



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129203

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 Henry, Molly				Employee ID s.22				Phone Number (250) 387-3751							
Client Organization Finance				Job Title Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2018/07/18			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information						
Type of Travel Out of Province			14. Reason for Travel Staffing Minister						Headquarters Victoria						
12. Mailing Address for Cheque Room 153 Parliament Buildings Victoria, BC V8V 1X4															
16. Travel Dates 2018 05/02 06/25 06/26 06/27	17. Places Travelled Destination Vancouver Van-Ottawa-A/Cda Ottawa Ottawa-Van-A/Cda * Pcard			18. Personal Vehicle Use Km 0800 0700 0600 0600		19. Other Transport Costs Cost 2359 2359 2359 1700		20. & 21. Meals Claim F-BL \$s.2		22. Lodging Costs Cost 0.00 205.66 205.66 0.00		20. & 21. Miscellaneous Cost \$s.2 Car rental			
TOTALS OF COLUMNS				36. \$ 0.00		37. \$s.22		38. \$ 30.50		39. \$ 411.32		40. \$s.22		Claim Total \$s.22	
48. Client Code 022 022 022 022		49. Resp. 32001 ↓		50. Service Line 34000 ↓		51. STOB 5743 570		52. Project 2720022 32000 ↓		45. Supplier Code s.22		Amount \$s.22 171.0			
Less Travel Advance 022															
												54. \$508.6 \$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) E129203 for Henry, Molly

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/18 14:21:22	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2018/07/18 14:25:15	Henry, Molly (IDIR\MOHENRY) Molly.Henry@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2018/07/18 14:29:30	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129203 for Henry, Molly

1 note(s) returned.

Created On	Author	Note
2018/07/18 14:21:22	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	May 2nd - Car rental - 44:94 paid for on personal c/card - to attend meetings/events with Minister in Surrey and Richmond June 25 - A/Cda from Vancouver to Ottawa - pd for on p/card - \$778.05 (return trip) June 25 - Hotel in Ottawa - \$205.66 - pd for on personal c/card June 26 - Accommodations - Ottawa

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Molly Henry – Ministerial Assistant
Minister of Finance Office
Travel Voucher – E129203

NOTES:

May 2, 2018

Car rental - \$44.94 paid for on personal c/card - to attend meetings/events with Minister in Surrey and Richmond - Lost gas receipt - not claiming gas

June 25 & 26, 2018

Staffing Minister at FPT Ministers meeting in Ottawa

June 25 - A/Cda from Vancouver to Ottawa - pd for on office p/card - \$778.05 (return trip)

June 25 - Accommodations - Ottawa - \$205.66 - pd on personal c/card

June 26 - Accommodations - Ottawa - \$205.66 - pd on personal c/card
s.22

June 27th - Taxi to Ottawa airport - \$35.25 - pd on personal c/card

A/Cda - new ticket - \$309.20 - pd for on office p/card - s.22

A/Cda ticket exchange fee- \$105.00 - pd for on office p/card

Agent service fee - \$31.20 - pd for on office p/card

All invoices attached

ENTERPRISE HST#889365821, 3510 FRASER STREET, VANCOUVER, BC V5V4C6 (604) 872-7368

RENTAL AGREEMENT RFF#
899649 s.22

SUMMARY OF CHARGES

RENTER
HENRY, MOLLY

DATE & TIME OUT
02/05/2018 11:19 AM

DATE & TIME IN
03/05/2018 11:45 AM

BILLING CYCLE
24-HOUR

CAR CLASS CHARGED
CCAR

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	02/05 - 03/05	1	DAY	\$28.45	\$28.45
DW	02/05 - 03/05	1	DAY	\$9.90	\$9.90
REFUELING CHARGE	02/05 - 03/05				\$0.00

Subtotal: \$38.35

Taxes & Surcharges

GOODS AND SERVICES TAX	02/05 - 03/05			5%	\$2.04
PROVINCIAL SALES TAX	02/05 - 03/05			7%	\$2.06
PROVINCIAL VEHICLE RENTAL TAX	02/05 - 03/05	1	DAY	\$1.50	\$1.50
VEHICLE LICENSE FEE RECOVERY	02/05 - 03/05	1	DAY	\$0.99	\$0.99

Total Charges: \$44.94

VEH #1 2017 NISN NOTE SDSV Total Estimated Amount Due

\$44.94

VIN# 3N1CE2CP1HL379675
LIC# E27616
KM DRIVEN 133
CAR CLASS: CCAR

PAYMENT INFORMATION

AMOUNT PAID TYPE
\$44.94 Visa

CREDIT CARD NUMBER
XXXXXXXXXXXXs.22 PENDING

**Rental Agreement Summary**RA#: **s.22**
Renter: **MOLLY HENRY****Dates & Times** **Location****Pick up**Wednesday, May 2, 2018 11:19 AM 3510 FRASER STREET
Start Charges: VANCOUVER, BC V5V4C6
Wednesday, May 2, 2018 11:19 AM (604) 872-7368**Anticipated Return**Thursday, May 3, 2018 12:00 PM 3510 FRASER STREET
VANCOUVER, BC V5V4C6
(604) 872-7368**Vehicle**2017 NISN NOTE 5DSV \$RED License: AB E27616
VIN: 3N1CE2CP1HL379675 Vehicle: 7PHXX9
Pickup: 05/02/2018 @ 11:19 AM ODO:22695 Fuel:1/4**Vehicle Condition:**

