



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128453

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 Thumath, Meaghan ✓				Employee ID s.22				Phone Number (250) 952-7623			
Client Organization Mental Health and Addictions				Job Title Sr Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/03/21			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel meetings in van / vic					Headquarters vancouver Victoria			
12. Mailing Address for Cheque											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
02/20	meetings in van	1100	1400		0.00		H-	25.75			
02/26	meetings in van	1000	1300		0.00		H-B	15.25			
02/27	van/ vic (HJ)	0700	0840		0.00	PCard		0.00			
03/02	mtgs in van	0900	1300		0.00		H-	25.75			
03/06	van/ vic (HJ)	0730	0830		0.00	PCard		0.00			
TOTALS OF COLUMNS					36. \$ 0.00	37. ✓ \$ 72.30		38. ✓ \$ 66.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 139.05 ✓
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
027	66M02	44900		5701	66MHA00		s.22		\$ 139.05		
027											
027											
027											
Less Travel Advance											
027											
AMOUNT DUE TO EMPLOYEE										54.	\$ 139.05 ✓
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) E128453 for Thumath, Meaghan

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/21 17:23:43	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca	Saved	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca
2018/03/21 17:25:43	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca	Saved	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca
2018/03/30 01:51:04	Thumath, Meaghan (IDIR\MTTHUMATH) Meaghan.Thumath@gov.bc.ca		Initiated	Wade, Debbie Debbie.Wade@gov.bc.ca
2018/03/30 15:51:46	Wade, Debbie ✓ (IDIR\DWADE) Debbie.Wade@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128453 for Thumath, Meaghan

1 note(s) returned.

Created On	Author	Note
2018/03/21 17:25:43	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	feb. 20th - meetings in van - taxi \$6.50 - half day per diem Feb. 26th - meetings in van - parking \$23.00 - half day - B = \$15.25 Feb. 27th - van/ Vic - HJ charged to office pcard - taxi \$13.00 Mar. 2 - mtgs in van - parking \$16.00 half day \$ 25.75 March 6th - van/ vic -HJ charged to office pcard - taxi \$13.80

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17 MARCH.

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 03/02/2018 ✓
15:40
Exited: 03/02/2018
17:23
Ticket Number: 84929
Transaction Number: 123085
Rate: A
Parking Fee: \$16.00

Total Fee: \$16.00
Fee Paid: \$16.00
Visa
XXXXXXXXXXXX s.17
Approval Number: 021220

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095R10005 ✓

DUPLICATE

BLACKTOP & CHECKER
CABS#132
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD ***** s.17
CARD TYPE VISA
DATE 2018/03/06 ✓
TIME 8185 07:10:11
CLERK ID 1
RECEIPT NUMBER
C85011786-001-162-003-0

PURCHASE
AMOUNT 13.80
TIP s.22
TOTAL

✓ \$

VISA CREDIT
A0000000031010
5D0A6FE58FBF18AD
0080008000-E800
BF7BB8276A11BB2A
0080008000-F800

APPROVED

AUTH# 003336 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

2612 QUADRA ST
VICTORIA BC

CARD s.17 *****
CARD TYPE FLASH
ACCOUNT TYPE DEFAULT
DATE 2018/02/20 ✓
TIME 5480 23:54:01
RECEIPT NUMBER
H85045960-001-008-028-0

PURCHASE
AMOUNT \$6.50
TIP s.22
TOTAL

Interac
A0000002771010 ✓
B0E6509AD37EF79A
8080008000-

APPROVED

AUTH# 860420 00-001
THANK YOU

CARDHOLDER COPY

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

Pay Station Number: 02/26/2018 ✓
Entered: 09:45
Exited: 02/26/2018 15:01
Ticket Number: 84395
Transaction Number: 48807
Rate: A \$23.00
Parking Fee:

Total Fee: \$23.00
Fee Paid: \$23.00
Visa
XXXXXXXXXXXX s.17
Approval Number: 043469

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095R10005 ✓

s.17

s.22

Feb 27, 2018 ✓

\$13.00

VISA CREDIT
A0000000031010
6E2A5284B4BF5DDA
0080008000-E800
BE9BA11FDBB5114B
0080008000-F800

APPROVED

AUTH# 058184

THANK YOU

CARDHOLD COPY ✓

IMPORTANT
COPY FOR OUR

DUPLICATE

HE18FXEC0DM3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128364

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Name Thumath, Meaghan			Employee ID s.22			Phone Number (250) 952-7623					
Client Organization Mental Health and Addictions			Job Title Sr Ministerial Assistant			Travel Group Code 3					
5. Date Completed 2018/03/16		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel to van for meetings with MJD				Headquarters vancouver					
12. Mailing Address for Cheque											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018	van/ vic (HJ)	0900	0930		0.00			0.00			
03/06	van/ vic (HJ)	1730	1800		0.00	✓ 15.20		0.00			
03/08	meetings in van	1000	1500		0.00		H-	25.75			
03/12	meetings in van	1030	1530		0.00		H-	25.75			
03/13	van/ vic (HJ)	0750	0830		0.00	✓ 13.40		0.00			
03/15	van/ vic (HJ)*	1840	1900		0.00			0.00			
03/16	meetings in van	0930	1200		0.00		H-B	15.25			
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 28.60		38. \$ 66.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 95.35
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
027	66M02	44900		5701	66MHA00		s.22		\$ 95.35		
027											
027											
027											
Less Travel Advance											
027											
										54. \$ 95.35	
AMOUNT DUE TO EMPLOYEE											
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed		

FIN 10 (EFI-F0012 v2.6.1)

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

Audited CDM Mar 26/18

Audit Trail for Travel Voucher (Restricted Use) E128364 for Thumath, Meaghan

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/16 13:26:59	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca	Saved	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca
2018/03/16 13:30:02	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca	Saved	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca
2018/03/16 17:26:42	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca	Saved	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca
2018/03/16 17:48:08	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca	Notified	Thumath, Meaghan Meaghan.Thumath@gov.bc.ca
2018/03/16 23:08:26	Thumath, Meaghan (IDIR\MTHUMATH) Meaghan.Thumath@gov.bc.ca		Initiated	Wade, Debbie Debbie.Wade@gov.bc.ca
2018/03/19 13:08:35	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128364 for Thumath, Meaghan

1 note(s) returned.

Created On	Author	Note
2018/03/16 13:30:02	Wade, Debbie (IDIR\DWADE) Debbie.Wade@gov.bc.ca	Mar 6th - van/ vic - HJ - charged to office pcard March 8th - vic/ van charged to office pcard taxi \$15.20 March 9th - meeting in van -half day per diem \$ 25.75 March 12th meetings in van - half day per diem \$ 25.75 March 13th - van / vic - HJ -c harged to office pcard taxi \$ 13.40 March 15th -van / Vic - HJ charged to office pcard March 16th - Meetings in van - half day - Breakfast = \$15.25

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MARCH.

YELLOW CAB
317 FISGARD STREET VOWINS
VICTORIA BC
21852400
GH2185240014

**** BUSINESS PURCHASE ****

01 07 2018 00:25
ACCT # ***** s.17 C
Exp Date **/** Card Type VT
VISA CREDIT

Operator: 014 (Does not wish to clai)
Trace # 6749
Inv. # 014
Auth # 067378 RRN 901029006

Purchase \$6.40
Tip s.22
Total

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 VISA
DATE 2018/03/08
TIME 0741 18:37:41
CLERK ID 49563
RECEIPT NUMBER
C85055517-001-243-005-0

PURCHASE
AMOUNT \$15.20
TIP s.22
TOTAL \$

VISA CREDIT
A0000000031010
333FF901FDC75418
0080008000-E800
FB390A45E14D9C4B
0080008000-F800

APPROVED
AUTH# 021738 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

BLACKTOP & CHECKER
CABS#111
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD ***** s.17
CARD TYPE VISA
DATE 2018/03/13
TIME 0396 07:19:51
CLERK ID 1
RECEIPT NUMBER
C85012033-001-767-002-0

PURCHASE
AMOUNT \$13.40
TIP s.22
TOTAL \$

VISA CREDIT
A0000000031010
5C75952EB71F726C
0080008000-E800
0345258D85692355
0080008000-F800

APPROVED
AUTH# 085625 01-027
THANK YOU

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128271

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 Ashbourne, Craig				Employee ID s.22				Phone Number (250) 213-3187			
Client Organization Municipal Affairs and Housing				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/03/07			6. Fiscal Year 2018		7. Special Cheque Issue EFT			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Meetings					Headquarters Victoria			
12. Mailing Address for Cheque											
16. Travel Dates 2018 03/01 03/02	17. Places Travelled			18. Personal Vehicle Use Km Cost		19. Other Transport Costs	20. & 21. Meals Claim Cost		22. Lodging Costs	20. & 21. Miscellaneous Cost Describe	
	Destination	Start	End	Km	Cost	Cost	Claim	Cost	Lodging Costs	Cost	Describe
	03/01 03/02	Vic - Van (HJ) Van - Vic (HJ)	1530 0730	2359 1900		0.00 0.00	16.70 44.80	F-BL F-	30.50 51.50	158.63	23.50 CHARGER FO
	Q-TIX										
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 61.50		38. \$ 82.00	39. \$ 158.63	40. 23.50 s.22	Claim Total	
48. Client Code 060 060 060 060	49. Resp. 51057 51057	50. Service Line 54000 54000	51. STOB 5701 6325	52. Project 5100000 5100000	45. Supplier Code s.22	Amount \$ 302.13 \$ 23.50					
Less Travel Advance 060											
						AMOUNT DUE TO EMPLOYEE				54. \$ 325.63 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) E128271 for Ashbourne, Craig

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/07 09:00:12	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/03/08 16:08:20	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/03/08 16:18:56	Ashbourne, Craig (IDIR\CASHBOUR) Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2018/03/12 16:56:47	Robinson, Selina (IDIR\SEROBINS) Selina.Robinson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
Production *** Copyright © Government of British Columbia				

Notes for Travel Voucher (Restricted Use) E128271 for Ashbourne, Craig

2 note(s) returned.

Created On	Author		Note
2018/03/07 09:00:12	Grant, Lisa (IDIR\LISGRANT)	Lisa.Grant@gov.bc.ca	03/01 - Helijet paid for with Quick Tickets, Taxis, lodging 03/02 - Helijet paid for with Quick Tickets, taxis
2018/03/08 16:08:20	Grant, Lisa (IDIR\LISGRANT)	Lisa.Grant@gov.bc.ca	To be added: \$20.98 for cellphone power bank needed to maintain phone charge while staffing MSR at events

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Craig Ashbourne

Room No. : s.15

Arrival : 03-01-18

Departure : 03-02-18

Folio No. :

Conf. No. : s.22

Cashier No. : 127

Custom Ref. :

Canada

Company Name: Provincial Government

Group Name:


Date	Description	Charges	Credits
03-01-18	s.15,s.22		
03-01-18	Room Charge	135.00	
03-01-18	DMF	1.75	
03-01-18	PST	10.94	
03-01-18	GST	6.84	
03-01-18	AHRT	4.10	
		Total Charges	s.22
		Total Credits	0.00
		Balance	s.22

TOTAL: \$158.63

Page No. 1 of 1



250-381-2222 250-381-2242

Download Yellowcab taxi APP from App Store 

Date: 01-Mar-18 Amount: 10.00 ✓

Driver: [Signature] Car #: 71

From: _____ To: _____



Kyle's
Taxi & Limousine
804-584-3324

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD s.17 ✓
CARD TYPE VISA
DATE 2018/03/01 ✓
TIME 0037 17:00:11
CLERK ID 999
RECEIPT NUMBER
C85050495-001-117-002-0

PURCHASE
AMOUNT ✓ \$6.70
TIP s.22
TOTAL

\$

Visa Credit
A0000000031010
E29A3077797B93D0
0080008000-E800
78969A26BDD402A0
0080008000-F800

APPROVED

AUTH# 003591 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

BLACKTOP & CHECKER
CABS#155
777 PACIFIC ST
VANCOUVER BC

CARD s.17 ✓
CARD TYPE VISA
DATE 2018/03/02
TIME 0606 10:51:27
CLERK ID 1
RECEIPT NUMBER
C85010694-001-873-006-0

PURCHASE
AMOUNT \$13.30 ✓
TIP s.22
TOTAL

\$

Visa Credit
A0000000031010
E300A0B5273E5AF6
0080008000-E800
517051ABB29628FC
0080008000-F800

APPROVED

AUTH# 038321 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

BLUEBIRD CABS #6
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17 ✓
CARD TYPE VISA
DATE 2018/03/02
TIME 2070 18:07:52
RECEIPT NUMBER
C85060060-001-111-001-0

PURCHASE
AMOUNT \$12.40 ✓
TIP s.22
TOTAL

\$

Visa Credit
A0000000031010
737ADBB4ED76F7EF
0080008000-E800
C851DE0745A3267F
0080008000-F800

APPROVED

AUTH# 025851 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #316
1441 CLARK DR
VANCOUVER BC

CARD *✓*****s.17
CARD TYPE VISA
DATE 2018/03/02
TIME 1034 09:45:20
CLERK ID
RECEIPT NUMBER
18506006+

AMOUNT ✓ \$13.60
TIP s.22
TOTAL

\$.

