Express - Jazz**Passenger Information****1: MR ROBERT HILL : Adult (18+), Ticket Number: 0142195341730**

Frequent Flyer Pgm :	None	Meal Preference :	None
Payment Card :	XXXXXXXXXXXX s.17 ✓	Special Needs :	None
Seat Selection :	None		

**Purchase Summary****Fare Summary**

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

**Taxes, Fees and Charges**

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

**Payment Information**

**MasterCard Credit/Debit Card xxxx-xxxx-xxxx s.17** - Amount paid **\$385.48**  
 The following amount (tax inclusive) will appear on your credit card or debit card statement:

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

Ticket number 0142195341730

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

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

**To:** Hill, Robert EMPR:EX  
**Subject:** Air Canada - MR ROBERT HILL - 01-Jun/YYJ-YCG (booking ref s.22) - Seat selection confirmation

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



## Seat selection confirmation

### Your Seat Selection is confirmed

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

Booking Date: **May 28, 2018** Passengers **MR ROBERT HILL**



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

### Booking Information

Booking Reference **s.22**

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

#### Main Contact

ROBERT HILL ✓  
ROBERT.HILL@GOV.BC.CA

#### Online Services

##### Select Seats

[Manage My Booking](#) (change, cancel, upgrade).

[Alert me](#) of flight status changes directly to my mobile phone or email.

[Flight Arrivals & Departures](#) check online if my flight is on time.

[Check-in](#) online and print my boarding pass.

### Customer Care

#### Air Canada

1-888-247-2262\*

#### Flight Arrivals and Departures

1-888-422-7533

\*For use from phones in Canada, the continental USA, Hawaii and Alaska.

\* [Can my booking be changed online?](#)

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
 AC8068	<b>Victoria</b> <b>Victoria Intl. (YYJ), BC</b> Fri 01-Jun 2018 13:55 ✓	<b>Vancouver</b> <b>Vancouver Intl. (YVR), BC</b> Fri 01-Jun 2018 14:22 - M	0	0hr27	DH4	Standard H
Flight AC8068 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						



AC8250

**Vancouver**  
**Vancouver Intl. (YVR),**  
**BC**  
Fri 01-Jun 2018 ✓  
15:40 - M

**Castlegar**  
**Castlegar (YCG),**  
**BC**  
Fri 01-Jun 2018  
16:52

0

1hr12

DH3

Standard  
H

Operated by <sup>1</sup> Air Canada Express - Jazz**Passenger Information****1: MR ROBERT HILL : Adult (18+), Ticket Number: 0142195341730**

Frequent Flyer Pgm :	<b>None</b>	Meal Preference :	<b>None</b>
Payment Card :	XXXXXXXXXXXX s.17	Special Needs :	<b>None</b>
Seat Selection :	AC 8250 (YVR-YCG) - <b>1D (Preferred)</b>		

**Additional Charges****Purchase Summary**

Passenger Type

**Adult**Departing Flight - Standard

Preferred Seat - Aisle (Segment 2)

15.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

0.75

Total additional charges and taxes (per passenger)

**15.75**

Number Of Passengers

1 ✓

**Grand Total - Canadian Dollar (CAD)****\$15.75****Payment Information****MasterCard Credit/Debit Card xxxx-xxxx-xxxx s.17 ✓ - Amount paid: \$15.75**

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

- Air Canada: \$15.75 (Seat Selection)

Mr Robert Hill ✓  
s.22

Room No. : s.15  
Arrival : 05/27/18  
Departure : 06/01/18  
Folio No. :  
Conf. No. : s.22

Date	Description	Charges	Credits
✓ 05/27/18	Room CSA single rate, ok ✓	140.00	
✓ 05/28/18	Room	140.00	
✓ 05/29/18	Room	140.00	
✓ 05/30/18	Room	140.00	
✓ 05/31/18	Room	140.00	
05/31/18	Destination Marketing Fee 1%	7.00	
05/31/18	Municipal Hotel Tax 3%	21.20	
05/31/18	Provincial Hotel Tax 8%	56.55	
05/31/18	Goods and Service Tax 5%	35.35	
06/01/18	Mastercard XXXXXXXXXXXX s.17 ✓ XX/XX		820.10
<b>Total Charges</b>		<b>820.10</b>	
<b>Total Credits</b>			<b>820.10</b>
<b>Balance</b>			<b>0.00 ✓</b>
			<b>CAD</b>