NO DAMAGE DOCUMENTED

\$ Summary of Charges**\$ Estimated Renter Charges**

Charges	Price/Unit	Total
TIME & DISTANCE 02/05/18-03/05/18	\$28.45 / Day	\$28.45
NO CHARGE DISTANCE 02/05/18-03/05/18	\$0.00 / Mile	\$0.00
REFUELING CHARGE	\$2.27 / Litres	\$0.00

Optional Protections Accepted

DW	\$9.90 / Day	\$9.90
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Optional Protections Declined

PERSONAL ACCIDENT INSURANCE	2 @ \$6.99 / Day	\$0.00
ROADSIDE ASSISTANCE PROTECTION	2 @ \$6.99 / Day	\$0.00

Renter Acknowledgement of Accepted and Declined Protections

I acknowledge that I have accepted or declined protections as indicated above.

Taxes and Fees

VEHICLE LICENSE FEE RECOVERY	\$0.99 / Day	\$0.99
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Taxes and Fees

PROVINCIAL VEHICLE RENTAL TAX	\$1.50 / Day	\$1.50
GOODS AND SERVICES TAX (5%)	5%	\$2.04
PROVINCIAL SALES TAX (7%)	7%	\$2.06
Total Estimated Charge:		\$44.94

Payments:

VISA *****s.22 Auth (\$100.00)

Renter Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all Estimated Renter Charges and fees listed on Summary of Charges and further agree to pay for final charges in accordance with the Terms and Conditions of this Rental Agreement.

PERMISSION GRANTED TO OPERATE VEHICLE ONLY IN THE STATE OF RENTAL AND THE FOLLOWING STATE(S):

NO SMOKING/NO PETS

OPERATION IN ANY OTHER STATE OR COUNTRY WILL AFFECT YOUR LIABILITY AND RIGHTS UNDER THIS AGREEMENT.

Owner: ENTERPRISE RENT A CAR CANADA COMPANY HST
889365821**Additional Drivers**No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below.
(Additional driver names listed here if applicable)

Please keep this Rental Agreement Summary with you in the vehicle during the rental.

Local Addenda**LIABILITY FOR LOSS BY ACCIDENT:
PRIORITY OF AUTOMOBILE INSURANCE
COVERAGE IS SUBJECT TO PROVINCIAL
LAW. IF APPLICABLE, OWNER'S
COVERAGE IS SUBJECT TO LIMITATIONS
AND RESTRICTIONS.****OPTIONAL PRODUCTS NOTICE: OUR
CONTRACT OFFERS, FOR AN ADDITIONAL
CHARGE, AS OPTIONAL PRODUCTS:
DAMAGE WAIVER, PERSONAL ACCIDENT
INSURANCE, PERSONAL EFFECTS
COVERAGE AND ROADSIDE ASSISTANCE
PROTECTION. BEFORE DECIDING
WHETHER TO PURCHASE ANY OF**



3510 FRASER STREET
VANCOUVER, BC V5V4C6
Federal GST# :889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

s.22

7500-2802-9559

20/07/2018

BILL TO

MOLLY HENRY
s.22

RENTAL INFORMATION

Date/Time Out
05/02/2018 11:19

Date/Time In
05/03/2018 11:45

Renter
HENRY, MOLLY

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
RED	E27616	VERSA	7PHXX9	22,695	22,828

VIN:3N1CE2CP1HL379675

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	28.45	28.45
DW	1 DAY	9.90	9.90
RENTAL CREDIT	1 RNT	-10.35	-10.35

Subtotal 28.00

PROVINCIAL VEHICLE RENTAL TAX	1 DAY	1.50	1.50
VEHICLE LICENSE FEE RECOVERY	1 DAY	0.99	0.99
GOODS AND SERVICES TAX	PCT	5.00	2.05
PROVINCIAL SALES TAX	PCT	7.00	2.06

Total Charges (CAD) 34.60

PAYMENTS

Refunds	Visa	10.34
Payment	Visa	-44.94

Total Payments (CAD) -34.60

Amount Due (CAD) 0.00

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

For Billing Inquiries / Payment Terms :

Tel#:6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :

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

Amount Due (CAD)

0

Paid By:

MOLLY HENRY
s.22

Account #

Rental Agreement

Amount

GPBR

s.22

0

C424



A DIRECT TRAVEL® COMPANY

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

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: 4334935
Issued: 04 June 2018

Agency Ref.: DJGUMY
Sales Person:

Customer Number: s.22
Customer Ref.:

MINSTER OF FINANCE
ROOM 153 THE LEGISLATURE
VICTORIA, V8V 1X4

Passenger(s): HENRY/MOLLY MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Monday, June 25 2018		Add To Calendar	
Air Canada Flight AC338 Economy Class			
Depart	Vancouver, British Columbia Vancouver Intl, MAIN 09:20 AM Monday, June 25 2018	Arrive	Ottawa, Ontario Ottawa International Airport 04:52 PM Monday, June 25 2018
Duration:	4 hour(s) and 32 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: s.22		
Meal:	Food For Purchase		
Equipment:	Airbus Industrie A321		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	NIL		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH AIR CANADA		

AIR - Tuesday, June 26 2018		Add To Calendar	
Air Canada Flight AC345 Economy Class			
Depart	Ottawa, Ontario Ottawa International Airport 06:00 PM Tuesday, June 26 2018	Arrive	Vancouver, British Columbia Vancouver Intl, MAIN TERMINAL 08:10 PM Tuesday, June 26 2018
Duration:	5 hour(s) and 10 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: s.22		
Meal:	Food For Purchase		
Equipment:	Airbus Industrie A321		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	NIL		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH AIR CANADA		

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Air Canada	s.22	642.00	57.25	36.80	0.00	736.05
HENRY MOLLY MS						Billed to:
						CXXXXXXXXXXXXXs.17
Service Fee (s.22		40.00	0.00	2.00	0.00	42.00
HENRY MOLLY MS						Billed to:
						CXXXXXXXXXXXXXs.17
	Totals:	682.00	57.25	38.80	0.00	778.05
						Total Credit Card Billing: 778.05
						Balance Due: 0.00

8

06-26-18

Molly Henry	Folio No. :	Room No. : s.15
s.22	A/R Number :	Arrival : 06-25-18
Canada	Group Code :	Departure : 06-26-18
	Company : British Columbia Government	Conf. No. : s.22
	HST : s.15	Rate Code : s.15
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-25-18	*Accommodation	175.00	
06-25-18	Municipal Accommodation Tax	7.00	
06-25-18	HST	23.66	
06-26-18	Visa		205.66
Total		205.66	205.66
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

8

06-27-18

Molly Henry	Folio No. :	Room No. : s.15
s.22	A/R Number :	Arrival : 06-26-18
Canada	Group Code :	Departure : 06-27-18
	Company : Finance Department	Conf. No. : s.22
	HST : s.15	Rate Code : s.15
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-26-18	*Accommodation	175.00	
06-26-18	Municipal Accommodation Tax	7.00	
06-26-18	HST	23.66	
06-27-18	Visa		205.66
Total		205.66	205.66
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



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

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: 4337646
Issued: 26 June 2018

Agency Ref.: DJGUMY
Sales Person:

Customer Number ^{s.22}
Customer Ref.:

MINSTER OF FINANCE
ROOM 153 THE LEGISLATURE
VICTORIA, V8V 1X4

Passenger(s): HENRY/MOLLY MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Monday, June 25 2018		Add To Calendar	
Air Canada Flight AC338 Economy Class			
Depart	Vancouver, British Columbia Vancouver Intl, MAIN 09:20 AM Monday, June 25 2018	Arrive	Ottawa, Ontario Ottawa International Airport 04:52 PM Monday, June 25 2018
Duration:	4 hour(s) and 32 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference s.22		
Meal:	Food For Purchase		
Equipment:	Airbus Industrie A321		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	NIL		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH AIR CANADA		

AIR - Wednesday, June 27 2018		Add To Calendar	
Air Canada Flight AC451 Economy Class			
Depart	Ottawa, Ontario Ottawa International Airport 12:00 PM Wednesday, June 27 2018	Arrive	Toronto, Ontario Pearson International Airport, TERMINAL 1 01:03 PM Wednesday, June 27 2018
Duration:	1 hour(s) and 3 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: s.22		
Equipment:	Embraer 190		
Online Check In:	Available 24 hours prior - click here		
Remarks:	PLEASE CHECK IN WITH AIR CANADA		

AIR - Wednesday, June 27 2018				Add To Calendar
Air Canada Flight AC115 Economy Class				
Depart	Toronto, Ontario		Arrive	Vancouver, British Columbia
	Pearson International Airport, 1			Vancouver Intl, MAIN TERMINAL
	02:30 PM Wednesday, June 27 2018			04:30 PM Wednesday, June 27 2018
Duration:	5 hour(s) and 0 minute(s) Non-stop			
Status:	Confirmed - Air Canada Booking Reference: s.22			
Meal:	Food For Purchase			
Equipment:	Airbus Industrie A321			
Online Check In:	Available 24 hours prior - click here			
Remarks:	PLEASE CHECK IN WITH AIR CANADA			

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice 4337646	s.22					
Air Canada		290.18	0.00	19.02	0.00	309.20
				Billed to: CXXXXXXXXXXXX s.17		
AIR CANADA Ticket		100.00	0.00	5.00	0.00	105.00
Exchange				Billed to: CXXXXXXXXXXXX s.17		
Service Fee		30.00	0.00	1.50	0.00	31.50
				Billed to: CXXXXXXXXXXXX s.17		
	Totals:	420.18	0.00	25.52	0.00	445.70
Total Credit Card Billing:						445.70
Balance Due:						0.00