Visa Credit
A0000000031010
BF091F8350DC37A5
0000000000-

APPROVED

AUTH# 058741
THANK YOU

01-027

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17 ✓
CARD TYPE VISA
DATE 2018/03/02
TIME 0679 08:07:17
CLERK ID 333
RECEIPT NUMBER
C85006248-001-376-002-0

PURCHASE
AMOUNT \$5.50 ✓
TIP s.22
TOTAL

5

Visa Credit
A0000000031010
67D87F02B5B3F713
0080008000-E800
D6E9DB157C3B686D
0080008000-F800

APPROVED

AUTH# 015301 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#105485080

604*871*1111

s.15

s.22

1	Smart Pwr BankSlim	14.99T
1	Micro USB Cable	5.99T

s.22

14.99 5.99=20.98 1.47PSt
1.05 GST = \$23.50

WHOLE PIZZA
ONLY \$8.00!
***** REPRINT *****
T#01 OP31 TRN1164 03/01/2018 06:45 PM

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Friday, March 2, 2018 3:40 PM
To: White, Christine MAH: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	Craig Ashbourne

Booking s.22

Friday, March 2, 2018

727

17:10 Vancouver Harbour

17:45 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Peak

Craig Ashbourne, Male

Add to Calendar

Invoice #265950

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Thursday, February 22, 2018 10:05 AM
To: White, Christine MAH: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	Craig Ashbourne

Booking #s.22

Thursday, March 1, 2018

724

16:20 Victoria Harbour

16:55 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

Craig Ashbourne, Male

[Add to Calendar](#)

Invoice #265948

FARE-YWH-PEAK_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128320

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 Takkar, Namrata (Nimmi)				Employee ID s.22				Phone Number (250) 356-2178																																																																																																																											
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant				Travel Group Code 3																																																																																																																											
5. Date Completed 2018/03/14			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																											
Type of Travel In Province			14. Reason for Travel Accompanying the Minister					Headquarters Victoria																																																																																																																											
12. Mailing Address for Cheque																																																																																																																																			
<table border="1"> <tr> <td colspan="1">16. Travel Dates</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. Personal Vehicle Use</td> <td colspan="1">19. Other Transport Costs</td> <td colspan="2">20. & 21. Meals</td> <td colspan="1">22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </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></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/08</td> <td>Vic to Van</td> <td>1700</td> <td>2359</td> <td></td> <td>0.00</td> <td>63.00</td> <td>H-</td> <td>25.75</td> <td>268.29</td> <td></td> <td></td> </tr> <tr> <td>03/09</td> <td>Van to P.George</td> <td>0001</td> <td>2359</td> <td></td> <td>0.00</td> <td>38.50</td> <td>F-</td> <td>51.50</td> <td>s.22</td> <td></td> <td></td> </tr> <tr> <td>03/10</td> <td>P.George-Van</td> <td>0001</td> <td>2359</td> <td></td> <td>0.00</td> <td>37.00</td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/11</td> <td>Van to Vic</td> <td>0001</td> <td>2030</td> <td></td> <td>0.00</td> <td>s.22</td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>298.50</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td>36.</td> <td>37.</td> <td>38.</td> <td>39.</td> <td>40.</td> <td colspan="3">Claim Total</td> </tr> <tr> <td colspan="4"></td> <td>\$ 0.00</td> <td>\$ s.22</td> <td>\$ s.22</td> <td>\$ 268.29</td> <td>\$ 0.00</td> <td colspan="3">\$ s.22</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												03/08	Vic to Van	1700	2359		0.00	63.00	H-	25.75	268.29			03/09	Van to P.George	0001	2359		0.00	38.50	F-	51.50	s.22			03/10	P.George-Van	0001	2359		0.00	37.00	F-	51.50				03/11	Van to Vic	0001	2030		0.00	s.22	F-	51.50										298.50						TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total							\$ 0.00	\$ s.22	\$ s.22	\$ 268.29	\$ 0.00	\$ s.22		
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed																																																																																																																											
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed																																																																																																																											
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed																																																																																																																											

FIN 10 (EFI-F0012 v2.6.1)

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

Audited 2018Mar29
SLP

Audit Trail for Travel Voucher (Restricted Use) E128320 for Takkar, Namrata (Nimmi)

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/14 14:11:35	Hembree, Sara (IDIR\SEMBREE) Sara.Hembree@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/03/14 14:23:23	Hembree, Sara (IDIR\SEMBREE) Sara.Hembree@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/03/14 14:29:47	Hembree, Sara (IDIR\SEMBREE) Sara.Hembree@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/03/14 14:31:35	Hembree, Sara (IDIR\SEMBREE) Sara.Hembree@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/03/20 14:21:29	Takkar, Namrata (Nimmi) (IDIR\NTAKKAR) Nimmi.Takkar@gov.bc.ca		Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/03/20 14:22:08	Wakeman, Michelle (IDIR\MWAKEMAN) Michelle.Wakeman@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/03/21 10:56:34	Takkar, Namrata (Nimmi) (IDIR\NTAKKAR) Nimmi.Takkar@gov.bc.ca		Approved	Wakeman, Michelle Michelle.Wakeman@gov.bc.ca
2018/03/21 10:56:59	Wakeman, Michelle (IDIR\MWAKEMAN) Michelle.Wakeman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128320 for Takkar, Namrata (Nimmi)

1 note(s) returned.

Created On	Author	Note
2018/03/14 14:23:23	Hembree, Sara (IDIR\SEMBREE) Sara.Hembree@gov.bc.ca	03/08 - Taxi to Airport \$69.30 - Half day \$25.75 03/09 - Hotel check out - \$268.29 - Flight Van to Prince George - Taxi from airport to event \$33.20 to next event \$12.30 Taxi - Full Day - \$51.50 No Accommodation Claim 03/10 - Flight Prince George to Van - \$42.00 Taxi from airport - \$22 03/11- Taxi to Helijet \$87.20-no flight - Taxi Helijet to Airport \$47.50-Van to Vic flight - Taxi from airport home in Vic \$71.40 (in two receipts because driver accidently reset meter)

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BLUEBIRD CABS #52
2612 QUADRA ST
VICTORIA BC

CARD s.17
CARD TYPE VISA
DATE 2018/03/08
TIME 4403 17 41:52
RECEIPT NUMBER
H9500004: 001-159 007 0

PURCHASE
AMOUNT \$63.00
TIP s.22
TOTAL

\$

VISA CREDIT
A0000000031010
50B37582E2D6E4DU
00000000000-

APPROVED

FF/DT 20
AUTH# 045482 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

PRINCE GEORGE TAXI #003
331 1ST AVE
PRINCE GEORGE, BC V2L2Y1
(250) 564-4444

SALE

REF# 00000003
Batch #: 011 SEQ: 011001001003
03/09/18 09:59:17
APPR CODE: 075136
VISA
*****s.17

AMOUNT \$28.20
TIP s.22
TOTAL \$

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00

Thank You

CUSTOMER COPY

PRINCE GEORGE TAXI #003
331 1ST AVE
PRINCE GEORGE, BC V2L2Y1
(250) 564-4444

SALE

REF# 00000005
Batch #: 011 SEQ: 011001001005
03/09/18 11:15:21
APPR CODE: 056264
VISA
*****s.17

AMOUNT \$10.30
TIP s.22
TOTAL \$

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00

Thank You

CUSTOMER COPY

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240035

**** PURCHASE ****
03-11-2018 19:49:43
Acct # *****s.1 RF
Exp Date **/** Card Type VI
Name: A0000000031010 VISA CREDIT

Operator: 135
Trace # 2322
Inv. # 275
Auth # 082701 RRN 001159002

Total \$56.50

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com

250-381-2222

Page 26 of 126 FIN-2019-90666

SURDELL TAXI 005
12975 84TH AVE V3W1B3
SURREY BC
20359083

|||| PURCHASE ||||
03-10-2018 15:57:36
Acct # *****s.17 C
Exp Date **/** Card Type VI
Name: NAIRATA TAKKAR
A0000000031010 VISA CREDIT

Trace # 140004 Operator 185
FB2035908301
Inv. # 251
Auth # 020801 RRN 001205004

Purchase \$37.00
Tip s.22

Total \$

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

E128320

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC

21852400
GH2185240035

With receipt for \$6.50

PURCHASE

03-11-2018 19:54:00
Acct # *****s.17 RF

Exp Date **/** Card Type VI

Name: A0000000031010 VISA CREDIT

Operator: 135
Trace # 2323
Inv. # 275
Auth # 007756

RRN 001159003

Purchase \$6.90
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

SURDELL TAXI 070
12975 84TH AVE V3M1B3
SURREY BC

||||

PURCHASE

||||

03-11-2018 18:10:19
Acct #s.17 C

Exp Date **/** Card Type VI

Name: NAMRATA TAKKAR
A0000000031010 VISA CREDIT

Trace # 240006 Operator 170
FB2010442201

Inv. # 14141
Auth # 005460 RRN 001113006

Purchase \$41.30
Tip s.22

Total

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

SURREY METRO TAXI 10
8299 129 ST
SURREY BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/03/11
TIME 4155 16:58:01
CLERK ID 453

RECEIPT NUMBER
C85016714-001-001-020-0

PURCHASE
AMOUNT \$82.20
TIP s.22
TOTAL

\$

VISA CREDIT
A0000000031010
D1636C27334C2248
0080008000-E800
EA19CEC58314505E
0080008000-F800

APPROVED

AUTH# 040236 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 225666
 Page # : 1 of 1

Govt BC
 Ms Namrata Takkar
 s.22

Arrival : 03-08-18
 Departure : 03-09-18
 Fairmont President's Club
 s.22

Date	Description	Additional Information	Charges	Credits
03-08-18	Room Charge		229.00	
03-08-18	Destination Marketing Fee		2.29	
03-08-18	Municipal Room tax		6.94	
03-08-18	Provincial Room tax		18.50	
03-08-18	Room GST		11.56	
03-09-18	Visa	XXXXXXXXXXXX s.17 XX/XX		268.29
Total			268.29	268.29
Balance Due			0.00	

GST Summary

Room : 11.56
 F&B : 0.00
 Other : 0.00
 Total : 11.56

s.15

s.15

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

s.15

Booking Confirmation

Booking Reference: s.22

Date of issue: 08 Mar, 2018

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

- Depart

Economy Tango

Thursday
08 Mar, 2018

18:30
Victoria
Victoria Intl. (YYJ), BC

18:57
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

 AC8076

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

Passengers

 **Namrata Takkar**

Ticket Number
0142191503028

Seats
AC8076 s.15


Purchase summary

MasterCard
***** s.17
Amount paid: \$222.73
Tax information
GST/HST no. 10009-2287 RT0001
\$10.61

1 adult

Air Transportation Charges

Base Fare	178.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	10.61
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	15.00

Total airfare and taxes before options	\$222⁷³
--	---------------------------

GRAND TOTAL (Canadian dollars)	\$222⁷³
---------------------------------------	---------------------------

Hembree, Sara PSSG:EX

From: Wakeman, Michelle PSSG:EX
Sent: Monday, March 5, 2018 1:04 PM
To: Takkar, Nimmi PSSG:EX; Hembree, Sara PSSG:EX
Subject: FW: Air Canada - 09 Mar: Vancouver - Prince George (Booking Reference: R4W4SA)
Attachments: Air_Canada_Booking_Confirmation_R4W4SA.pdf

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: Monday, March 5, 2018 12:13 PM
To: Wakeman, Michelle PSSG:EX
Subject: Air Canada - 09 Mar: Vancouver - Prince George (Booking Reference: R4W4SA)

s.22



Booking Confirmation

s.22
Booking Reference

Date of issue: 05 Mar, 2018



Select Seats



Check in



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Passengers



Namrata Takkar

Seats

s.15

AC8201

Ticket Number:

AC8208

0142191296461

Depart

Economy Tango			
Friday 09 Mar, 2018	07:35		08:50
	Vancouver		Prince George
	Vancouver Intl. (YVR), Terminal M		(YXS), British Columbia
	 1hr15		
	AC8201	Economy Q	
	Operated by: Air Canada Express - Jazz Q400		

Return

Economy Tango			
Saturday 10 Mar, 2018	14:00		15:18
	Prince George		Vancouver
	(YXS), British Columbia		Vancouver Intl. (YVR), Terminal M
	 1hr18		
	AC8208	Economy Q	
	Operated by: Air Canada Express - Jazz Q400		

Purchase summary

MasterCard

XXXX-XXXX-XXXX s.17

Amount paid: \$552.56

Full details can be found in
your attached
Itinerary/Receipt



Air Transportation Charges

1 adult

462.00



Seat selection

20.00



Reservation Confirmation
Your reservation is now confirmed

Reservation Number: s.22

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
TAKKAR, NAMRATA	\$106.22	\$5.32	\$111.54	\$111.54	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P117	11 Mar 2018	19:00 - VANCOUVER - SOUTH	19:25 - VICTORIA INT ARPT	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	TAKKAR, NAMRATA	AIF - YVR	\$5.00	\$0.25	\$5.25
1	TAKKAR, NAMRATA	WALK UP FARE	\$72.00	\$3.60	\$75.60
1	TAKKAR, NAMRATA	Security Surcharge	\$7.12	\$0.36	\$7.48
1	TAKKAR, NAMRATA	Fuel Surcharge	\$5.00	\$0.25	\$5.25
1	TAKKAR, NAMRATA	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	TAKKAR, NAMRATA	Carbon Surcharge	\$4.10	\$0.21	\$4.31
Total			\$106.22	\$5.32	\$111.54

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
12 March 2018	TAKKAR, NAMRATA	\$111.54	VISA		2720581	079923

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Checked Baggage Allowance

A checked bag is one (1) item, weighing up to a maximum of 50lbs (23kg) with maximum linear dimension of 62" (158 cm). Linear dimension is calculated by adding together the bags outside height, width and length. All wheels and handles should be included when measuring. Checked baggage fees may apply depending on the fare selecting at the time of booking.