<b>Net Amount</b>	<b>700.00</b>
<b>Destination Marketing Fee 1%</b>	<b>7.00</b>
<b>Provincial Hotel Tax 8%</b>	<b>77.75</b>
<b>Goods and Service Tax 5%</b>	<b>35.35</b>
	<b>0.00</b>
	<b>0.00</b>
<b>Total Charges</b>	<b>0.00</b>
	<b>CAD</b>

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240095

\*\*\*\* PURCHASE \*\*\*\*

05-27-2018 ✓ 21:45:41  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: ROB HILL  
A0000000041010 MasterCard

Operator: 095  
Trace # 7177  
Inv. # 1280  
Auth # 004540 RRN 001054004

Total

\$65.00

(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  
GH2185240058

\*\*\*\* PURCHASE \*\*\*\*

06-01-2018 ✓ 10:23:08  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: ROB HILL  
A0000000041010 MasterCard

Operator: 58  
Trace # 11360  
Inv. # 58  
Auth # 132308 RRN 001344003

Total

\$7.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

QUEEN CITY SHUTTLES &  
3513 HWY 6  
NELSON, BC V1L 6Z3

Merchant ID: 000000003587426  
Term ID: 07515541  
11403090012

## Purchase

MasterCard

XXXXXXXXXXs.17 ✓

AID: A0000000041010

Entry Method: Chip

Batch#: 000827

06/01/18

19:00:03

Ref#: 000027048185

Inv #: 000896 Appr Code: 220216

Amount:

\$ (26.25)

Tip:

\$ s.22

Total:

\$

Customer Copy



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128994

**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.

<b>Name</b> Dick, Jolleen				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 953-4844				
<b>Client Organization</b> Indigenous Relations and Reconciliation				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2018/06/20		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> FN mtgs w/ Minister				<b>Headquarters</b> Port Alberni				
<b>12. Mailing Address for Cheque</b> PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2										
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>	<b>Cost</b>	<b>Describe</b>
	2018 05/02 05/03	PrtAlbni/Tofino Tfo/Ahst/Toq/PA	0900 0600	2359 2100	0.00 0.00		F-B F-LD	41.00 22.75	232.49	
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 63.75	<b>39.</b> \$ 232.49	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 296.24
<b>48. Client Code</b> 120 120 120 120	<b>49. Resp.</b> 0794A	<b>50. Service Line</b> 52000	<b>51. STOB</b> 5702	<b>52. Project</b> 0700000	<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 296.24			
<b>Less Travel Advance</b> 120										
								<b>54.</b> \$ 296.24		
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>		<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>		<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>		<b>Date Signed</b>		

**Audit Trail for Travel Voucher (Restricted Use) E128994 for Dick, Jolleen**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/20 16:11:20	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/06/20 16:11:26	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/06/20 16:17:10	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommended	Sas, Jonathan Jonathan.Sas@gov.bc.ca
2018/06/25 11:49:12	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recalled	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/06/25 11:49:19	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommended	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2018/06/25 12:03:18	Sam, Anne-Marie (IDIR\AMSAM) AnneMarie.Sam@gov.bc.ca		Approved	Laird, Patricia s Patricia.Laird@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E128994 for Dick, Jolleen

1 note(s) returned.

Created On	Author	Note
2018/06/20 16:11:20	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	May2:PrtAlberni/Tofino (SMA rentl car); FN mtgs w/ Min; ovrnght trvl nxt day May3:Tofino/Ahousaht via water taxi; FN mt; water taxi/Tofino; FN mtg; Tofino/Towuaht Bay; FN mtg; Toquaht Bay/Prt Alberni

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05/03/2018 07:06 AM

**Registered To:**

DICK, JOLLEEN  
501 bellville st  
Victoria, BC v8v 1x4

(250) 953-4844

Room # s.15

Conf # s.22

Arrival 05/02/18

Departure 05/03/18

Room Type s.15

Guests 2 / 0

Payment Visa/Master  
Acct XXXX-XXXX-XXXX s.17

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
05/02/18	emurra	RC	ROOM CHRG REVENUE			\$309.99
05/02/18	emurra	RD	RATE DISCOUNT REV		CG - Discount	\$77.50-
05/03/18	MLaing	MC	PAYMENT MASTERCARD		s.17	\$232.49-