TAXI SERVICE 506
248 KENT ST
OTTAWA, ON K2P 2A1
JASON
Tel: (613)851-9383

Merchant ID: 000000006079680
Term ID: 02768157
25586520017

Purchase

Visa Credit

XXXXXXXXXX)s.17

AID: A0000000031010

Entry Method: Chip

Batch#: 000058

06/27/18

11:00:03

Ref#:000099628924

Inv #: 000289 Appr Code: 008997

Amount: \$ 32.25

Tip: \$ s.22

=====
Total: \$

Customer Copy



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128704

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Name Xia, Eveline ✓				Employee ID s.22				Phone Number s.22																																																																											
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant				Travel Group Code 3																																																																											
5. Date Completed 2018/05/07			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information																																																																										
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters MO -Victoria																																																																										
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4																																																																																			
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination (HA)</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>04/26</td> <td>In Vancouver - Vic</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td>P/Card</td> <td>F-BLI</td> <td>18.25</td> <td>31.65</td> <td>s.22</td> <td>17.00 Taxi</td> </tr> <tr> <td>05/04</td> <td>In Vancouver</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-BI</td> <td>28.75</td> <td>31.65</td> <td></td> <td></td> </tr> <tr> <td>05/06</td> <td>Vancouver to Vic (HA)</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td>P/Card</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>15.00 Taxi</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 (HA)	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2018												04/26	In Vancouver - Vic	0800	2359		0.00	P/Card	F-BLI	18.25	31.65	s.22	17.00 Taxi	05/04	In Vancouver	0800	2359		0.00		F-BI	28.75	31.65			05/06	Vancouver to Vic (HA)	0800	2359		0.00	P/Card		0.00			15.00 Taxi
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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			Date Signed																																																																										
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Notes for Travel Voucher (Restricted Use) E128704 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/05/07 10:51:57	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Working in Vancouver at constituency office Thursday: Dinner only Friday: Lunch + dinner only

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Audit Trail for Travel Voucher (Restricted Use) E128704 for Xia, Eveline

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/07 10:51:57	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/05/07 10:59:50	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/05/13 15:54:21	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/05/16 08:41:58	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	Janke, Debra S. Debra.Janke@gov.bc.ca

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YELLOW CAB #48
1441 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE VISA
DATE April 26/18 2018/04/26 ✓
TIME 4256 19:01:49
CLERK ID 5
RECEIPT NUMBER
H85007302-001-003-581-0

PURCHASE
TOTAL

\$17.00

Visa Credit
A0000000031010
ACE8A29E1ADF06A3
0000000000-

APPROVED

FF DT 20
AUTH# 044198 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

BLACKTOP & CHECKER CABS
#244
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE May 6/18 2018/05/06 ✓
TIME 4804 18:01:37
CLERK ID 2
RECEIPT NUMBER
C85063583-001-031-006-0

PURCHASE
TOTAL

\$15.00

MasterCard
A0000000041010
1CB3DEF66DD11B4B
0000008000-E800
7023BB77C8651CF9

APPROVED

AUTH# 210137 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

per diem
Thurs: dinner
only
Fri: lunch and
dinner
only

\$30.75 per
Thurs + Fri
nights
accommodations

From: reservation@harbourair.com
To: Drew, Ashley ENV:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!
Date: Wednesday, April 25, 2018 9:01:38 AM

Harbour Air Seaplanes

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

George Heyman

Booking s.17

Thursday, April 26, 2018



Flight #2220

17:30 Victoria Harbour / Map ☐

18:05 Vancouver Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Eveline Xia, Female



[Add to Calendar](#)

Invoice # s.17

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex \$198.07

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 \$10.42

Billing \$208.58

Taxes	\$10.42
Grand Total	\$219.00

Fare Conditions:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government Issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.

From: reservation@harbourair.com
To: Drew, Ashley ENV:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!
Date: Wednesday, April 25, 2018 10:26:15 AM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

George Heyman

Booking s.17

Sunday, May 6, 2018



Flight #2230

17:30 Vancouver Harbour / Map ☐

18:05 Victoria Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoGold

Eveline Xia, Female



[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

Sked 200/300 : (Np) GO Gold \$169.49

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 \$8.99

Billing \$180.00

Taxes	\$8.99
Grand Total	\$188.99

Fare Conditions:

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

Domestic Flights

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government Issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage** restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- 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.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type** specified at time of booking may be subject to change due to operational requirements and is



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128848

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 Xia, Eveline ✓				Employee ID s.22				Phone Number s.22					
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2018/05/30			6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministerial Business					Headquarters MO					
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4													
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
2018	Destination	Start	End	Km	Cost			Claim	Cost		Cost	Cost	Describe
05/28	Vic to Van (HA)	0700	2359		0.00		207.00	F-BLI	18.25		31.65	16.00	Cab
05/29	in Vancouver	0800	2359		0.00			F-	51.50		31.65	59.00	Cabs x 2
05/30	Van to Vic (HA)	1000	2359		0.00		243.75		0.00			36.00	Cabs x 2
TOTALS OF COLUMNS					36. \$ 0.00	37. ✓ \$ 450.75		38. ✓ \$ 69.75	39. ✓ \$ 63.30	40. ✓ \$ 111.00	Claim Total ✓ \$ 694.80		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
048		29005		64000		5701		2900000		s.22		\$ 694.80	
048													
048													
048													
Less Travel Advance													
048													
										AMOUNT DUE TO EMPLOYEE		54. ✓ \$ 694.80	
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) E128848 for Xia, Eveline