We make every effort to ensure your luggage travels with you. However, there are times where we cannot accommodate all checked baggage due to payload restrictions. We trust our passengers will keep this in mind when



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128351

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 Pecora, Talea				Employee ID s.22				Phone Number (778) 875-1498																																																																																																			
Client Organization Public Safety and Solicitor General				Job Title Executive Assistant				Travel Group Code 3																																																																																																			
5. Date Completed 2018/03/16			6. Fiscal Year 2018			7. Special Cheque Issue EFT			8. Cheque Stub Information																																																																																																		
Type of Travel In Province			14. Reason for Travel Work in MO			Headquarters Port Coquitlam																																																																																																					
12. Mailing Address for Cheque																																																																																																											
<table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/12</td> <td>Victoria</td> <td>0700</td> <td>1700</td> <td>85</td> <td>45.05</td> <td>72.50</td> <td>F-</td> <td>51.50</td> <td>474.34</td> <td></td> <td></td> </tr> <tr> <td>03/13</td> <td>Victoria</td> <td>0800</td> <td>1730</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/14</td> <td>Victoria</td> <td>0830</td> <td>1800</td> <td>10</td> <td>5.30</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td>21.00</td> <td>Parking</td> </tr> <tr> <td>03/15</td> <td>Victoria</td> <td>0830</td> <td>1900</td> <td>93</td> <td>49.29</td> <td>72.50</td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td colspan="2">36. \$ 99.64</td> <td>37. \$ 145.00</td> <td colspan="2">38. \$ 206.00</td> <td>39. \$ 474.34</td> <td>40. \$ 21.00</td> <td>Claim Total \$ 945.98</td> </tr> </tbody> </table>												16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2018												03/12	Victoria	0700	1700	85	45.05	72.50	F-	51.50	474.34			03/13	Victoria	0800	1730		0.00		F-	51.50				03/14	Victoria	0830	1800	10	5.30		F-	51.50		21.00	Parking	03/15	Victoria	0830	1900	93	49.29	72.50	F-	51.50				TOTALS OF COLUMNS				36. \$ 99.64		37. \$ 145.00	38. \$ 206.00		39. \$ 474.34	40. \$ 21.00	Claim Total \$ 945.98
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56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							Print Name Hotel Exception Approval <i>Mike [Signature]</i>		Date Signed March 28, 2018																																																																																																		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.							Print Name		Date Signed																																																																																																		



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128240

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 Squance, Leah				Employee ID s.22		Phone Number (250) 356-7750	
Client Organization Social Development and Poverty Reduction				Job Title		Travel Group Code 3	
5. Date Completed 2018/03/05		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Vic	
12. Mailing Address for Cheque BC							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
2018	Destination	Start	End	Km	Cost		22. Lodging Costs
03/02	Vic-Van (Ferry)	0800	2359	102	54.06	✓ 89.50	30.75
03/03	North Vancouver	0600	2359	110	58.30		30.75
03/04	Van-Vic (Ferry)	1700	2359	90	47.70	✓ 93.50	0.00
							20. & 21. Miscellaneous
							Cost
							Describe
							✓ 13.00 Parking
TOTALS OF COLUMNS				36. \$ 160.06	37. \$ 183.00	38. \$ 82.00	39. \$ 61.50
				40. \$ 13.00	Claim Total \$ 499.56		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount
031	46001	48000	5701	4600000	s.22		\$ 499.56
031							
031							
031							
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54 ✓ \$ 499.56
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) E128240 for Squance, Leah

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/05 08:53:30	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/03/05 08:55:51	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128240 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

Swartz Bay
To
Tsawwassen

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

LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/02 ✓
RESERVATION-R1500
CONF: 84160332
RES: 71

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

Total	89.50 ✓
Prepayment	17.00

Visa
*****S.17 ✓ 72.50
AUTH 480883 66277643 0010013170 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 02 Mar 2018 14:24:04

1005014 464823
SEE REVERSE SIDE OF TICKET

**RECEIPT
IMPARK**

Lot - 644
170 Chadwick Court
www.impark.com

License Plate Number
S.22

Expiration Date/Time

**06:00 PM
MAR 03, 2018 ✓**

Purchase Date/Time: 08:35am Mar 03, 2018

Total Due: \$13.00
Total Paid: \$13.00 ✓
Ticket #: 00062023
S/N #: 520014040062
Setting: 644
Mach Name: Meter - 1

Card #****.S.1 Visa ✓

Auth #: 469547

Thank You!
Please come again

Tsawwassen
To
Swartz Bay

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

LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/04

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

Total	72.50
-------	-------

Visa
*****S.17 ✓ 72.50
AUTH 475918 66277643 0010013170 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

*See reservation for the
prepayment fee paid as well
total \$93.50

CARDHOLDER COPY
TSA 04 Mar 2018 17:56:11

1007082 955630
105915

Leah Squance^{s.22}

BC Ferries Reservation Confirmation

1 message

BCF Reservations <customerservice@bcferries.com> ✓
To: Leah Squance^{s.22}

Sun, Mar 4, 2018 at 12:20 PM

Reservation Confirmation

RESERVATION	DEPARTS	TIME / DATE	ARRIVES
84160332-73	Vancouver Tsawwassen Terminal	7:00 PM Sunday March 4	Victoria Swartz Bay Terminal
VEHICLE Standard vehicle under 7Ft (2.13m) high			
VESSEL Coastal Celebration			
DEPART Tsawwassen 7:00 PM Sun Mar 4 2018			
ARRIVE Swartz Bay 8:35 PM Sun Mar 4 2018			
FARE INFORMATION			
20' Standard vehicle under 7Ft (2.13m) high			\$55.80
1 12 yrs+			\$16.70
1 Reservation Fee *			\$21.00 ✓
Total for this sailing			\$93.50 ✓
Due at terminal: \$72.50			Paid: \$21.00
vehicle & passenger fares reservation fee			

Vehicle and Passenger fares will be collected at the terminal

Total
Paid: **\$21.00**
reservation fee

Still unsure who is travelling with you? You can still add and pay for passengers at the terminal.



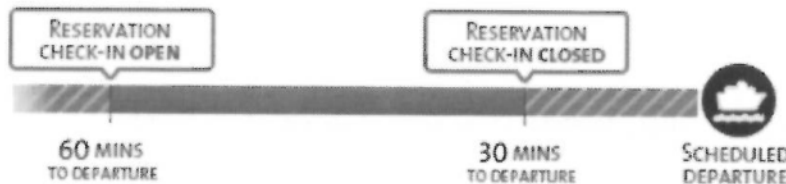
We accept Visa, Mastercard and American Express. **Debit is not accepted at this time.**

Due to vessel substitutions vessel amenities cannot be guaranteed.

Arrive at the terminal 30-60 minutes before departure

Reservation Check-In Opens

Check-in opens **60 minutes** prior to departure. Depending on schedules, you may not be able to check-in if you arrive more than 60 minutes early.



Reservation Check-In Closed

Reservation check-in must occur **30 minutes** prior to scheduled departure. If not checked in by this time, the reservation will not be valid and you will travel standby (on next available sailing). Your reservation fee will not be refunded.

What you need to redeem your reservation

The ticket agent will ask for your **reservation number** or **phone number** used to make the booking.

Terms and Conditions

All reservations are booked for one vehicle and one driver.

Sailing Cancellations

Reservation fees and change fees are non-

If you check-in for your reservation and the sailing is



Control No.

E128385

Name	Employee ID	Phone Number
Squance, Leah	s.22	(250) 356-7750
Client Organization	Job Title	Travel Group Code
Social Development and Poverty Reduction		3

5. Date Completed 2018/03/19	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Meetings	Headquarters Vic	

16.	17.			18.		19.	20. & 21.		22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals		Lodging Costs	Miscellaneous	
2018	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
03/16	Vic-Van Ferry	0700	2359	123	65.19	89.50	F-B	41.00	30.75	5.00	parking
03/17	Coquitlam	0700	2359	66	34.98		F-	51.50	30.75		
03/18	Van	0700	2359		0.00		F-	51.50	30.75		
03/19	Van	0600	2359	28	14.84	14.45	F-	51.50	30.75	3.00	parking
03/20	Van	0600	2359	28	14.84	14.45	F-	51.50	30.75	3.00	parking

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 129.85	\$ 118.40		\$ 247.00	\$ 153.75	\$ 11.00	\$ 660.00

48.	Client Code 031 031 031 031	49.	Resp. 46001	50.	Service Line 48000	51.	STOB 5701	52.	Project 4600000	45.	Supplier Code s.22	Amount \$ 660.00
-----	---	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	---------------------

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 660.00
--	-------------------------------	------------------

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) E128385 for Squance, Leah

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/19 10:49:23	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/19 12:16:52	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/21 08:41:44	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/21 08:48:34	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/21 15:18:53	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/21 15:19:26	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/03/21 15:21:33	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128385 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

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**RECEIPT
IMPARK**

Lot - 2200
Olympic Village
www.impark.com

License Plate Number
s.22

Expiration Date/Time

**05:40 PM
MAR 16, 2018**

Purchase Date/Time: 03:40pm Mar 16, 2018
Total Due: \$5.00 ✓
Total Paid: \$5.00
Ticket #: 00029612
S/N #: 520015080223
Setting: 2200
Mach Name: Meter - 1

#****s.17 Visa

Auth #: 480119

Thank You!
Please come again

Swartz Bay
To
Tsawwassen

BC Ferries
Suite 508 1521 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 01

RECEIPT - PLEASE RETAIN

**PURCHASE 2018/03/16 ✓
RESERVATION-R1300
CONF: 84160332
RES: 74**

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

Total	89.50 ✓
Prepayment	17.00
Visa	
*****s.17	72.50
AUTH 465989 66277637 0010010400 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
SWB 16 Mar 2018 12:18:17

1005032 804403
86082

SEE REVERSE SIDE OF TICKET



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

donotreply@gopassport.com <donotreply@gopassport.com>
To s.22

Tue, Mar 20, 2018 at 2:04 AM

**Thanks for paying for parking with TransLink
Park&Go**

Below is a receipt of your parking stay details:

Transaction Number: 23407653

Zone Number: 6045

Zone Name: Maple Meadows

License Plate: BC s.22

Start: Mon, Mar 19 2018, 07:13 AM ✓

End: Tue, Mar 20 2018, 02:00 AM

Payment Info: Card ending in s.17

Parking Fee: \$3.00 ✓

Total Fee: \$3.00

If you have any questions regarding this or any other parking transaction,
please contact a customer service representative at support@passportinc.com.

TransLink Park&Go Team!

POWERED BY
Passport



1 message

Wed, Mar 21, 2018 at 2:04 AM



TransLink Park&Go Team!

POWERED BY
Passport



Adult -s.22

Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your card order history page.

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

Transaction filters:

Usage

Start date:

Mar-14-2018

End date:

Mar-21-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Mar-20-2018 05:07 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$29.90
Mar-20-2018 04:02 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$27.15
Mar-20-2018 04:02 PM	Missing Tap out Stored Value	\$2.10	\$34.60
Mar-20-2018 04:00 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$32.50



Mar-20-2018 08:15 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$36.80
Mar-20-2018 08:15 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$36.80
Mar-20-2018 08:15 AM	Missing Tap out Stored Value	\$0.00	\$36.80
Mar-20-2018 07:17 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$36.80
Mar-19-2018 05:38 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$44.35
Mar-19-2018 04:41 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$41.60
Mar-19-2018 04:41 PM	Missing Tap out Stored Value	\$2.10	\$49.05
Mar-19-2018 04:40 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$46.95
Mar-19-2018 08:16 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$51.25
Mar-19-2018 08:16 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$51.25
Mar-19-2018 08:16 AM	Missing Tap out Stored Value	\$0.00	\$51.25



Mar-19-2018 07:11 AM Tap in at Maple Meadows Station
Stored Value

-\$7.55

\$51.25

Mar 19: 14.45

$$\begin{array}{r} 7.55 \\ 4.30 \\ - 2.10 \\ + 7.45 \\ - 2.75 \end{array}$$

Mar 20: 7.55

+4.30

-2.10

+7.45

-2.75

14.45



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128447

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Name Squance, Leah				Employee ID s.22		Phone Number (250) 356-7750																												
Client Organization Social Development and Poverty Reduction				Job Title		Travel Group Code 3																												
5. Date Completed 2018/03/21		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																												
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Vic																												
12. Mailing Address for Cheque BC																																		
16. Travel Dates 2018 03/21 03/22	17. Places Travelled <table border="1"> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> <tr> <td>Van-Vic-Van (HA)</td> <td>0600</td> <td>2359</td> </tr> <tr> <td>Van-FortNelson (CMA)</td> <td>0500</td> <td>2359</td> </tr> </table>			Destination	Start	End	Van-Vic-Van (HA)	0600	2359	Van-FortNelson (CMA)	0500	2359	18. Personal Vehicle Use <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td>90</td> <td>47.70</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </table>		Km	Cost	90	47.70		0.00	19. Other Transport Costs	20. & 21. Meals <table border="1"> <tr> <th>Claim</th> <th>Cost</th> </tr> <tr> <td>F-L</td> <td>41.00</td> </tr> <tr> <td>F-</td> <td>51.50</td> </tr> </table>	Claim	Cost	F-L	41.00	F-	51.50	22. Lodging Costs 151.13	20. & 21. Miscellaneous <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>✓ 19.00</td> <td>Parking</td> </tr> </table>	Cost	Describe	✓ 19.00	Parking
Destination	Start	End																																
Van-Vic-Van (HA)	0600	2359																																
Van-FortNelson (CMA)	0500	2359																																
Km	Cost																																	
90	47.70																																	
	0.00																																	
Claim	Cost																																	
F-L	41.00																																	
F-	51.50																																	
Cost	Describe																																	
✓ 19.00	Parking																																	
*03/21 supplemental to E128385 was already in Vancouver																																		
*PCARD																																		
TOTALS OF COLUMNS				36. \$ 47.70	37. \$ 0.00	38. \$ 92.50	39. \$ 151.13	40. \$ 19.00	Claim Total \$ 310.33																									
48. Client Code 031 031 031 031	49. Resp. 46001 46001	50. Service Line 48000 48000	51. STOB 5701 5702	52. Project 4600000 4600000	45. Supplier Code s.22		Amount \$ 258.83 \$ 51.50																											
Less Travel Advance 031																																		
				AMOUNT DUE TO EMPLOYEE				54. \$ 310.33																										
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed																												
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed																												
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed																												

FIN 10 (EFI-F0012 v2.6.1)

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

* 03/22 Supplemental to E128470 trip cont'd

Audited by PL Mar 27-18

Audit Trail for Travel Voucher (Restricted Use) E128447 for Squance, Leah

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/21 15:20:35	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/22 10:43:04	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Squance, Leah Leah.Squance@gov.bc.ca	Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/22 11:55:59	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Squance, Leah Leah.Squance@gov.bc.ca	Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/22 12:02:43	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/03/22 13:43:14	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128447 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

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GOVT BC
Ms Leah Squance ✓
Canada

Room: s.15
Folio: s.22
Cashier: 16
Arrival: 03-21-18
Departure: 03-22-18
Reference: c/o Valerie McKnight

Date	Description	Additional Information	Charges	Credits
03-21-18	Room Charge		129.00	
03-21-18	Room GST		6.51	
03-21-18	Provincial Room Tax		10.42	
03-21-18	Municipal Room Tax		3.91	
03-21-18	Destination Marketing Fee		1.29	
03-21-18	Parking		✓ 15.08	
03-21-18	Parking - GST		0.75	
03-21-18	Parking Tax - Translink		3.17	
03-22-18	Visa	XXXXXXXXXXXX s.17	XX/XX ✓	170.13

GST Summary	
Registration Nc s.15	
Room	6.51
F&B	0.00
Other	0.75
Total	7.26

PST Summary	
Room	10.42
F&B	0.00
Other	0.00
Total	10.42

Total	170.13	170.13
Balance Due	0.00 CDN	✓

Guest Signature: _____

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

McKnight, Valerie SDPR:EX

From: reservation@harbourair.com
Sent: Wednesday, March 14, 2018 2:00 PM
To: McKnight, Valerie SDPR:EX; McKnight, Valerie SDPR:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



- Check Flight Status
- Manage Flight
- Deals & Specials
- High Flyer Rewards
- My Account

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information		
Account	HAS #	s.17
	Name	Leah Squance

Booking # s.17	
Wednesday, March 21, 2018	Invoice # s.17
Flight #701	Air Transportation Charges
07:30 Pitt Meadows / Map	Sked 700 : Standard GO Gold \$185.07
08:05 Victoria Harbour / Map	Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 700 : Carbon Offset	\$0.65
	+ Goods and Services Tax	\$9.28
KK- Confirmed		
1 Passenger(s) - GoGold Leah Squance, Female	Billing	\$185.72
	Taxes	\$9.28
	Grand Total	\$195.00
Add to Calendar		
Fare Conditions: Refundable up to 15 minutes prior to Departure Changeable up to 15 minutes prior to Departure Complimentary Select Seating 50% cancel fee for groups of 4+ if cancelled within 24 hrs departure		
Guaranteed Baggage: 50 lbs. All routes		
Standby Baggage: 50 lbs. on all routes \$1/lb. over 50 lbs.		