**Balance Due****\$0.00**

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

s.15

Signature

s.15

AB19EXEPAL15



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129003

**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.

<b>Name</b> Dick, Jolleen				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 953-4844	
<b>Client Organization</b> Indigenous Relations and Reconciliation				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/06/22		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Mtgs w/ Min; Workshop				<b>Headquarters</b> Port Alberni	
<b>12. Mailing Address for Cheque</b> PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>22. Lodging Costs</b>
2018							
05/29	PrtAlbni/Vic	0800	2359	197	106.38		164.02
05/30	Victoria	0600	2359		0.00		164.02
05/31	Victoria	0600	2356		0.00		164.02
06/01	Vic/PrtAlbni	0600	1900	197	106.38		
							<b>20. &amp; 21. Miscellaneous</b>
							<b>Cost</b>
							<b>Describe</b>
							prkg @ hotel
							prkg @ hotel
							prkg @ hotel
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>
				\$ 212.76	\$ 0.00	\$ 195.50	\$ 492.06
							<b>40.</b>
							\$ 53.55
							<b>Claim Total</b>
							\$ 953.87
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>	<b>Amount</b>	
120	0794A	52000	5702	0700000	s.22	\$ 953.87	
120							
120							
120							
<b>Less Travel Advance</b>							
120							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b>
							\$ 953.87
<b>45. Employee Signature (See Audit Trail)</b>				<b>Print Name</b>		<b>Date Signed</b>	
- 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.							
<b>56. Spending Authority Signature (See Audit Trail)</b>				<b>Print Name</b>		<b>Date Signed</b>	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
<b>57. Payment Authority Signature (See Audit Trail)</b>				<b>Print Name</b>		<b>Date Signed</b>	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							

FIN 10 (EFI-F0012 v2.6.1)

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

**Audit Trail for Travel Voucher (Restricted Use) E129003 for Dick, Jolleen**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/22 12:20:46	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/06/22 12:20:52	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/06/25 11:48:19	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommended	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2018/06/25 12:02:39	Sam, Anne-Marie (IDIR\AMSAM) AnneMarie.Sam@gov.bc.ca		Approved	Laird, Patricia s Patricia.Laird@gov.bc.ca
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## Notes for Travel Voucher (Restricted Use) E129003 for Dick, Jolleen

1 note(s) returned.

Created On	Author	Note
2018/06/22 12:20:46	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	May29: drove fr. Port Alberni/Vic (prs.mlge); meetings with Minister; overnight May30: Indigenous Workshop; mtgs; overnight May31: meetings; overnight June 1: Vic/Prt Alberni (prs.mlge)

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Ms Jolleen Dick  
s.22

Room No. : s.1  
Arrival : 05/29/18  
Departure : 06/01/18  
Folio No. : s.22  
Conf. No. :

Date	Description	Charges	Credits
05/29/18	Room	140.00 - Hotel	
05/29/18	Parking Fee	17.00 - parking	
05/30/18	Room	140.00 - Hotel	
05/30/18	Parking Fee	17.00 - parking	
05/31/18	Room	140.00 - Hotel	
05/31/18	Parking Fee	17.00 - parking	
05/31/18	Destination Marketing Fee 1%	4.20 - Hotel	
05/31/18	Provincial Hotel Tax 8%	33.93 - Hotel	
05/31/18	Municipal Hotel Tax 3%	12.72 - Hotel	
05/31/18	Goods and Service Tax 5%	23.76 - Hotel & prkg 7 GST	
06/01/18	Mastercard	XXXXXXXXXXXX s.17	545.61
		<b>Total Charges</b>	<b>545.61</b>
		<b>Total Credits</b>	<b>545.61</b>
		<b>Balance</b>	<b>0.00</b>
			<b>CAD</b>

Net Amount	471.00
Destination Marketing Fee 1%	4.20
Provincial Hotel Tax 8%	46.65
Goods and Service Tax 5%	23.76
	0.00
	0.00
<b>Total Charges</b>	<b>0.00</b>
	<b>CAD</b>

Hotel: 164.02 per night  
Parking: 17.85 per day



## Where ideas work

### Travel Voucher (Restricted Use)

Control No.