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/30 14:15:06	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/05/30 14:21:23	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/05/30 14:31:35	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/06/01 11:43:45	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	Janke, Debra Debra.Janke@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128848 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/05/30 14:15:06	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Travel to Van from Vic using Harbour Air Seaplanes Cabs x 4 used in Van Cabs x 1 used in Vic

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From: [Janke, Debra FIN:EX](#)
To: [Drew, Ashley ENV:EX](#)
Subject: TV E128928/E128848 Eveline Xia
Date: Tuesday, June 26, 2018 2:56:21 PM

Hi Ashley,

The above two travel claims have been approved. To-date, receipts have not been received.

Thanks.

Debra

Debra Janke

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: 778 698-8564 Fax: (250) 356-7326

Email: Debra.Janke@gov.bc.ca

Website: <http://www.min.fin.gov.bc.ca>

Serving all Ministers' Offices and the Office of the Premier

Drew, Ashley ENV:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Wednesday, May 30, 2018 2:07 PM
To: Drew, Ashley ENV:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Eveline Xia

Booking # s.17

Monday, May 28, 2018 ✓

Invoice # s.17

Flight #2240

18:35 Victoria Harbour / Map

19:10 Vancouver Harbour / ✓

Map p;

35 minutes

KK- Confirmed

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

1 Passenger(s) - GoFlex
Eveline Xia, Female ✓

Add to Calendar

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card **\$207.00**

Date / Time May 28, 2018 @ 5:56:08 PM

Summary s.17 ✓

Expiration

Authorization

Fare Conditions:

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

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

Domestic Flights

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

Please be prepared to show government Issued photo identification. It's required for all passengers 18

YELLOW CAB #214
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/28 ✓
TIME 0959 12:42:27
CLERK ID 5
RECEIPT NUMBER
C85062959-001-002-581-0

PURCHASE
TOTAL

\$16.00

MasterCard
*A0000000041010
CAA3B6F16A107593
0000008000-E800
A82748762FAEA054

APPROVED

AUTH# 224227 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

DUPLICATE

BLACKTOP & CHECKER
CABS#112
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/29 ✓
TIME 1421 08:12:42
CLERK ID 1
RECEIPT NUMBER
C85018924-001-820-001-0

PURCHASE
TOTAL

\$39.00

MasterCard
A0000000041010
AB1D61B4FFB1E34E
0000008000-E800
829A95D6293E94CB

APPROVED

AUTH# 111242 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

DUPLICATE

BLACKTOP & CHECKER
CABS#156
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/29 ✓
TIME 0631 16:57:18
CLERK ID 2
RECEIPT NUMBER
C85016779-001-106-002-0

PURCHASE
TOTAL

\$20.00

MasterCard
A0000000041010
0CA1EFAAA2EF2209
0000008000-E800
5B025796CA1DBE64

APPROVED

AUTH# 195718 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

Mon 31.65 } housing
Tue 31.65 }

Mon Dinner
Tue Breakfast
Wed Lunch
Dinner.

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
30/05/2018 11:03:05 AM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking #s.17

Eveline Xia
Wednesday, May 30, 2018 ✓
1 Passenger(s) ✓

Flight #2110/Twin Otter ✓
Departs 11:30 @ Vancouver Harbour ✓
Arrives 12:05 @ Victoria Harbour ✓

Invoice #: s.17

1x All Skeds : Go Lite Chang \$35.00 CDN
1x All Skeds - Baggage : Chec \$0.00 CDN
1x Sked 200 : Carbon Offset \$0.65 CDN
1x Sked 200 : VHFC Terminal \$9.86 CDN
1x Sked 200/300 : (St) GO F \$186.64 CDN

Goods and Services Tax \$11.60 GST

Grand Total \$243.75 CDN

Payment Information:

Master Card \$243.75*CDN

Date/Time 30/05/2018 11:03:02 AM
Station HCXHCS07
Terminal ID HCXHCC07
Action Purchase/Telephone
Card Type M/C
Card Number s.17 ✓
Amount \$243.75
Authorization 140302
Trace Number 149001001031
Response 00-001/APPROVED 140302

BLACKTOP & CHECKER

CABS#158

777 PACIFIC ST
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/30 ✓
TIME 4074 10:49:51
CLERK ID 1
RECEIPT NUMBER
C85008420-001-841-005-0

PURCHASE
TOTAL

\$28.00

MasterCard
A0000000041010
7BD73435E069645F
0000008000-E800
94B191ADF0A0C1D7

APPROVED

AUTH# 134952 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB

817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240086

**** PURCHASE ****

05-30-2018 ✓ 12:26:14
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: EVELINE XIA
A0000000041010 MasterCard