Booking Information

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Harbour Air Seaplanes

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

Toll-free 1-800-665-0212
Website: www.harbourair.com
3/21/2018 6:58:29 AM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking ^{s.17}

Leah Squance
Wednesday, March 21, 2018
1 Passenger(s)

Flight #701
Departs 07:30 AM @ Pitt Meadows
Arrives 08:05 AM @ Victoria Harbour

Invoice #: ^{s.17}

1x All Skeds - Baggage : Chec \$0.00 CDN
1x Sked 700 : Carbon Offset \$0.65 CDN
1x Sked 700 : Standard GO G \$185.07 CDN

Leah Squance
Wednesday, March 21, 2018
1 Passenger(s)

Flight #710
Departs 17:20 PM @ Victoria Harbour
Arrives 17:55 PM @ Pitt Meadows

Invoice #: ^{s.17}

1x All Skeds - Baggage : Chec \$0.00 CDN
1x Sked 700 : Carbon Offset \$0.65 CDN
1x Sked 700 : Standard GO G \$185.07 CDN

Goods and Services Tax \$18.56 GST

Grand Total \$390.00 CDN

Payment Information:

Master Card \$390.00 CDN

Date/Time 3/21/2018 6:56:27 AM
Station HYPKCS01
Terminal ID HYPKCC01
Action Purchase/Telephone
Card Type M/C
Card Number **** * s.17 M
Amount \$390.00
Authorization 095827
Trace Number 037001001002
Response 00-001/APPROVED 095827

CUSTOMER COPY

Free WIFI Password: haguest99

McKnight, Valerie SDPR:EX

From: reservation@harbourair.com
Sent: Thursday, March 15, 2018 8:52 AM
To: McKnight, Valerie SDPR:EX; McKnight, Valerie SDPR:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!

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

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Leah Squance

Booking s.17

Wednesday, March 21, 2018

Flight #710

17:20 Victoria Harbour / Map

17:55 Pitt Meadows / Map

Invoice #s.17

Air Transportation Charges

Sked 700 : Standard GO Gold

\$185.07

Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 700 : Carbon Offset	\$0.65
	+ Goods and Services Tax	\$9.28
KK- Confirmed		
1 Passenger(s) - GoGold Leah Squance, Female	Billing	\$185.72
	Taxes	\$9.28
	Grand Total	\$195.00
Add to Calendar		
Fare Conditions: Refundable up to 15 minutes prior to Departure Changeable up to 15 minutes prior to Departure Complimentary Select Seating 50% cancel fee for groups of 4+ if cancelled within 24 hrs departure		
Guaranteed Baggage: 50 lbs. All routes		
Standby Baggage: 50 lbs. on all routes \$1/lb. over 50 lbs.		

Booking Information

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government Issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.



Itinerary/Receipt

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

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

Main Contact Information

Name: LEAH SQUANCE
Email: valerie.mcknight@gov.bc.ca

s.22

Flight Itinerary

Flight	From	To	Aircraft	Status
9M751	07:35 - Vancouver 22 Mar 2018	08:55 - Prince George 22 Mar 2018	Dash 8 - 100	CONFIRMED
9M887	09:45 - Prince George 22 Mar 2018	11:15 - Fort Nelson 22 Mar 2018	Dornier 328	CONFIRMED

Name
SQUANCE LEAH

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
SQUANCE,LEAH	YVR - Vancouver AIF	\$5.00	0.2500	0.2500	\$5.25
SQUANCE,LEAH	L - ECON - L	\$383.00	19.1500	19.1500	\$402.15
SQUANCE,LEAH	ATSC	\$7.12	0.3600	0.3600	\$7.48
SQUANCE,LEAH	Surcharge	\$25.00	1.2500	1.2500	\$26.25
Total		\$420.12	\$21.01	\$0.00	\$441.13

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
07 Mar 2018	Leah Squance	\$441.13	MASTERCARD

SH18EXEPAL65



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128470

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 Squance, Leah				Employee ID s.22		Phone Number (250) 356-7750					
Client Organization Social Development and Poverty Reduction				Job Title		Travel Group Code 3					
5. Date Completed 2018/03/24		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel meetings				Headquarters Vic					
12. Mailing Address for Cheque , BC											
16. Travel Dates 2018 03/23	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous		
	Destination FtNelson-FSJ-Van	Start 0600	End 2359	Km 65	Cost 34.45		Claim F-	Cost 51.50	Cost 140.12	Cost 824.95	Describe car rental
TOTALS OF COLUMNS					36. \$ 34.45	37. \$ 0.00		38. \$ 51.50	39. \$ 140.12	40. \$ 824.95	Claim Total \$ 1051.02
48. Client Code 031 031 031 031	49. Resp. 46001	50. Service Line 48000		51. STOB 5701	52. Project 4600000		45. Supplier Code s.22		Amount \$ 1051.02		
Less Travel Advance 031											
									54. \$ 1051.02		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed				

FIN 10 (EFI-F0012 v2.6.1)

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

Supplemental to E128447

Audited by PL mar 28-18

Audit Trail for Travel Voucher (Restricted Use) E128470 for Squance, Leah

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/24 12:00:17	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/24 12:00:32	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/03/26 09:38:53	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128470 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

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NOTE: They have been advised to use the CSA for ALL rentals and must not accept any of the insurances.

From: McKinstry, Cindy D FIN:EX
To: Laird, Patricia FIN:EX
Subject: RE: E128470 Squance, Leah
Date: Wednesday, March 28, 2018 8:56:56 AM

So the rental does not follow the CSA (which it should) and it includes the Loss Damage Waiver insurance which is not an eligible expense. It does not show what type of vehicle was rented so am unable to compare to other CSA companies. The bank statement does not show Leah's name. However, the note is good enough to process. Include a note that they have been advised to use the CSA for ALL rentals and must not accept any of the insurances. This is an unusual situation as s.22 might not be able to rent from the CSA.

Cindy

From: Laird, Patricia FIN:EX
Sent: Wednesday, March 28, 2018 8:37 AM
To: McKinstry, Cindy D FIN:EX
Subject: E128470 Squance, Leah

Hi Cindy,

Can you look at the car rental information starting on page 5. Is the explanation regarding the car rental ok and the proof of payment. It's a very expensive car rental. I asked if they had the agreement with more clarity. I know that part of BC is very remote so it would be expensive.

Because of the travel claim being this high I wanted to get it done before the cut off.

Thank you,

Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

VANCOUVER AIRPORT

WWW.YVR.CA

PARKING\$YVR.CA

V7B 1Y7 Vancouver

604-276-7739

GST R127267383

Epan:Unit ID:

Receipt 3072/4074/805 03/23/18 19:14:53

010100 Pay parking ticket 64.00 \$

03/22/18 06:18 - 03/24/18 06:18

Length of stay: 2 Days, 00:00

Epan:02995157015011068081226900??

Unit ID:106

Total Amount

64.00 \$

Credit Visa

64.00 \$

Net Amount

50.37 \$

Parking Sales Tax

10.58 \$

GST+

3.05 \$

s.15

CSA approved

s.15

PRE AUTH COMPLETE

MD: 5773428
TID: 003
Batch #: 111
03/23/18
Invoice #: 2
APPR CODE: 429635
VISA
***** s.17

REF#: 00000003

07:30:30

Manual CNP
/

AMOUNT ☒ \$140.12

APPROVED

I AGREE TO PAY ABOVE TOTAL AMOUNT
IN ACCORDANCE WITH CARD ISSUER'S
AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

THANK YOU / MERCE

CUSTOMER COPY

Room #

s.15

Invoice #

s.22

Arrive 03/22/18 Depart 03/23/18

SH COLUMBIA

AL DEVELOPEMEN

Department	Description	Reference	Amount
			124.00
	Rm Charge		9.92
	Rm Tax 8% On Rm Charge		-140.12
	Visa		6.20
	GST On Rm Charge		
	Tax Reg. #	s.15	

s.15

Balance: 0.00

reserves the right to
withhold service and will apply
a service charge of 2% monthly
(24% per annum) on the unpaid
balance for overdue accounts in
excess of 30 days of invoice date.
Visit us on Trip Advisor at
www.tripadvisor.com

From: McKnight, Valerie SDPR:EX
To: FIN FSA MIN OFF FIN:EX
Subject: RE: TV E128447 Leah Squance
Date: Tuesday, March 27, 2018 4:29:26 PM
Attachments: Visa Info Leah.docx

Hi Pat,

I have attached Leah's Visa statement showing the charge for the car rental. The reason why it is under s.22 name is the Minister didn't have any way of getting from Fort Nelson to Fort St John so staff who were attending the same consultations in Fort Nelson but had flown into Fort St John had picked up a rental car there and drove it up to Fort Nelson so that the Minister/Leah could drive back to Fort St John to make it to the other planned consultation s.22 made the booking but Leah paid for the vehicle because it was for the Minister. Please let me know if the attached is enough.

Thanks,
Val

From: FIN FSA MIN OFF FIN:EX
Sent: Tuesday, March 27, 2018 2:56 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: TV E128447 Leah Squance

Hi Valerie,

The Car Rental is a Invoice but there is no showing of payment. The payer name on the bill is s.22 (Can I ask who this is). I need the grand total and the car agreement for auditing.

Because she is asking for reimbursement of \$824.95 I need proof of payment for that amount. And what form of payment was used.

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: McKnight, Valerie SDPR:EX
Sent: Tuesday, March 27, 2018 2:40 PM
To: FIN FSA MIN OFF FIN:EX
Subject: RE: TV E128447 Leah Squance

Hi Pat,

Great, thanks. I've attached the receipts for Leah's TV E128470, it is a continuation of TV E128477 travel. All flights were booked on my PCARD and all other charges were made on Leah's personal Visa.

Thanks,
Val

From: FIN FSA MIN OFF FIN:EX
Sent: Tuesday, March 27, 2018 1:49 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: TV E128447 Leah Squance

Hi Valerie,

I have time so I'm process the claim above, would you have the receipts for E128470 as well and I can get them both processed at the same time and in this years budget.

Thank you,

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: McKnight, Valerie SDPR:EX
Sent: Thursday, March 22, 2018 1:27 PM
To: FIN FSA MIN OFF FIN:EX
Subject: TV E128447 Leah Squance

Hello,

Please find attached receipts for Leah Squance's TV E128447.

Thanks,

Valerie McKnight
*Administrative Coordinator to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 387-1423 Fax: (250) 356-7292*

From: McKnight, Valerie SDPR:EX
To: FIN FSA MIN OFF FIN:EX
Subject: RE: TV E128447 Leah Squance
Date: Tuesday, April 3, 2018 3:31:31 PM
Attachments: Fort St John National Car Rental Agreement.pdf

Hi Pat,

Attached is the car rental agreement. The reason the Minister requested an SVU was because they would be travelling a long distance in winter conditions.

Thanks,
Val

From: FIN FSA MIN OFF FIN:EX
Sent: Wednesday, March 28, 2018 9:03 AM
To: McKnight, Valerie SDPR:EX
Subject: RE: TV E128447 Leah Squance

Hi Valerie,

I talked to Cindy and I will process the claim as is. If you get a copy of the agreement can you send it to me and I will add it to the claim. In case in the future there is a FOI request.

Cindy's response was:

So the rental does not follow the CSA (which it should) and it includes the Loss Damage Waiver insurance which is not an eligible expense. It does not show what type of vehicle was rented so am unable to compare to other CSA companies. The bank statement does not show Leah's name.

However, the note is good enough to process. Include a note that they have been advised to use the CSA for ALL rentals and must not accept any of the insurances. This is an unusual situation as s.22 might not be able to rent from the CSA.