E128725

**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.

<b>Name</b> Ranjan, Ramesh				<b>Employee ID</b> s.22				<b>Phone Number</b> s.22			
<b>Client Organization</b> Jobs, Trade and Technology				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3			
<b>5. Date Completed</b> 2018/05/09		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>				<b>8. Cheque Stub Information</b>			
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meetings with Minister						<b>Headquarters</b> Surrey			
<b>12. Mailing Address for Cheque</b> 10574 King George Blvd Surrey, BC V3T 2X3											
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>
	05/07 Van-Victoria (HA)	0700	2359		0.00		F-	51.50		198.00	
	05/08 Victoria	0700	2359		0.00		F-	51.50		198.00	
	05/09 Vic-Surrey (HA)	0700	1800		0.00		F-L	41.00			
	*PCARD										
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 144.00	<b>39.</b> \$ 396.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 540.00	
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>		<b>51. STOB</b>	<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>		
125	51000	08001		5701	5111111		s.22		\$ 540.00		
125											
125											
125											
<b>Less Travel Advance</b>											
125											
									<b>54.</b> \$ 540.00		
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>		<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>		<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>		<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E128725 for Ranjan, Ramesh**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/09 10:44:52	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/05/09 10:46:24	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2018/05/10 18:07:06	Robb, Amanda (IDIR\AROB) Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E128725 for Ranjan, Ramesh

1 note(s) returned.

Created On	Author	Note
2018/05/09 10:44:52	Hay, Lorna (IDIR\LHAY) Lorna.Hay@gov.bc.ca	05/07 - HA from South Van to Victoria. Stayed at s.15 2 nights. 05/07 - 05/09 - Full day meals, excluding lunch on May 9th (provided). 05/09 - HA from Victoria to South Van at 16:20

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**RANJAN RAMESH**

s.22

**Arrive 05/07/18 Depart 05/09/18**

**MINISTRY OF JOBS, TRADE & TECH**

**Room # s.15 Folio # s.22**

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
05/07/18	DMB	2-Room Charg		169.00
05/07/18	DMB	12-D.M.F. (1%)		1.69
05/07/18	DMB	20-D.M.F(.05)	On D.M.F. (1%)	0.08
05/07/18	DMB	10-Municipal	On Room Charge	5.12
05/07/18	DMB	3-Room Tax		13.66
05/08/18	DMB	2-Room Charg		169.00
05/08/18	DMB	12-D.M.F. (1%)		1.69
05/08/18	DMB	20-D.M.F(.05)	On D.M.F. (1%)	0.08
05/08/18	DMB	10-Municipal	On Room Charge	5.12
05/08/18	DMB	3-Room Tax		13.66
05/09/18	CM	92-Visa	THANK YOU!	-396.00
			GST On Room Charge	16.90
			<b>Tax Reg. # s.15</b>	

**BILLING INSTRUCTIONS**

**BALANCE DUE** →

**0.00**

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

ADDRESS

CITY

POSTAL

ATTENTION

SIGNATURE

X

**From:** reservation@harbourair.com  
**To:** Maloney, Katie JTT:EX; Ranjan, Ramesh JTT:EX  
**Subject:** Ramesh Harbour Air Flight Itinerary. Thanks for booking!  
**Date:** Monday, April 30, 2018 11:59:52 AM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

### Customer Information

#### Account

HAS #

s.17

Name

Ramesh Ranjan

### Booking # s.17

**Monday, May 7, 2018**

**Flight #503**

**08:20 South Vancouver (YVR) / Map**



**08:50 Victoria Harbour / Map**



**30 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

**. Ramesh Ranjan, Male**

Invoice # s.17

#### Air Transportation Charges

Sked 500 : (Pk) GO Flex \$159.35

#### Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$8.00

Billing \$160.00

Taxes \$8.00

[Add to Calendar](#)

**Grand Total**

**\$168.00**

**Fare Conditions:**

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

**Baggage:**

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

25 lbs. Guaranteed

25 lbs. (space available)

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

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

35 lbs. Guaranteed

15 lbs. (space available)

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

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

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**

100% cancellation fee if cancelled within 24hrs of  
departure

**Booking #** s.17

**Wednesday, May 9, 2018**

**Flight #510**

**16:20 Victoria Harbour / Map** ☐

**16:50 South Vancouver (YVR) / Map**

☐

**30 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

**Invoice** s.17

**Air Transportation Charges**

Sked 500 : (Pk) GO Flex \$159.35

**Taxes, Fees and Charges**

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$8.00

**Billing** \$160.00

Ramesh Ranjan, Male

Taxes

\$8.00

[Add to Calendar](#)

**Grand Total**

**\$168.00**

**Fare Conditions:**

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

**Baggage:**

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

25 lbs. Guaranteed

25 lbs. (space available)