Operator: 186
Trace # 6670
Inv. # 684
Auth # 152613 RRN 001255004

Total **\$8.00**

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128741

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 Dycke, Cassandra ✓		Employee ID s 22		Phone Number (250) 953-3547	
Client Organization Health		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/05/11		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Announcement&Conference			Headquarters Victoria
12. Mailing Address for Cheque Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
2018	Destination	Start	End	Km	Cost
05/03	Vic-Van-Vic (HJ)	0630	1930		0.00
05/08	Vic-Van (HA)	1800	2000		0.00
05/09	Van-Vic (HA)	0700	1930		0.00
				20. & 21. Meals	22. Lodging Costs
				Claim	Cost
				F-D	33.25
				F-BL	30.50
				F-BLD	12.25
					124.30
				20. & 21. Miscellaneous	
				Cost	Describe
				105.90	Taxi
				28.00	Taxi
				30.60	Taxi
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00
				38. \$ 76.00	39. \$ 124.30
				40. \$ 164.50	Claim Total \$ 364.80 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
026	66001026	44000 66001-	5702	6660000	s.22
026	026	66001	6501	6660000	
026					
026					
Less Travel Advance					
026					
AMOUNT DUE TO EMPLOYEE					54. \$ 364.80 ✓
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) E128741 for Dycke, Cassandra

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/11 12:57:39	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/05/11 12:59:53	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/05/11 13:00:25	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/05/11 13:00:50	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/05/11 13:10:05	Dycke, Cassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyrn Jasmyrn.Singh@gov.bc.ca
2018/05/11 13:13:44	Singh, Jasmyrn ✓ (IDIR\JASMSING) Jasmyrn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128741 for Dycke, Kassandra

1 note(s) returned.

Created On	Author	Note
2018/05/11 12:59:53	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	03/05-QT to Van for BCEHS Announcement& mtgs. Only B&L claimed. QT to Vic. 08/05-QT to Van. Taxi from HA to UBC. Dinner & incidentals. 09/05-Conference all day. Provided meals. Only incidentals claimed. Taxi from UBC to Ha. QT to Vic.

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From: [Janke, Debra FIN:EX](#)
To: [McCormick, Erika HLTH:EX](#)
Subject: TVE128741 Kassandra Dycke
Date: Monday, May 14, 2018 12:23:48 PM

Hi Erika,

The Hotel folio indicates a balance due. Please provide proof of payment (Zero \$ balance). rec'd and attached

The s.15 is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and return signed copy. rec'd and attached

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

DUPLICATE

BLACKTOP & CHECKERS CABS

#385

777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/03
TIME 0218 09:08:16
CLERK ID 1
RECEIPT NUMBER
C85642149-001-410-005-0

PURCHASE
TOTAL

\$32.20

MasterCard
A0000000041010
13BFBB5C495FA532
0000008000-E800
BF8D60C1C5D2F521

APPROVED

AUTH# 120816 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

BLACKTOP & CHECKER
CABS#75

777 PACIFIC ST
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/03
TIME 0217 11:45:30
CLERK ID 1
RECEIPT NUMBER
C85011922-001-819-006-0

PURCHASE
TOTAL

\$29.70

MasterCard
A0000000041010
C1C567A0529D361F
0000008000-E800
0EAA65B1AECBB5AD

APPROVED

AUTH# 144530 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604-683-6666
604-731-9211

Date: May 03/18

\$19.00

Received From:

From: To: Driver:

Cab No.:

Airport Service • 24 Hour Courier • Serving you since 1911
Visit www.maclurescabs.ca or email: contactus@maclurescabs.ca

GST# R121458582

maclures
CABS 1984
1275 W. 75th Ave., Vancouver, BC V6P 3G4

604 681-1111

YELLOW CAB
VANCOUVER, B.C. CANADA

May 3, 2018
DATE
\$25.00

RECEIVED FROM

FROM TO

CAB NO. DRIVER

AIRPORT SERVICE • 24 Hour Courier • Serving you since 1921
AT A PAYPHONE? CALL: 1-800-898-TAXI(8294) NO COINS NEEDED

TTY LINE (hearing impaired) 604 258-4747
GST INCL. GST # R105762496

SURREY METRO TAXI 41
8299 129 ST
SURREY BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/05/09 ✓
TIME 3311 16:42:50
CLERK ID 161
RECEIPT NUMBER
C85021263-001-001-021-0

PURCHASE
TOTAL

\$30.60

MasterCard
A00000000041010
B4EB9D8B64D5F9F4
0000008000-E800
2F440740CA1B4524

APPROVED

AUTH# 194250 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLACKTOP & CHECKERS #365
777 PACIFIC ST
VANCOUVER BC

CARD 5587***** s.17
CARD TYPE MASTERCARD
DATE 2018/05/08 ✓
TIME 1303 19:25:47
CLERK ID 2
RECEIPT NUMBER
C85062843-001-365-002-0