Cindy

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Corporate Services Division
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Phone: 778 698-8590
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RA # 173085334 s.22		s.22	MODIFY EC # FT #		
RENTAL LOCATION FORT ST JOHN ARPT (250)785 5590 MELS U-DRIVE (1978) LTD RR #1, SITE 7, COMP 11 FORT ST JOHN, BC V1J4M6		ACCOUNT EXT REF #	RENTAL DATE 21-MAR-2018 RENTAL TIME 08:00 PM	RETURN LOCATION FORT ST JOHN ARPT (250)785 5590 MELS U-DRIVE (1978) LTD RR #1, SITE 7, COMP 11 FORT ST JOHN, BC V1J4M6	RETURN DATE 23-MAR-2018 RETURN TIME 05:00 PM
RATE RULES AND QUALIFICATIONS INITIAL X CANADA BUSINESS RATE		VEHICLE INFORMATION RESERVED STANDARD SIZE SPORT/UTILITY DRIVEN FULL SIZE SPORT/UTILITY CHARGED STANDARD SIZE SPORT/UTILITY MAKE CHEVROLET MODEL TAHOE COLOR SILVER ODOMETER 3897 PLATE FA900R REG AREA BC VEHICLE # YQUT8119 BAY STALL			
CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE		
RENTER'S RESPONSIBILITY					
* TIME & DISTANCE	Day	97.59 X 2	195.18		
* FREE MILES/KM-TIME & DISTANCE	M/KM	0.00 X 200	0.00		
* EXTRA MILES/KM - TIME & DISTANCE	M/KM	0.38 X	0.00		
* LDW	Day	21.00 X 2	42.00		
* REFUELING SERVICE CHARGE	Litre	3.00 X	0.00		
* CONCESSION RECOUP FEE 13.5 PCT @ 13.50%			32.49		
* PROV VEHICLE RENTAL TAX \$1.50/DAY	Day		3.00		
* VEH LIC RECOUPMENT 1.75/DAY	Day		3.50		
PROVINCIAL SALES TAX	Percenta	0.00 X	16.18		
GOODS AND SERVICES TAX 5.00%			13.81		
ESTIMATED CHARGES			306.16 INITIAL X		
(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).					
PAYMENTS MASTERCARD 7338 Auth #					
I ACCEPT LOSS DAMAGE WAIVER (LDW) AS OF 21-MAR-2018 08:00 PM AT \$21.00 PER DAY, BUT I AM RESPONSIBLE FOR THE FIRST \$5000.00 OF LOSS OR DAMAGE TO THE RENTAL VEHICLE. X					
I DECLINE NATIONAL'S OPTIONAL ROADSIDE ASSISTANCE PROTECTION AS OF 21-MAR-2018 08:00 PM X					
I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS AGREEMENT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVERS LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE DISPUTE RESOLUTION PROVISIONS CONTAINED IN THIS AGREEMENT.			ADDITIONAL AUTHORIZED DRIVER(S) LEAH SQUANCE 22-MAR-2018 09:58 TO 23-MAR-2018 17:00		
RENTER :			OWNER: Mel's U Drive 1978 Ltd.		

```

+-- Invoice / Notes -----+
| Inv No 15025566285      Orig Inv No      Inv Typ INVOICE      |
| RA No 173085334        Pre-cut No WI      Inv Stat CLOSED      |
| Driver Name s.22              Id 124218859      |
| Renter Name              Res No s.22      |
| Business Name              BA      |
|   Prod Code DR01      CANADA BUSINESS RATE      CB      COM N      |
| Rental Station YXJT01* FORT ST JOHN ARPT      21-MAR-2018 20:00      |
| Return Station YXJT01* FORT ST JOHN ARPT      23-MAR-2018 16:16      |
| Credit Station      |
| Credit Reason      Comment      |
|   Inv Due Date 24-MAR-2018 Period      Curr Code CAD      |
|   Create Date 24-MAR-2018      Payments      ✓ 824.95      |
|   Print Date 24-MAR-2018 L      Inv Total(inc TAX/VAT)      824.95      |
|   Reprint Date      Total Due/Refund      0.00      |
| Inter. One-way      D/L Zip V6E 4R6      Bus. Type Corporate      |
| Ext Ref No      Credit Net Value      |
| Coupons      QSP      Language Pref DE      Print Inv ( )      |
| Contract ID      Forced Chg CC      Print Inv Centrally ( )      |
+-- Invoice / Notes -----+
| Inv No 15025566285      Curr Code CAD      |
| RA No 173085334      Inv Total(inc TAX/VAT)      824.95      |
| Payer Name COPAS, JASON      |
+-- Invoice / Note Lines -----+
|      No Of Unit      Price      Man      |
| Item      Inc Units Desc      Per Unit      Total Amount Chg Tax      |
| TIME & DISTANCE      2 DAY      97.59      195.18      Y      |
| FREE DISTANCE      200 DISTANCE      0.00      0.00      Y      |
| EXCESS DISTANCE CH      604 DISTANCE      0.38      229.52      Y      |
| LOSS DAMAGE WAIVER      2 DAY      21.00      42.00      Y      |
| REFUELING CHARGE      1 RENTAL      189.00      189.00      Y      |
| CONCESSION RECOUP      13.50 %      88.99      Y      |
| PROV VEHICLE RENTA      2 DAY      1.50      3.00      Y      |
| VEH LIC RECOUPMENT      2 DAY      1.75      3.50      Y      |
| PROVINCIAL SALES T      7.000 %      36.20      N      |
| GOODS AND SERVICES      5.000 %      37.56      N      |

```



Tiffany Gaslard
Station Manager

Fort St John BC
250-785-5590
Fax:250-785-5592



National Car Rental
Mel's U-Drive (1978) Ltd
PO Box 1974
Fort Nelson, BC V0C 1R0
250-774-2678 Fax 250-774-2679

- 1 METHOD OF PAYMENT
MODE DE PAIEMENT
- ☐ AMEX
 - ☐ CASH/COMPTANT
 - ☐ DIRECT/FACTURE
 - ☐ EN ROUTE/DINERS
 - ☐ MASTERCARD
 - ☐ CORPORATE BILLING
FACTURATION CENTRALE
 - ☐ VISA

OTHER/AUTRE

Location Code:
Code de bureau de location: **YYET01**

RA #
N° Contrat

4773064

28 CUSTOMER/CLIENT

BC600

2 UNIT NO./UNITE 6116	3 LICENSE NO./N° D'IMM. 53508	4 MODEL/MODELE Subaru	5 RATE/TARIF CLASS/CAT Car
6 OWNER STAT/PROPRIETAIRE YVE	7 TO BE CHECKED IN AT/ARRIVERA A YVE	9 RETURN DATE DE RETOUR ? May 22/23.	
10 DRIVER'S LICENSE NO./PERMIS DU CONDUCTEUR s.22	PROV. BC	11 DESTINATION Dec 26/74	
57 ALTERNATE VEHICLE/AUTRE VEHICULE			
UNIT NO./UNITE	DATE & TIME/HEURE	KM IN/RETOUR	KM OUT/DÉPART
LICENSE/N° D'IMM.			
MODEL/MODELE	RATE/TARIF CLASS/CAT.	KM DRIVEN PARCOURUS	
12 CONTRACT # CONTRAT	12A FREQUENT TRAVELLER # / NUM. DE VOYAG. ASSIDU		
13 REMARKS-REMARQUES Leah Squance @ gov.bc.ca			
13A ADD. AUTH. DRIVER #1/CONDUCTEUR AUT. #1	ADD DR #1 BIRTHDATE/DATE DE NAISS. COND. ADD #1		
ADD DR #1 LIC/N° PERM. COND. ADDIT. #1	PROV.	EXPIRATION DATE/DATE D'EXPIRATION	
SIGNATURE ADDL AUTH. DR #1/SIGNATURE COND. AUT. ADDIT. #1 X			
16 LOSS DAMAGE WAIVER (L.D.W.) BY CUSTOMER'S INITIALS IN CONSIDERATION OF THE PAYMENT OF \$ 29.95 No deductible LA RESPONSABILITE DU CLIENT POUR TOUT DOMMAGE CAUSE AU VEHICULE LOUE EST LIMITEE A VOIR LES CONDITIONS CI-JOINTES. LE CLIENT SERA RESPONSABLE POUR TOUT DOMMAGE (A) SI L'UNE QUELCONQUE DES CLAUSES DE CE CONTRAT EST VIOLÉE, (B) SI L'ON UTILISE OPERE COMME CONDUIT LE VEHICULE MORS DES ROUTES GEREES PAR TOUT NIVEAU DE GOUVERNEMENT, (C) S'IL EST CAUSE AU VEHICULE PAR UNE COLLISION A LA HAUTEUR DU TOIT ECD N'EST PAS UNE ASSURANCE.			
17 PERSONAL ACCIDENT INSURANCE (PAI) CUSTOMER ACCEPTS OR DECLINES PAI AT RATE SHOWN IN SEPARATE BROCHURE. ACCEPTANCE IS PROOF OF COVERAGE UNDER POLICY ISSUED TO NATIONAL AS OUTLINED IN SEPARATE BROCHURE.			
18 CUSTOMER AUTHORIZES NATIONAL TO PROCESS A CREDIT CARD VOUCHER, IF ANY, IN HIS/HER NAME FOR CHARGES HEREUNDER. I HAVE RECEIVED, AGREED TO AND UNDERSTAND ALL TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT INCLUDING THE SEPARATE FOLDER DELIVERED TO ME WITH THIS RENTAL DOCUMENT.			
19 DRIVER'S NAME NOM DU CHAUFFEUR Leah Squance			
20 HOME ADDRESS ADRESSE DOMICI s.22			
21 CITY VILLE			
22 LOCAL ADDRESS ADRESSE LOCALE			
23 TELEPHONE 250 882-1445			
24 IATA AGENT	25 RES. #	26 RES. CLASS CAT.	27 COMM CODE

29 IN RETOUR	DATE & TIME/HEURE Mar 22/ 6pm
30 OUT DÉPART	DATE & TIME/HEURE Mar 22 10:48 am
31	KM IN/RETOUR 17270
32	KM OUT/DÉPART 17245
33	KM DRIVEN/PARCOURUS 25
34	KM ALLOWED/COMPRIS 200
35	KM @ 0.15
36	ADD. HOURS HEURES ADD @
37	DAYS JOURS 1 86.50
38	WEEKS SEMAINES @
39	MONTHS MOIS @
39A	
40	TOTAL TIME & KM TEMPS TOTAL & KM 86.50
40A	Fuel Out 1.75
40B	Oil 29.95
41	INTER-CITY FEE TAUX INTERCITE 7.68
42	RATES DO NOT INCLUDE FUEL REPLACEMENT CHARGES PAI 1.50
43	SUB-TOTAL SOUS-TOTAL 127.38
44	INVOICE PAYABLE ON RECEIPT PAI 12.00
45	RENTAL AGREEMENT IS CLOSED SUBJECT TO AUDIT 3.00
46	TARIFFS NE COMPRENNENT PAS LES FRAIS POUR REMPLACEMENT DE CARBURANT 24.21
47	G.S.T.H.S.T T.P.S./T.V.H. 8.18
48	P.S.T T.V.P. 7.55
49	OTHERS/AUTRES
50	TOTAL CHARGES TOTAL DES FRAIS 25.00
51	LESS DEPOSITS MOINS DEPOTS
52	BALANCE DUE SOLDE 179.40
53	CASH COMPTANT
54	CHARGE À FACTURER
55	DEPOSITS/DEPOTS
56	CASH REFUND REMBOURSEMENT COMPTANT
57	ACKNOWLEDGE RECEIPT OF ABOVE AMOUNT J'ACCUSE RECEPTION DU MONTANT CI-HAUT MENTIONNE



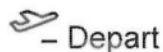
s.22

Booking Confirmation

Booking Reference: s.22

Date of issue: 08 Mar, 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.



Economy Tango

Friday
23 Mar, 201817:10
Fort St. John
(YXJ), BC19:00
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8186

1hr50
Economy G
Operated by: Air Canada Express -
Jazz | Q400

Passengers

Leah SquenceTicket Number
0142191444599Seats
AC8186 -

Purchase summary

MasterCard
***** s.17
Amount paid: \$229.03
Tax information
GST/HST no. 10009-2287 RT0001
\$10.91

1 adult



Base Fare	175.00
Surcharges	18.00



Goods and Services Tax - Canada no. 100092287 RT0001	10.91
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	18.00

Total airfare and taxes before options	\$229⁰³
--	---------------------------

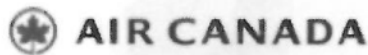
GRAND TOTAL (Canadian dollars)	\$229⁰³
--------------------------------	---------------------------

6

McKnight, Valerie SDPR:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, March 07, 2018 4:27 PM
To: McKnight, Valerie SDPR:EX
Subject: Air Canada - 23 Mar: Fort St. John - Vancouver (Booking Reference: SAYT4M)
Attachments: Air_Canada_Booking_Confirmation_SAYT4M.pdf

s.22



Booking Confirmation

Booking Reference

s.22

Date of issue: 08 Mar, 2018



Select Seats



Check in



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Passengers



Leah Squance

Seats

AC8186 -

Ticket Number:
0142191444599



Depart

Economy Tango

Friday
23 Mar, 2018

17:10
Fort St. John
(YXJ),
British Columbia



19:00
Vancouver
Vancouver Intl. (YVR),
Terminal M



1hr50
Economy G
Operated by: Air Canada Express - Jazz | Q400

Purchase summary

MasterCard
XXXX-XXXX-XXXX-XXXX s.17
Amount paid: \$229.03
Full details can be found in
your attached Itinerary/Receipt
Tax information
GST/HST no. 10009-2287
RT0001 \$10.91

		1 adult
	Air Transportation Charges	193.00
	Taxes, fees and charges	36.03
GRAND TOTAL (Canadian dollars)		\$229⁰³

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy Opens in New Window.

Checked Baggage

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



Fort St. John (YXJ) > Vancouver (YVR)



1st bag

\$ 26.25 CAD
Including taxes



2nd bag

\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128473

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 Squance, Leah				Employee ID s.22				Phone Number (250) 356-7750				
Client Organization Social Development and Poverty Reduction				Job Title				Travel Group Code 3				
5. Date Completed 2018/03/27			6. Fiscal Year 2018			7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel meetings						Headquarters Vic			
12. Mailing Address for Cheque BC												
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
2018	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	
03/25	Maple Ridge	0600	2359		0.00		F-	51.50	30.75			
03/26	Maple Ridge	0600	2359	49	25.97		F-	51.50	30.75	3.00	parking	
03/28	Vancouver	0600	2359	28	14.84	14.45	F-B	41.00	30.75	57.61	mtg food, parking	
03/24	FtNelson-FSJ-Van	0600	2359		0.00			0.00	30.75	243.40	car rental, parking	
03/29	Chilliwack	0600	2359	148	78.44		F-BL	30.50	30.75		Car rental is supplemental to E128470 & parking for the 23rd. Had to rent two separate times due to weather	
TOTALS OF COLUMNS					36. \$ 119.25	37. \$ 14.45		38. \$ 174.50	39. \$ 153.75	40. \$ 304.01	Claim Total \$ 765.96	
48. Client Code 031 031 031 031	49. Resp. 46001	50. Service Line 48000		51. STOB 5701	52. Project 4600000		45. Supplier Code s.22		Amount \$ 765.96			
Less Travel Advance 031												
											54. \$ 765.96	
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) E128473 for Squance, Leah

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/27 10:04:33	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/03/28 15:35:08	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/04/03 09:31:31	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/04/03 09:31:56	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/04/04 14:22:08	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128473 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

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

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Leah Squance	TELEPHONE NO. (250) 3567750	DATE SUBMITTED 2018/04/04
MINISTRY/DIVISION/BRANCH Social Development and Poverty Reduction	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2018/03/28
		END DATE OF EVENT 2018/03/28

SECTION 2 – NAME / NATURE OF EVENT

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

Business Roundtable - 15 Business representatives, 3 Government

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

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

See Attached
Minister Simpson
David Galbraith, DM SDPR
Leah Squance, MA SDPR

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input checked="" type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	54.61
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: _____		
ESTIMATED TOTAL	\$	54.61

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

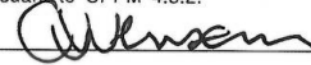
RESP. CENTRE 46001	SERVICE LINE 48000	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 4600000
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. 		
PRINT NAME OF EXPENSE AUTHORITY Valerie McKnight		DATE SIGNED YYYY / MM / DD 2018/04/04

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

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

Leah Squance
Rm 247 Parliament Bldg
Vic B.C.
V8W 9 E2 **\$54.61**

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

x 

REIMBURSEMENT TOTAL	54.61
----------------------------	--------------

s.15

Lane: 002 Cashier: 246
Date: 03/27/2018 Time: 17:39
Transaction: 10114670532

s.22

**
~~14.00 D~~
14.00 D
15.99 D
**
4.95 D
**
7.99 D
3.99 D
*
7.69

Sub-Total: \$68.61
Total Amount: \$68.61
Total Amount: \$68.61
DEBIT \$68.61
Total Tendered: \$68.61

Invitees Attending:


Greg Wilson	Director	Retail Council of Canada, Western Office
Peter Leitch	Chair	Motion Picture Production Industry Association of BC
Ian Tostenson-	President	BC Restaurant Association & Member, Small Business Roundtab
Marsha Walden-	CEO	Destination BC
Dan Baxter	Director of Policy Dev, Gov't & Stakeholder Relations	BC Chamber of Commerce
Doug Tennant-	Director	Surrey Board of Trade
Karen Graham	Director, Advocacy and Stakeholder Relations	Vancouver Board of Trade
Cheryl Maitland Muir-	Vice President Communications	B.C. Business Council
Tamara Vrooman	President and CEO	Vancity
Craig Richmond		
	President and CEO	Vancouver Airport Authority
Jill Tipping	President and CEO	BC Tech Association
Shirley Vickers		
	President and CEO	BC Innovation Council (Crown corp)
Chris Atchison	President	BC Construction Association



Adult - 3365 - s.22

Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your card order history page.

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

Transaction filters:

Usage

Start date:

Mar-28-2018

End date:

Mar-28-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Mar-28-2018 05:38 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$51.00
Mar-28-2018 04:39 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$48.25
Mar-28-2018 04:39 PM	Missing Tap out Stored Value	\$2.10	\$55.70
Mar-28-2018 04:38 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$53.60



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

donotreply@gopassport.com <donotreply@gopassport.com>
To s.22

Thu, Mar 29, 2018 at 2:02 AM

**Thanks for paying for parking with TransLink
Park&Go**

Below is a receipt of your parking stay details:

Transaction Number: 23836749
Zone Number: 6045
Zone Name: Maple Meadows
License Plate: BC s.22
Start: Wed, Mar 28 2018, 06:47 AM
End: Thu, Mar 29 2018, 02:00 AM
Payment Info: Card ending in s.17
Parking Fee: \$3.00
Total Fee: \$3.00

If you have any questions regarding this or any other parking transaction,
please contact a customer service representative at support@passportinc.com.

TransLink Park&Go Team!

POWERED BY
Passport



Mar-28-2018 07:43 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$7.90
Mar-28-2018 07:43 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$7.90
Mar-28-2018 07:43 AM	Missing Tap out Stored Value	\$0.00	\$7.90
Mar-28-2018 06:46 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$7.90



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

donotreply@gopassport.com <donotreply@gopassport.com>
To: s.22

Tue, Mar 27, 2018 at 2:02 AM

**Thanks for paying for parking with TransLink Park&Go**

Below is a receipt of your parking stay details:

Transaction Number: 23751172
Zone Number: 6045
Zone Name: Maple Meadows
License Plate: BC s.22
Start: Mon, Mar 26 2018, 10:41 AM
End: Tue, Mar 27 2018, 02:00 AM
Payment Info: Card ending in s.17
Parking Fee: \$3.00
Total Fee: \$3.00

If you have any questions regarding this or any other parking transaction,
please contact a customer service representative at support@passportinc.com.

TransLink Park&Go Team!

POWERED BY
Passport



National Car Rental
Mel's U-Drive (1978) Ltd
PO Box 1974
Fort Nelson, BC V0C 1R0
250-774-2678 Fax 250-774-2679

- 1 METHOD OF PAYMENT
MODE DE PAIEMENT
- ☐ AMEX
 - ☐ CASH/COMPTANT
 - ☐ DIRECT/FACTURE
 - ☐ EN ROUTE/DINERS
 - ☐ MASTERCARD
 - ☐ CORPORATE BILLING
FACTURATION CENTRALE
 - ☐ VISA

OTHER/AUTRE

Location Code:
Code de bureau de location: **YYET01**

RA #
N° Contrat

4773064

28 CUSTOMER/CLIENT

BC600

2 UNIT NO./UNITE 6116	3 LICENSE NO./N° D'IMM. 53508	4 MODEL/MODELE Subaru	5 RATE/TARIF CLASS/CAT Car
6 OWNER STAT/PROPRIETAIRE YVE	7 TO BE CHECKED IN AT/ARRIVERA A YVE		
8 CREDIT CARD NO./N° CARTE DE CREDIT s.17	9 RETURN DATE DE RETOUR May 22/23.		
10 DRIVER'S LICENSE NO./PERMIS DU CONDUCTEUR s.22	PROV. BC	11 DESTINATION Dec 26/74	
57 ALTERNATE VEHICLE/AUTRE VEHICULE			
UNIT NO./UNITE	DATE & TIME/HEURE	KM IN/RETOUR	
LICENSE/N° D'IMM.		KM OUT/DÉPART	
MODEL/MODELE	RATE/TARIF CLASS/CAT.	KM DRIVEN/PARCOURSUS	
12 CONTRACT # CONTRAT	12A FREQUENT TRAVELLER # / NUM. DE VOYAG. ASSIDU		
13 REMARKS-REMARQUES Leah Squance @ gov.bc.ca			
13A ADD. AUTH. DRIVER #1/CONDUCTEUR AUT. #1	ADD DR #1 BIRTHDATE/DATE DE NAISS. COND. ADD #1		
ADD DR #1 LIC/N° PERM. COND. ADDIT. #1	PROV.	EXPIRATION DATE/DATE D'EXPIRATION	
SIGNATURE ADDL AUTH. DR #1/SIGNATURE COND. AUT. ADDIT. #1 X			
16 LOSS DAMAGE WAIVER (L.D.W.) BY CUSTOMER'S INITIALS IN CONSIDERATION OF THE PAYMENT OF \$ 29.95 No deductible LA RESPONSABILITE DU CLIENT POUR TOUT DOMMAGE CAUSE AU VEHICULE LOUE EST LIMITEE A \$ VOIR LES CONDITIONS CI-JOINTES. LE CLIENT SERA RESPONSABLE POUR TOUT DOMMAGE (A) SI UNE QUELCONQUE DES CLAUSES DE CE CONTRAT EST VIOLÉE, (B) SI L'ON UTILISE OPÈRE COMME CONDUCTEUR LE VEHICULE MORS DES ROUTES GEREES PAR TOUT NIVEAU DE GOUVERNEMENT, (C) SI IL EST CAUSE AU VEHICULE PAR UNE COLLISION A LA HAUTEUR DU TOIT ECD N'EST PAS UNE ASSURANCE.			
17 PERSONAL ACCIDENT INSURANCE (PAI) CUSTOMER ACCEPTS OR DECLINES PAI AT RATE SHOWN IN SEPARATE BROCHURE. ACCEPTANCE IS PROOF OF COVERAGE UNDER POLICY ISSUED TO NATIONAL AS OUTLINED IN SEPARATE BROCHURE. INITIAL ONE <input checked="" type="checkbox"/> ACCEPTS PAI ACCEPTÉ AAP			
ASSURANCE ACCIDENT PERSONNELLE (AAP) LE CLIENT ACCEPTE OU REFUSE L'AAP AU TAUX ÉTABLI DANS UNE BROCHURE SÉPARÉE. LE CONSENTEMENT INDIQUE QUE LE CLIENT EST PROTÉGÉ PAR LA POLICE ÉMISE À NATIONAL COMME L'INDIQUE LA BROCHURE. DECLINES PAI REFUSE AAP			
18 CUSTOMER AUTHORIZES NATIONAL TO PROCESS A CREDIT CARD VOUCHER, IF ANY, IN HIS/HER NAME FOR CHARGES HEREUNDER. I HAVE RECEIVED, AGREED TO AND UNDERSTAND ALL TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT INCLUDING THE SEPARATE FOLDER DELIVERED TO ME WITH THIS RENTAL DOCUMENT. X			
LE CLIENT AUTORISE NATIONAL À ÉMETTRE UN TALON DE CARTE DE CRÉDIT, S'IL Y A LIEU, EN SON NOM POUR LES FRAIS CI-DESSOUS. J'AI REÇU, COMPRIS ET ACCEPTE TOUTES LES CONDITIONS ATTENANTES À CE CONTRAT DE LOCATION, Y COMPRIS CELLES QUI SONT DÉCRITES DANS UN DEPLIANT SÉPARÉ, LEQUEL M'A ÉTÉ REMIS AVEC LE CONTRAT DE LOCATION.			
19 DRIVER'S NAME NOM DU CHAUFFEUR Leah Squance			
20 HOME ADDRESS ADRESSE DOMICIL s.22			
21 CITY VILLE			
22 LOCAL ADDRESS ADRESSE LOCALE 250 882-7445			
24 IATA AGENT	25 RES. #	26 RES. CLASS CAT.	27 COMM CODE

29 IN RETOUR	DATE & TIME/HEURE Mar 22/ 6pm	
30 OUT DÉPART	DATE & TIME/HEURE Mar 22 10:48 am	
31	17270	KM IN/RETOUR
32	17245	KM OUT/DÉPART
33	25	KM DRIVEN/PARCOURSUS
34	200	KM ALLOWED/COMPRIS
35		KM @ 0.15
36	ADD. HOURS HEURES ADD	@
37	DAYS JOURS	1 86.50
38	WEEKS SEMAINES	@
39	MONTHS MOIS	@
39A		
40	TOTAL TIME & KM TEMPS TOTAL & KM	
40A	Fuel Out 1.75	
40B	Fuel In 29.95	
41	INTER-CITY FEE TAUX INTERCITÉ	
42	PAI 1.50	
43	SUB-TOTAL SOUS-TOTAL	
44	PAI 12.00	
45	REPLACING CHARGES REPLACEMENT DE CARBURANT	
46	SUB-TOTAL SOUS-TOTAL	
47	G.S.T.H.S.T T.P.S./T.V.H.	
48	P.S.T T.V.P.	
49	OTHERS/AUTRES	
50	TOTAL CHARGES TOTAL DES FRAIS	
51	LESS DEPOSITS MOINS DÉPÔTS	
52	BALANCE DUE SOLDE	
53	CASH COMPTANT	
54	CHARGE À FACTURER	
55	DEPOSITS/DÉPÔTS	
56	CASH REFUND REMBOURSEMENT COMPTANT	
57	ACKNOWLEDGE RECEIPT OF ABOVE AMOUNT J'ACCUSE RÉCEPTION DU MONTANT CI-HAUT MENTIONNÉ	

From: McKnight, Valerie SDPR:EX
To: FIN FSA MIN OFF FIN:EX
Subject: RE: TV E128447 Leah Squance
Date: Tuesday, March 27, 2018 4:29:26 PM
Attachments: Visa Info Leah.docx

Hi Pat,

I have attached Leah's Visa statement showing the charge for the car rental. The reason why it is under s.22 name is the Minister didn't have any way of getting from Fort Nelson to Fort St John so staff who were attending the same consultations in Fort Nelson but had flown into Fort St John had picked up a rental car there and drove it up to Fort Nelson so that the Minister/Leah could drive back to Fort St John to make it to the other planned consultation. s.22 made the booking but Leah paid for the vehicle because it was for the Minister. Please let me know if the attached is enough.

Thanks,
Val

From: FIN FSA MIN OFF FIN:EX
Sent: Tuesday, March 27, 2018 2:56 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: TV E128447 Leah Squance

Hi Valerie,

The Car Rental is a Invoice but there is no showing of payment. The payer name on the bill is s.22 (Can I ask who this is). I need the grand total and the car agreement for auditing.

Because she is asking for reimbursement of \$824.95 I need proof of payment for that amount. And what form of payment was used.

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: McKnight, Valerie SDPR:EX
Sent: Tuesday, March 27, 2018 2:40 PM
To: FIN FSA MIN OFF FIN:EX
Subject: RE: TV E128447 Leah Squance

Hi Pat,

Great, thanks. I've attached the receipts for Leah's TV E128470, it is a continuation of TV E128477 travel. All flights were booked on my PCARD and all other charges were made on Leah's personal Visa.

Thanks,
Val

From: FIN FSA MIN OFF FIN:EX
Sent: Tuesday, March 27, 2018 1:49 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: TV E128447 Leah Squance

Hi Valerie,

I have time so I'm process the claim above, would you have the receipts for E128470 as well and I can get them both processed at the same time and in this years budget.

Thank you,

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: McKnight, Valerie SDPR:EX
Sent: Thursday, March 22, 2018 1:27 PM
To: FIN FSA MIN OFF FIN:EX
Subject: TV E128447 Leah Squance

Hello,

Please find attached receipts for Leah Squance's TV E128447.

Thanks,

Valerie McKnight
*Administrative Coordinator to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 387-1423 Fax: (250) 356-7292*

From: McKnight, Valerie SDPR:EX
To: FIN FSA MIN OFF FIN:EX
Subject: RE: TV E128447 Leah Squance
Date: Tuesday, April 3, 2018 3:31:31 PM
Attachments: Fort St John National Car Rental Agreement.pdf

Hi Pat,

Attached is the car rental agreement. The reason the Minister requested an SVU was because they would be travelling a long distance in winter conditions.

Thanks,
Val

From: FIN FSA MIN OFF FIN:EX
Sent: Wednesday, March 28, 2018 9:03 AM
To: McKnight, Valerie SDPR:EX
Subject: RE: TV E128447 Leah Squance

Hi Valerie,

I talked to Cindy and I will process the claim as is. If you get a copy of the agreement can you send it to me and I will add it to the claim. In case in the future there is a FOI request.

Cindy's response was:

So the rental does not follow the CSA (which it should) and it includes the Loss Damage Waiver insurance which is not an eligible expense. It does not show what type of vehicle was rented so am unable to compare to other CSA companies. The bank statement does not show Leah's name.

However, the note is good enough to process. Include a note that they have been advised to use the CSA for ALL rentals and must not accept any of the insurances. This is an unusual situation as s.22 night not be able to rent from the CSA.

Cindy

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: [McKinstry, Cindy D FIN:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: RE: E128470 Squance, Leah
Date: Wednesday, March 28, 2018 8:56:56 AM

So the rental does not follow the CSA (which it should) and it includes the Loss Damage Waiver insurance which is not an eligible expense. It does not show what type of vehicle was rented so am unable to compare to other CSA companies. The bank statement does not show Leah's name. However, the note is good enough to process. Include a note that they have been advised to use the CSA for ALL rentals and must not accept any of the insurances. This is an unusual situation as s.22 ; might not be able to rent from the CSA.

Cindy

From: Laird, Patricia FIN:EX
Sent: Wednesday, March 28, 2018 8:37 AM
To: McKinstry, Cindy D FIN:EX
Subject: E128470 Squance, Leah

Hi Cindy,

Can you look at the car rental information starting on page 5. Is the explanation regarding the car rental ok and the proof of payment. It's a very expensive car rental. I asked if they had the agreement with more clarity. I know that part of BC is very remote so it would be expensive.

Because of the travel claim being this high I wanted to get it done before the cut off.

Thank you,

Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590


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6

McKnight, Valerie SDPR:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, March 07, 2018 4:27 PM
To: McKnight, Valerie SDPR:EX
Subject: Air Canada - 23 Mar: Fort St. John - Vancouver (Booking Reference: SAYT4M)
Attachments: Air_Canada_Booking_Confirmation_SAYT4M.pdf

s.22

 **AIR CANADA**

Booking Confirmation

Booking Reference

s.22

Date of issue: 08 Mar, 2018

 Select Seats

 Check in

 Manage my booking

 Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.


IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Passengers

 **Leah Squance**

Seats
AC8186 -

Ticket Number:
0142191444599

 **Depart**

Economy Tango

Friday
23 Mar, 2018

17:10
Fort St. John
(YXJ),
British Columbia



19:00
Vancouver
Vancouver Intl. (YVR),
Terminal M



1hr50
Economy G
Operated by: Air Canada Express - Jazz | Q400

Purchase summary

MasterCard

XXXX-XXXX-XXX: s.17

Amount paid: \$229.03

Full details can be found in
your attached Itinerary/Receipt

Tax information

GST/HST no. 10009-2287
RT0001 \$10.91

1 adult



Air Transportation Charges 193.00



Taxes, fees and charges 36.03

GRAND TOTAL (Canadian dollars) **\$229⁰³**

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy Opens in New Window.

Checked Baggage

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



Fort St. John (YXJ) > Vancouver (YVR)



1st bag

\$ 26.25 CAD
Including taxes



2nd bag

\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128388

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 Newhook, Kelly				Employee ID s 22		Phone Number (250) 953-0905																																																																								
Client Organization Tourism, Arts and Culture				Job Title SENIOR MA		Travel Group Code 3																																																																								
5. Date Completed 2018/03/19		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information																																																																								
Type of Travel In Province		14. Reason for Travel Ministerial Staffing				Headquarters Minister's Office																																																																								
12. Mailing Address for Cheque																																																																														
<table border="1"> <tr> <td rowspan="2">16. Travel Dates 2018 03/09 Vic- Kelowna -Vic (WJ)</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. Personal Vehicle Use</td> <td>19. Other Transport Costs</td> <td colspan="2">20. & 21. Meals</td> <td>22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <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></td> <td></td> <td>0900</td> <td>1800</td> <td></td> <td>0.00</td> <td>105.00</td> <td>F-BL</td> <td>30.50</td> <td></td> <td>15.00</td> <td>parking</td> </tr> <tr> <td colspan="12">*PCARD (CHANGE FEE SEE NOTES)</td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td>36.</td> <td>37.</td> <td></td> <td>38.</td> <td>39.</td> <td>40.</td> <td colspan="2">Claim Total</td> </tr> <tr> <td colspan="4"></td> <td>\$ 0.00</td> <td>\$ 105.00</td> <td></td> <td>\$ 30.50</td> <td>\$ 0.00</td> <td>\$ 15.00</td> <td colspan="2">\$ 150.50</td> </tr> </table>								16. Travel Dates 2018 03/09 Vic- Kelowna -Vic (WJ)	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			0900	1800		0.00	105.00	F-BL	30.50		15.00	parking	*PCARD (CHANGE FEE SEE NOTES)												TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total						\$ 0.00	\$ 105.00		\$ 30.50	\$ 0.00	\$ 15.00	\$ 150.50	
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48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount																																																																				
126		51384	54006		5702	5188888		s.22		\$ 150.50 = s.22																																																																				
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FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Mar 20-18

Audit Trail for Travel Voucher (Restricted Use) E128388 for Newhook, Kelly

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/19 16:05:26	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/03/19 16:08:24	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/03/19 16:20:28	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/03/19 16:20:33	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Notified	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/03/19 16:30:02	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2018/03/19 16:33:26	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128388 for Newhook, Kelly

2 note(s) returned.

Created On	Author	Note
2018/03/19 16:08:24	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Kelly drove to airport (personal car, close to home), parked car (claimed) flew to Kelowna on WJ (p-card) and returned the same day with Minister Beare
2018/03/19 16:20:28	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	The flight fee included was the change the flight for an earlier arrival time back in Victoria

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eTicket Receipt

Prepared For
NEWHOOK/KELLY MISS

RESERVATION CODE	s.22
ISSUE DATE	02Mar18
TICKET NUMBER	8382134556859
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09Mar18	WESTJET WS 3260 Operated by: WESTJET ENCORE	VICTORIA BC, CANADA Time 10:10am	KELOWNA BC, CANADA Time 11:04am	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis MA07L Not Valid Before 09MAR18 Not Valid After 09MAR18
09Mar18	WESTJET WS 3327 Operated by: WESTJET ENCORE	KELOWNA BC, CANADA Time 3:25pm	VANCOUVER BC, CANADA Time 4:26pm Terminal MAIN TERMINAL	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis YAL Not Valid After 09MAR19
09Mar18	WESTJET WS 3189 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 8:15pm Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 8:50pm	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis YAL Not Valid After 09MAR19

Allowances

Baggage Allowance

YYJ to YLW - 0 Pieces WESTJET

Prices of additional baggage pieces:

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

YLW to YYJ - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

- 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 CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YYJ WS YLW164.00WS X/YVR WS YYJ310.00CAD474.00END
Fare	CAD 474.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 25.61 XG8 (XG8)
	CAD 14.25 CA4 (CA4)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (XG9)
Total Fare	CAD 569.36

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.

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If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your [WestJet Rewards account](#).

Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128489

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 Newhook, Kelly				Employee ID s.22		Phone Number (250) 953-0905	
Client Organization Tourism, Arts and Culture				Job Title SENIOR MA		Travel Group Code 3	
5. Date Completed 2018/03/28 2018/04/25		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Staffing				Headquarters Minister's Office	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
2018	Destination	Start	End	Km	Cost		22. Lodging Costs
03/22	Vancouver (PC)	0700	2000		0.00		✓ 280.16
03/23	Vancouver	0900	2100		0.00		280.16
03/24	Vancouver	0830	2300		0.00		280.16
03/25	Vancouver	0900	2300		0.00		280.16
03/26	Victoria (HA)	0800	1800		0.00	✓ 150.45	
	(PC-PCARD)						
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 150.45	38. \$ 210.50	39. \$ 1120.64
40. \$ 9.10	41. Claim Total \$ 1490.69						
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
126	51384	54006	5701	5188888	s.22	\$ 1490.69	
126	51384	54006	5711	5188888			
126							
126							
Less Travel Advance							
126							
				54. AMOUNT DUE TO EMPLOYEE \$ 1490.69			
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) E128489 for Newhook, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/28 13:59:09	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/03/28 14:50:57	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/04/11 10:14:00	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Notified	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/04/11 11:24:17	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Infante, James James.Infante@gov.bc.ca
2018/04/11 13:22:32	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Approved	Laird, Patricia s Patricia.Laird@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128489 for Newhook, Kelly

1 note(s) returned.

Created On	Author	Note
2018/03/28 14:50:57	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	03/22 Kelly Flew to Vancouver on pacific coastal (p-card), stayed and staffed the minister until 03/26 where she flew home Harbour Air (claimed). On 03/24 dinner was provided, She had to travel home Monday, but took personal time during Monday in Vancouver so only breakfast was claimed
Production *** Copyright © Government of British Columbia		

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
980 CANADA LINE
Waterfront Stn
TVM50221
Thu 22 Mar 18 08:59AM ✓

Payment Type: Cash
Purchase: Add \$ 1.25
Product Price: \$ 1.25✓

Compass Ticket #: 3449
**** * 11867
Receipt #:

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

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
980-CANADA LINE
YVR-Airport Stn
TVM73124
Thu 22 Mar 18 08:25AM

Payment Type: DEBIT
Purchase: 1 Zone Ticket with YVR
Product Price: \$ 7.85✓

Compass Ticket #: 5684✓
**** * s.17
Debit Card #:

Auth #: 411007
Ref #: TVVDA42WKDJ9
Receipt #: 44913

Card Entry: Chip
AID:A0000002771010
TVR:8080008000
ISI:6800

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

Thank You!

s.22

Ms Kelly Newhook
s.15

Room: s.15
Folio No: s.22
CRS No: _____
Arrival: 03-22-18
Departure: 03-26-18
Reference:
Cashier: 29

Group: s.22

Date	Description	Additional Information	Charges	Credits
03-22-18	Room Charge		239.00	
03-22-18	Destination Marketing Fee (DMF)		3.03	
03-22-18	Room PST		19.06	
03-22-18	Room MRDT		7.15	
03-22-18	Room GST		11.92	
03-23-18	s.22	s.15	s.22	
03-23-18	Room Charge		239.00	
03-23-18	Destination Marketing Fee (DMF)		3.03	
03-23-18	Room PST		19.06	
03-23-18	Room MRDT		7.15	
03-23-18	Room GST		11.92	
03-24-18	Room Charge		239.00	
03-24-18	Destination Marketing Fee (DMF)		3.03	
03-24-18	Room PST		19.06	
03-24-18	Room MRDT		7.15	
03-24-18	Room GST		11.92	
03-25-18	Room Charge		239.00	
03-25-18	Destination Marketing Fee (DMF)		3.03	
03-25-18	Room PST		19.06	
03-25-18	Room MRDT		7.15	
03-25-18	Room GST		11.92	
03-26-18	Master Card	XXXXXXXXXXXX s.17	XX/XX s.22	

GST Summary	
Registration Nc s.15	
Room	47.68
F&B	1.06
Other	3.41
Total	52.15

PST Summary	
Room	104.84
F&B	0.00
Other	0.00
Total	104.84

Total	
Balance Due	0.00 CDN

Approved: 

s.15

s.22

Ms Kelly Newhook

s.15

Room: s.15

Folio No: s.22

CRS No:

Arrival: 03-22-18 ✓

Departure: 03-26-18

Reference:

Cashier: 29

Group: s.22

Date	Description	Additional Information	Charges	Credits
03-22-18	Room Charge		239.00	
03-22-18	Destination Marketing Fee (DMF)		3.03	
03-22-18	Room PST		19.06	
03-22-18	Room MRDT		7.15	
03-22-18	Room GST		11.92	
03-23-18	s.22	Room# s.15	s.22	not claimed
03-23-18	Room Charge		239.00	
03-23-18	Destination Marketing Fee (DMF)		3.03	
03-23-18	Room PST		19.06	
03-23-18	Room MRDT		7.15	
03-23-18	Room GST		11.92	
03-24-18	Room Charge		239.00	
03-24-18	Destination Marketing Fee (DMF)		3.03	
03-24-18	Room PST		19.06	
03-24-18	Room MRDT		7.15	
03-24-18	Room GST		11.92	
03-25-18	Room Charge		239.00	
03-25-18	Destination Marketing Fee (DMF)		3.03	
03-25-18	Room PST		19.06	
03-25-18	Room MRDT		7.15	
03-25-18	Room GST		11.92	
03-26-18	Master Card	XXXXXXXXXXXX s.17	XX/XX s.22	

GST Summary	
Registration No s.15	
Room	47.68
F&B	1.06
Other	3.41
Total	52.15

PST Summary	
Room	104.84
F&B	0.00
Other	0.00
Total	104.84

Total	
Balance Due	0.00 CDN

Harbour Air Seaplanes

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

Toll-free 1-800-665-0212
Website: www.harbourair.com
26/03/2018 4:56:18 PM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking #s.17

Lisa Beare
Monday, March 26, 2018 ✓
1 Passenger(s)

Flight #2230
Departs 17:30 PM @ Vancouver Harbour
Arrives 18:05 PM @ Victoria Harbour

Group list:
o Newhook, Kelly

Invoice #: s.17

49x All Skeds - baggage : Che \$49.00 CDN
1x Sked 200 : Caroon Offset \$0.65 CDN
1x Sked 200 : VHFC Terminal \$9.86 CDN
1x Sked 200/300 : Non-Peak G \$83.78 CDN

Goods and Services Tax

\$7.15 GST

Grand Total \$150.45 CDN

Payment Information:

Master Card \$0.00 CDN

Date/Time 26/03/2018 4:55:50 PM
Station HCXHCS07
Terminal ID HCXHCC07
Action Purchase
Card Type MasterCard
Card Number **** *s.17
Amount \$150.45
Authorization
Trace Number
Response -797/NOT COMPLETED
Chip ID A0000000041010
TVR/TSI 0000808000/4800

Master Card \$150.45 CDN

Date/Time 26/03/2018 4:56:13 PM
Station HCXHCS07
Terminal ID HCXHCC07
Action Purchase
Card Type M/C
Card Number **** *s.17 ✓
Amount \$150.45 ✓
Authorization 083620
Trace Number 084001001056
Response 00-001/APPROVED 083620
Chip ID A0000000041010
TVR/TSI 0000808000/E800

Free WIFI Password: hqquest33

E128489



Reservation Confirmation

Your reservation is now confirmed

Reservation Number: s.22

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
NEWHOOK, KELLY	\$219.22	\$10.97	\$230.19	\$230.19	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P100	22 Mar 2018	07:00 - VICTORIA INT ARPT	07:25 - VANCOUVER - SOUTH	SAAB 340A	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	NEWHOOK, KELLY	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	NEWHOOK, KELLY	ENCORE FARE	\$175.00	\$8.75	\$183.75
1	NEWHOOK, KELLY	Security Surcharge	\$7.12	\$0.36	\$7.48
1	NEWHOOK, KELLY	Fuel Surcharge	\$5.00	\$0.25	\$5.25
1	NEWHOOK, KELLY	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	NEWHOOK, KELLY	Carbon Surcharge	\$4.10	\$0.21	\$4.31
Total			\$219.22	\$10.97	\$230.19

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
16 March 2018	Marina Holding	\$230.19	MASTERCARD		2724535	171846

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Encore Fare & QuikPass Encore

- 100% non-refundable.
- **Cancellations:**
 - Encore Fare: No cancellation fee, 100% refundable if cancelled at least 2 hours prior to flight departure. Refunds to be requested through Pacific Coastal Airlines; please call 1.800.663.2872 or email us at refunds@pacificcoastal.com
 - QuikPass Encore: No cancellation fee, 100% refundable to QuikPass account if cancelled at least 2 hours prior to flight departure.