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

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

35 lbs. Guaranteed

15 lbs. (space available)

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

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

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**

100% cancellation fee if cancelled within 24hrs of  
departure

**Booking Information**

**Domestic Flights**

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

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

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128859

**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.

<b>Name</b> Ranjan, Ramesh			<b>Employee ID</b> s.22			<b>Phone Number</b> s.22		
<b>Client Organization</b> Jobs, Trade and Technology			<b>Job Title</b> Executive Assistant			<b>Travel Group Code</b> 3		
<b>5. Date Completed</b> 2018/05/31		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>		
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meeting with minister				<b>Headquarters</b> Surrey		
<b>12. Mailing Address for Cheque</b> 10574 King George Blvd Surrey, BC V3T 2X3								
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>Claim</b>	<b>Cost</b>	<b>22. Lodging Costs</b>
2018	Van- Vic	0700	2359		0.00	F-B	41.00	228.47
05/28	Victoria	0700	2359		0.00	F-	51.50	228.47
05/29	Victoria	0700	2359		0.00	F-	51.50	228.47
05/30	Victoria- Van	0700	1800		0.00	F-D	33.25	
05/31								
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 177.25	<b>39.</b> \$ 685.41
<b>40.</b> \$ 0.00	<b>41. Claim Total</b> \$ 862.66							
<b>48. Client Code</b> 125 125 125 125	<b>49. Resp.</b> 51000	<b>50. Service Line</b> 08001	<b>51. STOB</b> <del>5711</del> 5701	<b>52. Project</b> 5111111	<b>45. Supplier Code</b> s.22	<b>Amount</b> \$ 862.66		
<b>Less Travel Advance</b> 125								
<b>AMOUNT DUE TO EMPLOYEE</b>								<b>54.</b> \$ 862.66
<b>45. Employee Signature (See Audit Trail)</b> - 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.					<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.					<b>Print Name</b>		<b>Date Signed</b>	

## Audit Trail for Travel Voucher (Restricted Use) E128859 for Ranjan, Ramesh

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/31 14:43:25	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/05/31 14:43:35	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/06/04 12:04:10	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2018/06/18 17:15:00	Robb, Amanda (IDIR\AROB) Amanda.Robb@gov.bc.ca		Not Approved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/06/19 10:06:41	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/06/19 10:07:59	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/06/19 10:08:40	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/06/19 10:09:07	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/06/25 12:03:58	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2018/06/29 15:51:30	Robb, Amanda (IDIR\AROB) Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128859 for Ranjan, Ramesh**

2 note(s) returned.

Created On	Author	Note
2018/05/31 14:43:25	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	On May 28th arrived at 8:50AM On May 31st is leaving Vic at 4:20PM
2018/06/19 10:06:41	Maloney, Katie (IDIR\KMALONEY) Katie.Maloney@gov.bc.ca	05/28: Van- Vic Flew HA pd on Turbobucks for meetings. claimed LD+ Hotel(\$228.47) 05/29: Vic to staff MBR. claimed BLD+ Hotel (\$228.47) 05/30: Vic to staff MBR. claimed BLD+ Hotel (\$228.47) 05/31: Vic- Van Flew HA pd on Turbobucks. claimed BL

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s.15

Ramesh Ranjan

s.22

Room No. : s.15  
Arrival : 05-28-18  
Departure : 05-31-18  
Folio No. :  
Conf. No. : s.22  
AR No. :  
Reference No. :  
Custom Ref. :

Company Name: Ministry of Jobs, Trade, & Technology

Group Name:

Date	Description	Charges	Credits
05-28-18	Room Charge	195.00	
05-28-18	DMF 1%	1.95	
05-28-18	Hotel Room Tax 11%	21.67	
05-28-18	GST 5%	9.85	
05-29-18	Room Charge	195.00	
05-29-18	DMF 1%	1.95	
05-29-18	Hotel Room Tax 11%	21.67	
05-29-18	GST 5%	9.85	
s.22			
05-30-18	Room Charge	195.00	
05-30-18	DMF 1%	1.95	
05-30-18	Hotel Room Tax 11%	21.67	
05-30-18	GST 5%	9.85	
s.22			
05-31-18	Visa XXXXXXXXXXXXXs.17 XX/XX		s.22