PURCHASE
TOTAL

\$28.00

MasterCard
A00000000041010
2065D1EBA52D71EF
0000008000-E800
B68D7AB2FE0F993C

APPROVED

AUTH# 222548 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

HOTEL APPROVED: 05/16
s.15

Minister's Approval

Page 1 of 1

Guest Folio

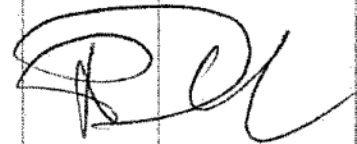


KASSANDRA DYCKE
501 BELLEVILLE ST
VICTORIA, BC V8V 1X4
Canada

Room	Folio	CheckIn	CheckOut	Balance
s.15	s.22	05/08/2018	05/09/2018	0.00
Master Folio				

OF NIGHTS: 1

Date	Room	Description / Voucher	Charges	Payments	Balance
✓ 05/08/2018	s.15	Room Taxable	110.00	0.00	110.00
05/08/2018		GST (Government Sales Tax) - 5%	5.50	0.00	115.50
05/08/2018		PHT(Provincial Hotel Tax) - 8%	8.80	0.00	124.30
05/09/2018		MasterCard - ..s.17	0.00	124.30	0.00
		Balance Due			0.00 ✓
		Summary and Taxes			
		Taxable Sale 5% (GST (Government Sales Tax)) 110.00			
		Total Taxable Sales 110.00			
		Tax Total 14.30			



SG
05/09/2018 07:55 AM

s.15

SN # 25939

GUEST INFORMATION		STAY INFORMATION		
Guest Name KASSANDRA DYCKE		Arrival Date 05/08/2018 Tue	Departure Date 05/09/2018 Wed	# of Adults 1/0
Mailing Address 501 BELLEVILLE ST VICTORIA, BC V8V 1X4 Canada		Room Rate 110.00	Room Rate	Tax Exempt No
erika.mccormick@gov.bc.ca		Conf. # s.22	Room Type s.15	

OTHER INFORMATION		CHARGE BREAKDOWN
Parking Pass #	License Plate No.	Total Room Charges: 110.00
Payment Information: CARD XXXXXXXX s.17 XX/XX		Parking/Bike Fee: 0.00
		GST 5% & PHT 8%: 14.30
		Total Stay: 124.30
		Payments: 0.00
		Balance Due: 124.30

PAYMENT: Full payment is due upon arrival or, if arrival after office hours, the next business day. We accept Visa, Mastercard, Discover, American Express and Interac-Debit. Please present your credit card at the Front Desk. We do not accept CASH or cheque.

SIGN-IN SHEET (2 copies attached): Sign & return 1 copy to the Reservations Office.

ROOM KEYS AND BUILDING ACCESS CARD ISSUED: 1

Guest Card # s.15 Guest Card # _____. Each set has 1 metal room key & 1 building pass card.

PARKING: One parking pass per room may be obtained at the Front Desk - \$6.50 / day and is valid until 11:00 am of your check out date. Must display a valid parking pass.

PLEASE SIGN s.15 **GUEST BOOK:** It is located on the front desk

HOUSEKEEPING SERVICE: There is no housekeeping service on weekends and holidays.

s.15 has a **NON SMOKING** policy. There will be a \$250.00 charge added to your room bill for smoking in the house. Please take care of your personal belongings. s.15 takes no responsibility in the event of loss or damage.

CHECK-OUT is 11:00am: Guests staying in their rooms beyond the check-out time without authorization will be charged for an additional night. We ask that you return your room keys to the Reservations Office or deposit in the **Manager's office door mail slot**. There will be a \$50.00 charge added to your room bill for lost or unreturned key.

IMPORTANT: Any modification to your current reservation requires at least 48 hour notice prior to your intended check out. If you wish to update your departure date, please contact us by email or by phone (we check voicemail daily).

Reservations Office Hours: Monday-Friday, 7:30 am to 6:30pm (Closed on weekends & holidays)
s.15

Please verify all of the above information is correct.

X
Guest Signature

Printed: 05/08/2018 at 03:56 PM



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128879

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 Dycke, Kassandra ✓		Employee ID s.22		Phone Number (250) 953-3547	
Client Organization Health		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/06/04		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Conference			Headquarters Victoria
12. Mailing Address for Cheque Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4					
16. Travel Dates	17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs
2018	Destination	Start	End	Km	Cost
05/18	Vic-Van (ferry)	1500	1900	73	39.42
05/26	Van Conference	0700	1900		0.00
05/27	Van/ Nanaimo-Vic (ferry)	0700	1900	139	75.06
					72.50
					72.75
20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
Claim	Cost	Cost	Cost	Describe	
F-BLI	18.25	s.22			
F-LD	22.75	s.2	291.18	including parking	
F-BLI	18.25				
TOTALS OF COLUMNS		212 kms		36.	37.
				\$ 114.48	\$ s.22
					38. 59.25
					39. 291.18
					40. 0
					Claim Total
					\$ s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
026	65001	026	44000	66001	s.22
026	026	026	66001	6501	
026					
026					
Less Travel Advance					
026					
					54.
					610.16
					\$ 610.16
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.			Print Name		Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			Print Name		Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.			Print Name		Date Signed

Audit Trail for Travel Voucher (Restricted Use) E128879 for Dycke, Cassandra

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/04 14:17:32	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 14:17:54	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 14:21:56	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 14:26:51	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 14:31:26	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 15:00:03	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 15:00:09	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/06/04 15:00:43	Dycke, Cassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/06/18 07:49:01	Singh, Jasmyn ✓ (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128879 for Dycke, Kassandra

3 note(s) returned.