Pacific Coastal Airlines

Charge Receipt

Issue Date: 3/29/2018 3:49:16 PM

Reservation: s.22

Currency: CAD

KELLY NEWHOOK

AIF - YYJ		15.75
Amount	15.00	
GST	0.75	
Discount	0.00	
ENCORE FARE		183.75
Amount	175.00	
GST	8.75	
Discount	0.00	
Security Surcharge		7.48
Amount	7.12	
GST	0.36	
Discount	0.00	
Fuel Surcharge		5.25
Amount	5.00	
GST	0.25	
Discount	0.00	
Nav Canada Fee		13.65
Amount	13.00	
GST	0.65	
Discount	0.00	
Carbon Surcharge		4.31
Amount	4.10	
GST	0.21	
Discount	0.00	

Total	230.19
--------------	---------------

Payment

MASTERCARD

***** s.17



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128261

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 Harder, Derrick				Employee ID s.22				Phone Number (250) 387-1978					
Client Organization Transportation and Infrastructure				Job Title Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2018/03/06			6. Fiscal Year 2018			7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Ministerial						Headquarters Victoria				
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2													
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost			Claim	Cost			Cost	Describe
2018													
03/01	Vic - Delta(Ferry)	1800	2100		0.00		16.70	F-BL	30.50		111.87		
03/02	Delta - Vic(Ferry)	0700	2000		0.00		16.70	F-BLDI	0.00				
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 33.40		38. \$ 30.50		39. \$ 111.87		40. \$ 0.00	
												Claim Total \$ 175.77	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
034		55001		60410		5701		5500102		s.22		\$ 175.77	
034													
034													
034													
Less Travel Advance													
034													
												54. \$ 175.77	
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) E128261 for Harder, Derrick

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/06 11:29:51	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Notified	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/06 13:28:40	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/06 13:28:47	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Notified	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/06 13:30:14	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/06 13:37:04	✓ Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	Trevena, Claire Claire.Trevena@gov.bc.ca
2018/03/06 20:51:51	✓ Trevena, Claire (IDIR\CTREVEN) Claire.Trevena@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/07 09:16:30	Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128261 for Harder, Derrick

3 note(s) returned.

Created On	Author	Note
2018/03/06 11:29:51	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Mar 01: Dinner. \$16.70 Ferry Vic s.15 \$111.87 @s.15 Mar 02: Dinner. \$16.70 Ferry s.15 - Vic.
2018/03/06 13:28:40	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	*CHANGE: No meals claimed.
2018/03/06 13:30:14	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Note: March 2 no meals are claimed, March 1, only Dinner is claimed.

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Reservation s.22
Vollan Folio
Company PO #Guest Names:
DERRICK HARDERDERRICK HARDER ✓
MINISTRY OF TRANSPORTATION
LEGISLATIVE BUILDING
VICTORIA, BC
CANADA
V8V 1X4

From 3/1/2018 to 3/2/2018 ✓ Nights 1

Adults Desc 1 Children Desc 0

Agent:

Agent Reference: _____

Room	Trans Date	Document	Trans Type	Description	Amount
s.15	3/1/2018	403265	Charge	s.15,s.22	99.00

Hotel Room Tax	7.92
PST	0.00
GST	4.95
Liquor Tax	0.00
GST - Food	0.00

Total	✓ 111.87
--------------	-----------------

Zero balance on next
page


Minister Claire Trevena

Signature

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.

s.15

INTEREST OF 2% (24% PER ANNUM) CHARGED ON OVERDUE ACCOUNTS

Print Date Mar 06, 2018
 Print Time 2:27:09PM

Reservation s.22
 Vollar Folio
 Company PO #

Guest Names:
 DERRICK HARDER

DERRICK HARDER
 MINISTRY OF TRANSPORTATION
 LEGISLATIVE BUILDING
 VICTORIA, BC
 CANADA
 V8V 1X4

From 3/1/2018 to 3/2/2018 Nights 1

Adults Desc 1 Children Desc 0

Agent:

Agent Reference:

Room	Trans Date	Document	Trans Type	Description	Amount
s.15	3/1/2018	403265	Charge	s.15, s.22	99.00
	3/2/2018	403291	Payment	s.17	-111.87

Hotel Room Tax	7.92
PST	0.00
GST	4.95
Liquor Tax	0.00
GST - Food	0.00

Total	0.00
--------------	-------------

Signature

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.

s.15

Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/01 ✓

1	Adult	17.20
	Fuel Rebate	0.50-

Total 16.70

Visa
*****S.17 16.70 ✓
AUTH 043036 66277637 0010010310 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 01 Mar 2018 18:31:44



1005032 717789
97023
SEE REVERSE SIDE OF TICKET

Tsawwassen
To
Swartz Bay



LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/02 ✓

1	Adult	17.20
	Fuel Rebate	0.50-

Total 16.70

Visa
*****S.17 16.70 ✓
AUTH 027120 66277656 0010014710 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 02 Mar 2018 15:57:57



1007082 941657
102137



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128334

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 Harder, Derrick Client Organization Transportation and Infrastructure				Employee ID s.22 Job Title Ministerial Assistant				Phone Number (250) 387-1978 Travel Group Code 3				
5. Date Completed 2018/03/15			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Ministerial					Headquarters Victoria				
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2												
16. Travel Dates 2018 03/10 (HA)	17. Places Travelled Destination Start End Vic-Van-Vic(Ferry) 1100 2100			18. Personal Vehicle Use Km Cost 0.00		19. Other Transport Costs ✓ 16.70	20. & 21. Meals Claim Cost F-B 41.00		22. Lodging Costs	20. & 21. Miscellaneous Cost Describe		
	*HA PCARD											
TOTALS OF COLUMNS				36. \$ 0.00	37. 16.70		38. \$ 41.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 57.70		
48. Client Code 034 034 034 034	49. Resp. 55001	50. Service Line 60410		51. STOB 5701	52. Project 5500102		45. Supplier Code s.22		Amount \$ 57.70			
Less Travel Advance 034												
											54. AMOUNT DUE TO EMPLOYEE \$ 57.70	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E128334 for Harder, Derrick

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/03/15 11:48:29	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/15 11:48:37	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Notified	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/15 12:01:05	Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	Trevena, Claire Claire.Trevena@gov.bc.ca
2018/03/15 13:57:26	Trevena, Claire (IDIR\CTREVEN) Claire.Trevena@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/03/15 14:02:46	Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128334 for Harder, Derrick

1 note(s) returned.

Created On	Author	Note
2018/03/15 11:48:29	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Mar 10: Lunch/Dinner. HA Vic - Van. \$16.70 ferry back.

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Tsawwassen
To
Swartz Bay



RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/10

1 Adult 17.20

Fuel Rebate 0.50

Total 16.70

Interac FLASH DEFAULT

*****s.17 16.70

AUTH 669810 66251537 0010015210 H

Interac

A0000002771010 / 8080008000 /

NO SIGNATURE TRANSACTION

00 APPROVED - THANK YOU 001

CARDHOLDER COPY

TSA 10 Mar 2018 18:36:21



KIOSK00743

SEE REVERSE SIDE OF TICKET

March
10
Lunch
+
Dinner

Chapotelle, Jacqueline TRAN:EX

From: reservation@harbourair.com
Sent: Thursday, March 15, 2018 11:46 AM
To: Chapotelle, Jacqueline TRAN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



- Check Flight Status
- Manage Flight
- Deals & Specials
- High Flyer Rewards
- My Account

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Derrick Harder

Booking s.17

Saturday, March 10, 2018	Invoice s.17
Flight #2100	Air Transportation Charges
11:30 Victoria Harbour / Map	Sked 200/300 : Non-Peak GO Flex
12:05 Vancouver Harbour / Map	\$140.92

		Taxes, Fees and Charges	
35 minutes		All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed		Sked 200 : Carbon Offset	\$0.65
		Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex			
• Derrick Harder, Male		Billing	\$151.43
<u>Add to Calendar</u>		Taxes	\$0.00
		Grand Total	\$151.43
		Turbobucks	\$151.43
		Date / Time	March 10, 2018 @ 7:35:51 AM
		Summary	#TU1100513
		Service	Turbobucks
		Ticket	TU1100513
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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128519

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 Harder, Derrick				Employee ID s.22				Phone Number (250) 387-1978			
Client Organization Transportation and Infrastructure				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/04/05			6. Fiscal Year 2018		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Ministerial					Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates 2018 03/26 03/27 03/28	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
	Vic - Van (HA)	0900	1800		0.00		F-BL	30.50	✓	233.82	
	Van	0900	1800		0.00		F-L	41.00	✓	233.82	
	Van - Vic (HA)	0830	1800		0.00	✓ 23.40 (Taxi)	F-LD	22.75			
*PCARD											
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 23.40		38. \$ 94.25	39. \$ 467.64	40. \$ 0.00	Claim Total \$ 585.29
48. Client Code 034 034 034 034		49. Resp. 55001	50. Service Line 60410		51. STOB 5701	52. Project 5500102		45. Supplier Code s.22		Amount \$ 585.29	
Less Travel Advance 034											
										54. \$ 585.29	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed			

FIN 10 (EFI-F0012 v2.6.1)

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

*SEE NOTES FOR RETURN TRIP

Audited by PL Apr 12-18

Audit Trail for Travel Voucher (Restricted Use) E128519 for Harder, Derrick

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/04/05 10:22:11	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/04/05 10:22:22	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/04/05 10:27:51	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/04/05 10:27:56	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Notified	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/04/05 12:04:07	Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	Trevena, Claire Claire.Trevena@gov.bc.ca
2018/04/05 23:17:00	Trevena, Claire (IDIR\CTREVEN) Claire.Trevena@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2018/04/06 17:28:26	Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128519 for Harder, Derrick

1 note(s) returned.

Created On	Author	Note
2018/04/05 10:27:51	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Mar 26: Dinner. HA Vic-Van. \$199+tax @ s.15 Mar 27: Breakfast+Dinner. \$199+tax @ s.15 Mar 28: Breakfast. \$23.40 taxi to meeting. Personal return travel.

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Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 135
Page # : 1 of 1

Mr Derrick Harder
PO Box 9055 Station St
Victoria BC V8W 9E2
Canada

Arrival : 03-26-18
Departure : 03-28-18

Date	Description	Additional Information	Charges	Credits
03-26-18	Room Charge - Provincial Govt		199.00	
03-26-18	Destination Marketing Fee		2.57	
03-26-18	Hotel Room Tax		22.17	
03-26-18	Room GST		10.08	
03-27-18	Room Charge - Provincial Govt		199.00	
03-27-18	Destination Marketing Fee		2.57	
03-27-18	Hotel Room Tax		22.17	
03-27-18	Room GST		10.08	
03-28-18	Mastercard	XXXXXXXXXX s.17 XX/XX		467.64
Total			467.64	467.64
Balance Due			0.00	

GST Summary		HST Summary	
Room :	20.16	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	20.16	Total :	0.00

s.15

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



Mon - dinner

Tues - Bruch - dinner

Wed - Breakfast

No return travel.

Office of the Premier

GARDEN CITY CABS#102
2633 VIKING WAY UN V6V3B6
RICHMOND BC
23008698
GH2300869801

**** PURCHASE ****

03-28-2018 11:26:12
Acct # *****s.17 C
Exp Date **/** Card Type VI
Name: DERRICK A HARDER
A0000000031010 VISA CREDIT

Operator: 1
Trace # 1053
Inv. # 8
Auth # 083415 RRN 001738004

Purchase \$23.40
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Chapotelle, Jacqueline TRAN:EX

From: reservation@harbourair.com
Sent: Friday, March 23, 2018 3:03 PM
To: Chapotelle, Jacqueline TRAN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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

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

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

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

We are listening! Harbour Air has been hearing from our guests for years that we need to provide better transportation options to and from our locations throughout British Columbia. We believe that having ride sharing options will help us alleviate pick up/drop off wait times as well as the high parking costs in the lots adjacent to some of our terminals. If you agree, we are asking you to help us by [Clicking Here](#) to show your support.

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Derrick Harder

Booking #s.17

Monday, March 26, 2018

Flight #2060

09:30 Victoria Harbour / Map

10:05 Vancouver Harbour / Map

Invoice #s.17

Air Transportation Charges

Sked 200/300 : Non-Peak GO Flex

\$140.92

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Derrick Harder, Male

Add to Calendar

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$7.57

Billing \$151.43

Taxes \$7.57

Grand Total \$159.00

Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

(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

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