Total Charges s.22

Total Credits

Claiming \$685.41 ✓

Balance ✓ 0.00

Guest Signature: \_\_\_\_\_

Page No. 1 of 1

s.15



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128919

**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.

<b>Name</b> Zimmerman, Emily		<b>Employee ID</b> s.22		<b>Phone Number</b> s.22	
<b>Client Organization</b> Labour		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/06/12		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> meetings			<b>Headquarters</b> Surrey
<b>12. Mailing Address for Cheque</b> s.22					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2018					
05/10	Newton	0700	0800	14	7.56
05/11	Whalley	1900	2130	45	24.30
05/12	Delta	1230	1430	33	17.82
05/16	New Westminster	1300	1500	29	15.66
05/22	pulse	1530	1630	14	7.56
05/25	Northview	1830	1930	32	17.28
05/28	Victoria	1300	1830	66	35.64
05/29	Victoria	0800	1800		0.00
05/30	Victoria	0830	1700		0.00
05/31	Victoria	0900	1730		0.00
				<b>36.</b>	<b>37.</b>
				\$ 125.82	\$ 0.00
				<b>38.</b>	<b>39.</b>
				\$ 153.50	\$ 784.16
				<b>40.</b>	<b>Claim Total</b>
				\$ 89.50	\$ 1152.98
<b>TOTALS OF COLUMNS</b>					
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
127	51608	52080	5702	5155555	s.22
127	51608	52080	5701	5155555	
127					
127					
<b>Less Travel Advance</b>					
127					
					<b>54.</b>
					\$ 1152.98
<b>45. Employee Signature (See Audit Trail)</b>					
- 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.					
<b>56. Spending Authority Signature (See Audit Trail)</b>				<b>Print Name</b>	<b>Date Signed</b>
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					
<b>57. Payment Authority Signature (See Audit Trail)</b>				<b>Print Name</b>	<b>Date Signed</b>
- Requisition for payment pursuant to section 32 of the Financial Administration Act.					

FIN 10 (EFI-F0012 v2.6.1)

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

\*Supplemental - Cont'd on E128920

Audited by PL Jun 13-18

**Audit Trail for Travel Voucher (Restricted Use) E128919 for Zimmerman, Emily**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/12 11:56:17	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Saved	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2018/06/12 11:56:36	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2018/06/13 07:45:29	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128919 for Zimmerman, Emily**

0 note(s) returned.

Created On	Author	Note

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## PROVED HOTEL &amp; RATE

ZIMMERMAN EMILY ✓

Room # s.15 Invoice # 367492  
Arrive 05/28/18 Depart 06/01/18SURREY, BRITISH COLUMBIA  
V3S 3K2

Date	Clerk	Department	Description	Reference	Amount
05/28/18	DA	2-Room	Charg		169.00
05/28/18	DA	3-Room	Tax		13.52
05/28/18	DA	21-MRDT	3% On Room Charge		5.07
05/29/18	SB	2-Room	Charg		169.00
05/29/18	SB	3-Room	Tax		13.52
05/29/18	SB	21-MRDT	3% On Room Charge		5.07
05/30/18	SB	2-Room	Charg		169.00
05/30/18	SB	3-Room	Tax		13.52
05/30/18	SB	21-MRDT	3% On Room Charge		5.07
05/31/18	SB	2-Room	Charg		169.00
05/31/18	SB	3-Room	Tax		13.52
05/31/18	SB	21-MRDT	3% On Room Charge		5.07
06/01/18	GL	93-Mastercard			✓ -784.16
GST On Room Charge					33.80
Tax Reg. # s.15					

Balance: ✓ 0.00

Swartz Bay  
To  
Tsawwassen



**LANE 10**

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/01  
RESERVATION-R1500  
CONF: B180294265  
RES: 1

1	Reservation Pr	17.00
20	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	2.20-

Total	89.50
Prepayment	17.00

Master Card  
\*\*\*\*\*S.17 72.50  
AUTH 071972 66277640 001001600 S  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 01 Jun 2018 13:49:08



SEE REVERSE SIDE OF TICKET

To  
Swartz Bay



**LANE 44**

RECEIPT - PLEASE RETAIN

PURCHASE 2018/05/28 ✓  
RESERVATION-R1500  
CONF: B180235849  
RES: 1

1	Reservation Pr	17.00
20	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	2.20-

Total	✓ 89.50
Prepayment	17.00

Master Card  
\*\*\*\*\*S.17 72.50  
AUTH 013847 66277657 0010013870 S  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 28 May 2018 14:17:14



SEE REVERSE SIDE OF TICKET