Created On	Author	Note
2018/06/04 14:17:32	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	05/25-Drove from home to ferry, 32k plus ferry costs. drove to hotel, 41k. Hotel \$268.79.
2018/06/04 14:21:56	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	05/26-Attended conference. Meals included except breakfast. Parking \$20. Staved this s.22 paying one night for hotel and parking.
2018/06/04 15:00:03	McCormick, Erika (IDIR\ERIMCCOR) Erika.McCormick@gov.bc.ca	05/27-Drove hotel to Horseshoe Bay Ferry, 23km. Ferry \$72.25. 116km home from Nanaimo. Only claiming dinner. 05/18- Date of travel was actually May 18th, not May 26th. s.22 s.22 Did her travel a week earlier. Please call if you have any questions.

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From: McCormick, Erika HLTH:EX
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Cc: Fullaway, Elijah HLTH:EX
Subject: RE: TV E128879 - Cassandra Dycke not approved as of June 11 Followed up for approval on June 14
Date: Monday, June 4, 2018 3:03:44 PM
Attachments: E128879 - KDycke.pdf

Please see amended travel voucher. Cassandra's date of travel from Victoria – Vancouver was May 18th, not 26th.

Thanks,
Erika

From: McCormick, Erika HLTH:EX
Sent: Monday, June 4, 2018 2:36 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Cc: Fullaway, Elijah HLTH:EX
Subject: TV E128879 - Cassandra Dycke

Please see attached receipt package for Cassandra Dycke, E128879.

Eform to follow.

Erika McCormick

Administrative Assistant to the Honourable Minister Adrian Dix | Minister of Health
PO Box 9050 Stn Prov Gov, Victoria, BC, V8W 9E2 | 250-953-3547

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

Swartz Bay
To
Tsawwassen



LANE 07

RECEIPT - PLEASE RETAIN

PURCHASE 2018/05/18 ✓

20'	Undersize Vehi	57.50
2	Adult	34.40
	Fuel Rebate	2.70-

Total \$72.50 89.20

Master Card
*****s.17 89.20

RUTH X07604 64277643 0010016240 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

(-1 adult) - 17.20 - \$0.50 fuel rebate = - \$16.70

\$72.50

CARDHOLDER COPY

SWB 18 May 2018 06:05:29



1005015 146971

97358

SEE REVERSE SIDE OF TICKET

Horseshoe Bay
To
Nanaimo (Dep. Bay)



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2018/05/27 ✓

20'	Undersize Vehi	57.50
2	Adult	34.40
	Fuel Rebate	2.70-
2	Port Fee Adul	0.50

Total \$72.75 89.70

CDN Cash 100.00

CHANGE DUE 10.30-

(-1 adult) - 17.20 - \$0.50 fuel rebate = - \$16.70 + \$0.25 port fee =

(-1 port fee) - .25 = - \$16.95

\$72.25

CUSTOMER COPY

HSB 27 May 2018 11:33:06



1003049 725759

101587

SEE REVERSE SIDE OF TICKET

Check-out receipt

Kassandra Dycke ✓
s.22

Canada

Name: Kassandra Dycke
Check-in: Friday May 25, 2018
Check-out: Sunday May 27, 2018
Confirmation #: s.22
Invoice number: s.22
Invoice date: 27/05/2018

Unit assignment: s.15

Date	Description of services	Cost(CAD)
25/05/2018	Account Clearing	-0.01
25/05/2018	Unit s.15 : One-Bedroom Suites - (BAR Best Available Rate)	230.85
26/05/2018	Unit 1 : One-Bedroom Suites - BAR	230.85
26/05/2018	Parking Fee 2@ 20.00 - Parking x 2 nights X	40.00
Sub-total		501.69
Parking Tax		4.80
Hotel taxes + GST		75.88
Total		582.37
claiming one night, only		\$291.18 including parking
MasterCard: May 24, 2018 - XXXX XXXX XXXX s.17		535.57
MasterCard: May 26, 2018 - XXXX XXXX XXXX		46.80
Amount owing (CAD)		0.00 ✓

I agree to the policy that any smoking in or damage to the room will be subject to a housekeeping cleaning fee of minimum \$200.

Customer signature: _____

Check-out receipt

Kassandra Dycke
s.22

Canada

Name: **Kassandra Dycke**
 Check-in: **Friday May 25, 2018**
 Check-out: **Sunday May 27, 2018**
 Confirmation #: **s.22**
 Invoice number: **s.22**
 Invoice date: **27/05/2018**

Unit assignment: s.15

Adrian Die

[illegible]

I agree to the policy that any smoking in or damage to the room will be subject to a housekeeping cleaning fee of minimum \$200.

Customer signature: