



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130405

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 2019/01/16		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Duties				Headquarters Victoria	
12. Mailing Address for Cheque Victoria, BC							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Claim Cost
2018							
05/06	Van to Vic	1900	2359		0.00	72.50	0.00
06/07	Sur-VCO-Sur	0715	1230		0.00	12.00	0.00
06/09	Sur-Whistler-Sur	1100	1530		0.00		10.50
06/14	Sur-VCO-Sur	1230	1430		0.00	19.00	0.00
06/20	Sur-VCO-Sur	1600	1800		0.00	16.00	0.00
06/25	Sur-Kamloops	0700	1159	323	174.42		41.00
06/26	Kamloops-Sur	0001	1300	326	176.04		33.25
06/29	Sur-VCO-Sur	1430	1800		0.00	12.00	0.00
07/05	Sur-VCO-Sur	0815	1130		0.00	19.00	0.00
07/09	Van to Vic	1800	2200		0.00	74.70	0.00
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 350.46	\$ 225.20	\$ 84.75	\$ 131.08
40.	41.	42.	43.	44.	45.	46.	47.
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount	
010	15001	10000	5701	1500000	s.22	\$s.22	
010	15001	10000	5750	1500000			
010	15001	10000	5702	1500000			
010							
Less Travel Advance							
010							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 791.49
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	

147.20

644.29

Audit Trail for Travel Voucher (Restricted Use) E130405 for Takkar, Namrata (Nimmi)

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/16 15:13:37	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/16 15:24:32	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/18 10:23:28	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/18 10:34:08	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/18 11:26:12	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/22 11:39:08	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/22 15:06:53	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/22 15:08:41	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/22 15:10:47	Takkar, Namrata (Nimmi) (IDIR\NTAKKAR) Nimmi.Takkar@gov.bc.ca		Approved	Lawson, Liam Liam.Lawson@gov.bc.ca
2019/01/24 11:24:39	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E130405 for Takkar, Namrata (Nimmi)

4 note(s) returned.

Created On	Author	Note
2019/01/18 10:23:28	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	5/6 Van to Vic, Ferry \$72.50 5/31 Vic to Van, no receipt 6/7 Sur-VCO-Sur 60km 6/9 Sur-Whistler-Sur 60 km, F-BDI \$10.50 6/12 Sur-VCO-Sur 60 km 6/14 Sur-VCO-Sur 60 km 6/29 Sur-VCO-Sur 60 km 7/5 Sur-VCO-Sur 60 km 7/9 Van-Vic, Ferry \$74.70 7/11 Sur-Coq-Sur 60 km 7/17 Sur-VCO-Sur, 60 km, F-BDI \$10.50 Disregard 5/31 Vic to Van, no receipt
2019/01/18 10:34:08	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Add: 6/1 Vic to Van, Helijet QT 4080-944-148
2019/01/18 11:26:12	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Omit: 7/17 Sur-VCO-Sur, 60 km. F-BDI \$10.50 Add: 6/20 Sur-VCO-Sur, 60 km
2019/01/22 15:08:41	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Please disregard all previous notes. Will send a word doc separately, breaking down the approved travel info. Charlotte

Production *** Copyright © Government of British Columbia

5/6 Van to Vic, Ferry \$72.50
6/1 Vic to Van, Helijet Quick Ticket #4080-944-148
6/7 Sur-VCO-Sur, Parking \$12
6/9 Sur-Whistler-Sur, Full-BDI \$10.50
6/14 Sur-VCO-Sur, Parking \$19
6/20 Sur-VCO-Sur, Parking \$16
6/25 Sur-Kamloops, 323 km \$174.42, F-B \$41
6/26 Kamloops-Sur, 326 km \$176.04, F-D \$33.25, Hotel 131.08
6/29 Sur-VCO-Sur, Parking \$12
7/5 Sur-VCO-Sur, Parking \$19
7/9 Van to Vic, Ferry \$74.70

Tsawwassen
To
Swartz Bay
BC Ferries

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

LANE 37

RECEIPT - PLEASE RETAIN

PURCHASE 2018/05/06

20' Undersize Vehi 57.50
1 Adult 17.20

Fuel Rebate 2.00

72.50

Visa
*****S.17 72.50

TH 035970 66277656 0010016770 S

APPROVED - THANK YOU 027

CHANGE DUE 0.00

Tsawwassen
To
Swartz Bay
BC Ferries

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

LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2018/07/09

RESERVATION-R1900

CONF: B180654677

RES: 1

1 Reservation Pr 21.00
20' Undersize Vehi 57.50
1 Adult 17.20

Total 95.70

Prepayment 21.00

Visa
*****S.17 74.70

AUTH 054170 66277659 0010013720 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 06 May 2018 20:41:22



1007118 981855

106680

CARDHOLDER COPY

TSA 09 Jul 2018 18:25:14



1007118 981855

SEE REVERSE SIDE OF TICKET

NOTIFICATION

Charge To: Min of Public Safety and Solicitor General
Minister's Office
Room 128 Parliament Buildings
Victoria BC V8V 1X4

Attention: Michelle Wakeman

Invoice No. INV00000000033554
Invoice Date 15/06/2018
Print Date 15/06/2018
Account No. s.17
GST Reg. R102 320 165

For services provided from: 01/06/2018

To: 15/06/2018

THIS IS NOT AN INVOICE , PLEASE DO NOT PAY

Document	Description	Pasenger Name	Fare	GST	Total
4080944148	YWH/CXH Jun 01 2018 FLT: 720 BSBINV: 295267	NAMRATA TAKKAR	\$220.00	\$11.00	\$231.00

Ministry of Public Safety
and Solicitor General
RECEIVED
JUN 22 2018

QUICK TICKET

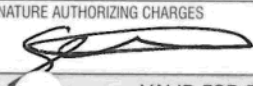
SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME
Nimmi Takkar

FROM
Victoria

TO
Vancouver

SIGNATURE AUTHORIZING CHARGES


DATE
01/06/2018

FLIGHT NO. CLASS TIME
Y

ACCOUNT NO.
160117

RESERVATION REFERENCE NO.
s.22

4080-944-148

USED

Helijet

ISSUED BY

160117

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.665.4354

NON REFUNDABLE
EXPIRY DATE
SEPT 30 2018

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

GST # R102320165

Total Page	\$220.00	\$11.00	\$231.00
-------------------	-----------------	----------------	-----------------

s.15

Namrata Takkar
s.22

Room: s.1

Room Type: ONBR

Number of Guests: 1

Rate: \$113.00

Clerk: AAP

Arrive: 25Jun18

Time: 05:20PM

Depart: 26Jun18

Time: 12:53PM

Folio Number: s.22

Date**Description****Charges****Credits**

25Jun18

Room Charge

113.00

25Jun18

Gst - s.15

5.65

25Jun18

Occupancy Sales Tax

9.04

25Jun18

City Tax

3.39

26Jun18

Visa

131.08

Card #: VXXXXXXXXXXXXX s.17 CXX

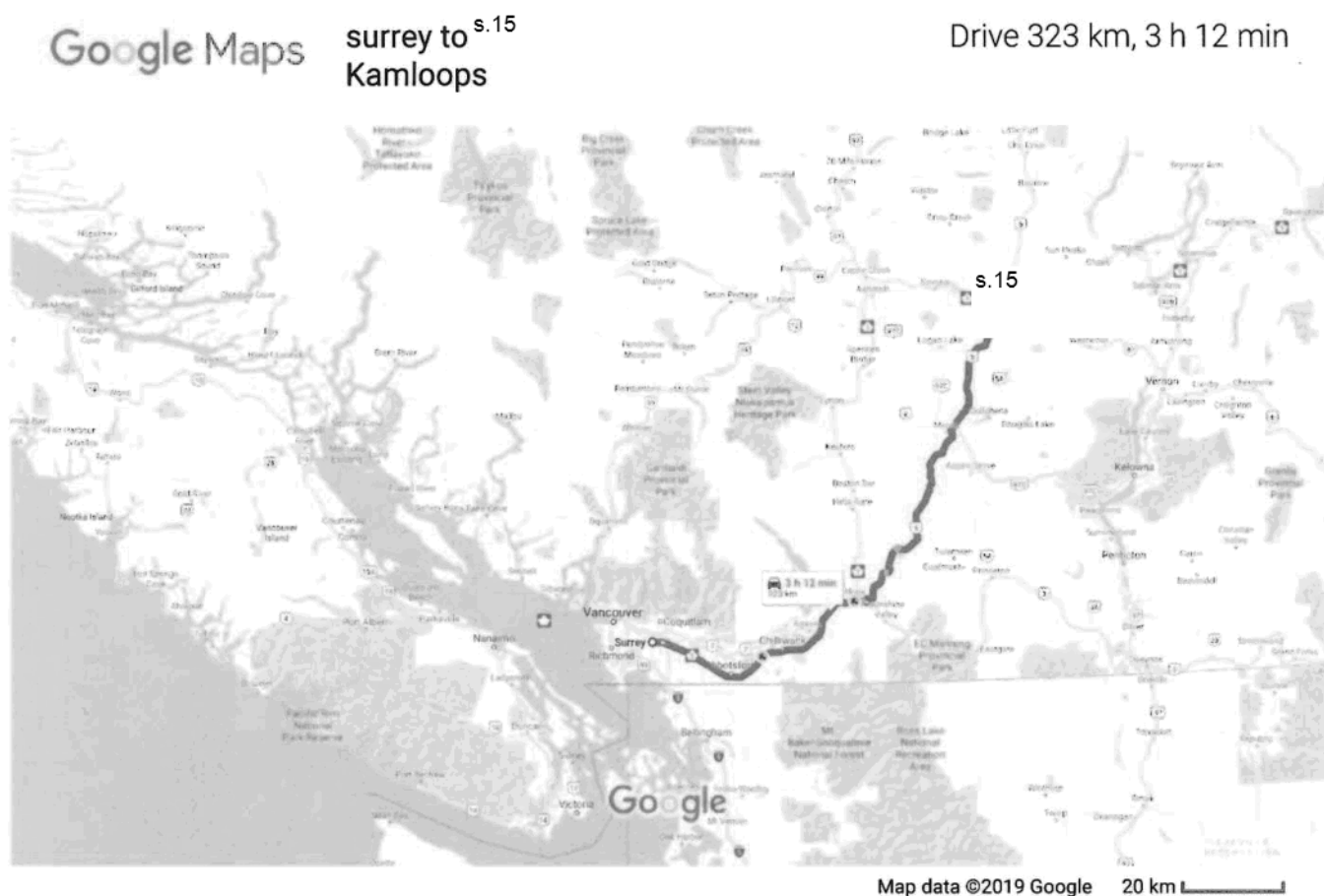
Amount: 131.08 Auth: 017395 Signature on File

This card was electronically swiped on 25Jun18

Balance:**0.00**

s.15

s.15



via Trans-Canada Hwy/BC-1 E and BC-5 N 3 h 12 min
323 km

Fastest route, the usual traffic

Google Maps

s.15

Drive 326 km, 3 h 18 min

Kamloops to Surrey, British Columbia



via BC-5 S and Trans-Canada
Hwy/BC-1 W

3 h 18 min

326 km

Fastest route, the usual traffic

Transactions s.22

May 23, 2018 to Jun 25, 2018

s.22 NAMRATA TAKKAR

Credit Limit s.22
Available credit
Last payment
Last payment date
Current Balance

s.22

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-05-22	2018-05-24	s.22			
2018-05-22	2018-05-24				
2018-05-22	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-23	2018-05-24				
2018-05-24	2018-05-25				
2018-05-24	2018-05-25				
2018-05-24	2018-05-25				
2018-05-24	2018-05-28				
2018-05-24	2018-05-28				
2018-05-24	2018-05-28				
2018-05-24	2018-05-28				
2018-05-24	2018-05-28				
2018-05-25	2018-05-28				
2018-05-25	2018-05-28				
2018-05-25	2018-05-28				
2018-05-25	2018-05-29				

s.22					
Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-05-26	2018-05-28	s.22			
2018-05-26	2018-05-28				
2018-05-26	2018-05-28				
2018-05-26	2018-05-28				
2018-05-26	2018-05-29				
2018-05-26	2018-05-29				
2018-05-26	2018-05-29				
2018-05-26	2018-05-29				
2018-05-27	2018-05-28				
2018-05-27	2018-05-28				
2018-05-27	2018-05-29				
2018-05-27	2018-05-29				
2018-05-27	2018-05-29				
2018-05-27	2018-05-30				
2018-05-27	2018-05-30				
2018-05-28	2018-05-29				
2018-05-28	2018-05-31				
2018-05-29	2018-05-30				
2018-05-29	2018-05-30				
2018-05-29	2018-05-31				
2018-05-29	2018-05-31				
2018-05-29	2018-06-01				
2018-05-30	2018-05-31				
2018-05-30	2018-05-31				
2018-05-30	2018-06-01				
2018-05-30	2018-06-01				
2018-05-30	2018-06-01				
2018-05-31	2018-06-01				
2018-05-31	2018-06-04				
2018-05-31	2018-06-04				

s.22

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-05-31	2018-06-04	s.22			
2018-05-31	2018-06-04				
2018-06-01	2018-06-04				
2018-06-01	2018-06-04				
2018-06-01	2018-06-04				
2018-06-01	2018-06-04				
2018-06-01	2018-06-04				
2018-06-01	2018-06-04				
2018-06-02	2018-06-04				
2018-06-02	2018-06-04				
2018-06-02	2018-06-04				
2018-06-03	2018-06-04				
2018-06-03	2018-06-04				
2018-06-03	2018-06-05				
2018-06-03	2018-06-06				
2018-06-03	2018-06-06				
2018-06-04	2018-06-04				
2018-06-04	2018-06-05				
2018-06-04	2018-06-05				
2018-06-04	2018-06-05				
2018-06-04	2018-06-05				
2018-06-04	2018-06-06				
2018-06-04	2018-06-07				
2018-06-05	2018-06-06				
2018-06-05	2018-06-06				
2018-06-05	2018-06-07				
2018-06-05	2018-06-07				
2018-06-05	2018-06-07				
2018-06-05	2018-06-07				
2018-06-06	2018-06-06				

s.22					
Transaction Date	Posted Date	Description	Currency	Debit	Credit
		s.22			
2018-06-06	2018-06-06				
2018-06-06	2018-06-07				
2018-06-06	2018-06-07				
2018-06-06	2018-06-07				
2018-06-06	2018-06-07				
2018-06-06	2018-06-07				
2018-06-06	2018-06-08				
2018-06-06	2018-06-08				
2018-06-06	2018-06-08				
2018-06-06	2018-06-11				
2018-06-07	2018-06-08				
2018-06-07	2018-06-11				
✓ 2018-06-07	2018-06-11	VINCI PARK - CANADA PLACEVANCOUVER BC	CAD	\$12.00	
2018-06-07	2018-06-11	s.22			
2018-06-08	2018-06-11				
2018-06-08	2018-06-11				
2018-06-08	2018-06-11				
2018-06-08	2018-06-11				
2018-06-08	2018-06-11				
2018-06-08	2018-06-11				
2018-06-08	2018-06-11				
2018-06-09	2018-06-11				
2018-06-09	2018-06-11				
2018-06-09	2018-06-11				
2018-06-09	2018-06-11				
2018-06-09	2018-06-12				
2018-06-10	2018-06-11				
2018-06-10	2018-06-12				
2018-06-11	2018-06-14				
2018-06-13	2018-06-14				

s.22

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-06-13	2018-06-18	s.22			
2018-06-13	2018-06-18				
2018-06-13	2018-06-18				
2018-06-14	2018-06-15				
2018-06-14	2018-06-18				
✓ 2018-06-14	2018-06-18	VINCI PARK - CANADA PLACEVANCOUVER BC	CAD	\$19.00	
2018-06-14	2018-06-18	s.22			
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-15	2018-06-18				
2018-06-16	2018-06-18				
2018-06-16	2018-06-19				
2018-06-16	2018-06-19				
2018-06-16	2018-06-19				
2018-06-17	2018-06-18				
2018-06-17	2018-06-18				
2018-06-17	2018-06-18				
2018-06-17	2018-06-19				
2018-06-17	2018-06-19				
2018-06-17	2018-06-19				
2018-06-17	2018-06-19				
2018-06-18	2018-06-18				
2018-06-18	2018-06-19				
2018-06-18	2018-06-21				
2018-06-19	2018-06-20				

s.22

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-06-19	2018-06-20	s.22			
2018-06-19	2018-06-20				
2018-06-19	2018-06-20				
✓ 2018-06-20	2018-06-22	VINCI PARK - CANADA PLACEVANCOUVER BC	CAD	\$16.00	
2018-06-20	2018-06-22	s.22			
2018-06-20	2018-06-25				
2018-06-21	2018-06-22				
2018-06-21	2018-06-22				
2018-06-21	2018-06-25				
2018-06-21	2018-06-25				
2018-06-21	2018-06-25				
2018-06-22	2018-06-22				
2018-06-22	2018-06-25				
2018-06-22	2018-06-25				
2018-06-22	2018-06-25				
2018-06-23	2018-06-25				
2018-06-23	2018-06-25				
2018-06-23	2018-06-25				
2018-06-24	2018-06-25				
2018-06-24	2018-06-25				
2018-06-25	2018-06-25				
2018-06-25	2018-06-25				

Credit Limit	s.22
Available credit	
Last payment	
Last payment date	
Current Balance	

Page 16 of 145 FIN-2019-91851

s.22 [REDACTED]

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-06-27	2018-06-29	s.22			
2018-06-27	2018-06-29				
2018-06-27	2018-06-29				
2018-06-28	2018-06-29				
2018-06-28	2018-06-29				
2018-06-28	2018-06-29				
2018-06-28	2018-07-02				
2018-06-28	2018-07-02				
2018-06-28	2018-07-02				
2018-06-29	2018-07-02				
2018-06-29	2018-07-02				
2018-06-29	2018-07-02				
✓ 2018-06-29	2018-07-02	VINCI PARK - CANADA PLACEVANCOUVER BC	CAD	\$12.00	
2018-06-29	2018-07-02	s.22			
2018-06-29	2018-07-02				
2018-06-29	2018-07-02				
2018-06-29	2018-07-02				
2018-06-29	2018-07-02				
2018-06-29	2018-07-03				
2018-06-29	2018-07-03				
2018-06-29	2018-07-03				
2018-06-29	2018-07-04				
2018-06-30	2018-07-02				
2018-06-30	2018-07-02				
2018-06-30	2018-07-02				
2018-07-01	2018-07-03				
2018-07-02	2018-07-03				
2018-07-02	2018-07-03				
2018-07-02	2018-07-03				
2018-07-02	2018-07-03				

s.22

NAMRATA TAKKAR s.22
STATEMENT FROM JUN 15 TO JUL 16, 2018

1 OF 2

PREVIOUS STATEMENT BALANCE

\$0.00

IMPORTANT INFORMATION

s.22

NAMRATA TAKKAR

s.22

✓ JUL 05 JUL 06 VINCI PARK - CANADA PLACE VANCOUVER BC \$19.00
74064498187920130220120

s.22

s.22

NAMRATA TAKKAR
s.22

s.22

s.22

NAMRATA TAKKAR s.22
STATEMENT FROM JUN 15 TO JUL 16, 2018

2 OF 2

NAMRATA TAKKAR

s.22



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129006

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 MacDonald, Alex ✓		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 2018/06/22		6. Fiscal Year 2019		7. Special Cheque Issue	
Type of Travel In Province		14. Reason for Travel Meetings		8. Cheque Stub Information	
12. Mailing Address for Cheque PO Box 9087 Stn Prov Gov't					

12. Mailing Address for Cheque											
PO Box 9087 Stn Prov Gov't											
16. Travel Dates	17. Places Travelled			18. 0.54 Personal Vehicle Use		19. Other Transport	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination (WJ)	Start	End	Km	Cost	Costs	Claim	Cost		Cost	Describe
2018	Vic/Terrace/Vic	0530	2300		0.00	P/Card	F-L	41.00		13.65	Parking/Airport
05/22	Vic/Abbotsford	0600	2000	145	78.30	72.50	F-L	41.00			
06/04	-Vic ferry	0800	2000	145	78.30	47.55		0.00			
06/07	Vic/Van ferry	1000	2000	90	48.60	72.50	F-B	41.00	168.20		
06/08	Van/Vic ferry	0700	2300	90	48.60	57.25	F-	51.50		19.00	Parking in Van
04/20	Vic/Van/Vic (AC)	0100	2000		0.00	P/Card	F-BD	22.75			
06/25	Vic/Van/Vic (HA)	1100	2300		0.00	s.22	F-B	41.00			
						223.38					
TOTALS OF COLUMNS				470 kms	36. ✓ \$ 253.80	37. 473.18 \$ 223.38		38. ✓ \$ 238.25	39. ✓ \$ 168.20	40. ✓ \$ 32.65	Claim Total \$ s.22

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
027	66M02	44900	5701	66MHA00	s.22	793.78 \$ s.22
027	66M02	44900	5702	66MHA00		372.30
027						
027						

Less Travel Advance						
027						

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

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

* 04/20 correct: email confirmation, attached air receipts indicate return to Victoria on April 21/17

From: [Lindsay-Baugh, Anna MMHA:EX](#) ✓
To: [Gotto, Sarah F MMHA:EX](#)
Cc: [MacDonald, Alex MMHA:EX](#); [Janke, Debra FIN:EX](#)
Subject: Re: TVE129006 Alex MacDonald ✓
Date: Thursday, August 9, 2018 1:42:18 PM

Hi folks,

This is approved. Please let me know if further action is required. Thank you!

Anna

On Aug 9, 2018, at 1:28 PM, Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca> wrote:

Hi Anna. s.22 it is with my hopes that you can somehow
approved this travel claim for Alex. s.22 would be nice
for Alex to receive payment.

I can't as it is over the limit I can approve.

Raymond, you could easily approve this but I understand that you have not completed
and expense authority form thus far. I will be sending you the form so you can
complete and send it so you can approve items such as this.

Sarah

From: Janke, Debra FIN:EX
Sent: Thursday, August 9, 2018 10:41 AM
To: Gotto, Sarah F MMHA:EX
Subject: TVE129006 Alex MacDonald

Hi Sarah,

The above-noted travel claim exceeds your expense authority limit of \$1,000.00 per
transaction. Please have the MA approve this claim by way of return email.

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

Audit Trail for Travel Voucher (Restricted Use) E129006 for MacDonald, Alex

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/22 14:10:31	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Saved	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/06/22 14:13:15	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Notified	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/07/04 10:36:40	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/07/16 12:56:09	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Recalled	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/07/17 10:54:53	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Gotto, Sarah Sarah.Gotto@gov.bc.ca
2018/07/17 11:03:11	Gotto, Sarah (IDIR\SGOTTO) Sarah.Gotto@gov.bc.ca	exceeds EA limit of 1,000.00 email approval dated Aug 9 from the MA, attached	Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129006 for MacDonald, Alex

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

From: [Larson, Lori MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Cc: [Gotto, Sarah F MMHA:EX](#)
Subject: [Alex MacDonald Receipts for April 20/18 not June 20/18](#)
Date: August 10, 2018 11:43:04 AM
Attachments: [FW Thank you for choosing to take off with Helijet!.msg](#)
[Thank you for choosing to take off with Helijet!.msg](#)
[Thank you for choosing to take off with Helijet!.msg](#)

Here you go Debra.

Thank you

Lori Larson
Administrative Assistant To the Honourable Minister Judy Darcy
Ministry of Mental Health & Addictions
PO Box 9087
STN PROV GOVT
Victoria BC, V8W 9E4

Lori.Larson@gov.bc.ca
250.952.7623

From: Gotto, Sarah F MMHA:EX
To: Larson, Lori MMHA:EX
Subject: FW: Thank you for choosing to take off with Helijet!
Date: August 10, 2018 10:59:03 AM

Here you go.



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	Alex Macdonald

Booking #s.22

Friday, April 20, 2018 ☒

710

09:35 Victoria Harbour

10:10 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Alex Macdonald, Male ☒

[Add to Calendar](#)

Invoice #282613

FARE-YWH-Full_Winter17-18	\$300.00
+ GST	\$15.00
Billing	\$300.00
Taxes	\$15.00
Grand Total	\$315.00

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.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking #s.22

Saturday, April 21, 2018 ✓	Invoice #282614
783	FARE-YWH-OffPeak_2018 \$219.05
10:00 Vancouver Harbour	+ GST \$10.95
10:35 Victoria Harbour	Billing \$219.05
35 minutes	Taxes \$10.95
Confirmed	Grand Total \$230.00
1 Passengers - Off-Peak	Fully Changeable / Refundable up to 5pm the day prior to departure.
Alex Macdonald, Male ✓	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.
Add to Calendar	Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)
Vancouver International Airport: 5911 Airport Road South, Richmond BC
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:
Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

From: [Janke, Debra FIN:EX](#)
To: [Larson, Lori MMHA:EX](#)
Subject: TV#E129006 Alex MacDonald
Date: Thursday, August 9, 2018 12:22:31 PM

Hi Lori,

Please email air invoices for June 20 (Victoria-Vancouver, return). -email confirmation attached April 20 not June 20

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

Gotto, Sarah F MMHA:EX

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: Monday, July 23, 2018 8:53 AM
To: Gotto, Sarah F MMHA:EX
Subject: FW: E129006 - Alex MacDonald - MMHA
Attachments: Scan_20180719.pdf

Hi Sarah,

The attachment does not include all the receipts? Also:

May 22 Air invoice? - West Jet - now added.
Detailed Hotel receipt - looks like hotel is in package but diff total than
Proof of payment for Harbour Air? - PLS call HN for invoice. ^{whats on sheet.}

Please provide. Also there are no notes and each voucher should include notes to explain the trips. Once I have all the receipts I should be able to understand the trips but it is good to have notes too in case anything is missed.

Thanks,
Cindy

From: Gotto, Sarah F MMHA:EX
Sent: Thursday, July 19, 2018 3:13 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: E129006 - Alex MacDonald - MMHA

Travel for Alex MacDonald.

Thank you.

Sarah Gotto
Administrative Co-ordinator to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Phone: 250 387 9846

CAN u please
add missing
receipts/send
to FIN FSA

I think you originally
sent over the package

From: [Larson, Lori MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E129006 Alex MacDonald
Date: Friday, August 3, 2018 12:20:26 PM
Attachments: [E129006 A MacDonald.pdf](#)

Hi Debra

Attached are the receipts for Alex, please let me know if anything is missing.

Thank you.

Lori

From: Janke, Debra FIN:EX
Sent: Friday, August 3, 2018 11:37 AM
To: Larson, Lori MMHA:EX
Subject: E129006 Alex MacDonald

Hi Lori,

The above claim has been approved. Do you have the receipts?

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

s.15

Alex Macdonald ✓
Canada

Room No. s.15
Arrival : 06-07-18
Departure : 06-08-18
Folio No. :
Conf. No. : s.22
Cashier No. : 120
Custom Ref. :

Company Name:

Group Name:

Date	Description		Charges	Credits
06-07-18	Room charge	CSA single rate, ok ✓	145.00	
06-07-18	Room Tax		15.95	
06-07-18	s.15		7.25	
			Total Charges	
			168.20	
			Total Credits	0.00
			Balance	168.20

Guest Signature: _____

Page No. 1 of 1

s.15

PAYMENT RECEIPT

Stay Information

Alex Macdonald ✓
Canada
Tax ID

Confirmation No.

s.22

Transaction Details

Current Date

06-08-18

Current Time

07:22

Receipt No.

135849

Transaction Date

06-08-18

Payment Method

MasterCard s.17

Amount

168.20 CAD

Signature

Cashier No. 120

ALEX MACDONALD E129006

s.15

③



eTicket Receipt

Prepared For
MACDONALD/ALEX MR ✓

RESERVATION CODE	s.22
ISSUE DATE	17May18
TICKET NUMBER	8382136782646
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/GQI

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 22May18	WESTJET WS 3114 Operated by: WESTJET ENCORE	VICTORIA BC, CANADA Time 6:30am	VANCOUVER BC, CANADA Time 6:59am Terminal MAIN TERMINAL	Fare Family Flex Seat Number s.15 - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VBH Not Valid After 22MAY19
22May18	WESTJET WS 3105 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 8:15am Terminal MAIN TERMINAL	TERRACE BC, CANADA Time 9:48am	Fare Family Flex Seat Number s.15 - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VBH Not Valid After 22MAY19
22May18	WESTJET WS 3108 Operated by: WESTJET ENCORE	TERRACE BC, CANADA Time 7:20pm	VANCOUVER BC, CANADA Time 8:54pm Terminal MAIN TERMINAL	Fare Family Flex Seat Number s.1 - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VBH Not Valid After 22MAY19
✓ 22May18	WESTJET WS 3185 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 9:55pm Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 10:26pm	Fare Family Flex Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VBH Not Valid After 22MAY19

Allowances

Baggage Allowance

YYJ to YXT - 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:

1. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YXT 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:

1. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

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

Carry On Charges

YYJ to YVR , YVR to YXT , YXT to YVR , YVR to YYJ - (WS - WESTJET)

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YYJ WS X/YVR WS YXT354.00WS X/YVR WS YYJ354.00CAD708.00END
Fare	CAD 708.00
Taxes/Fees/Carrier-Imposed Charges	CAD 36.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 37.91 XG8 (XG8)
	CAD 14.25 CA4 (CA4)
	CAD 22.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.10 XG9 (XG9)
Total Fare	CAD 819.26

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](#)

Notes for Travel Voucher (Restricted Use) E129006 for MacDonald, Alex

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

06/19	06/20	s.15	CAMPBELL RIVE BC	\$ 92.18	\$ 11.06 (e)	\$ 103.24
	231723853			101530		
✓ 06/25	06/27		HARBOUR A RICHMOND BC	\$ 184.82	\$ 22.18 (e)	\$ 207.00
	233374722			123318		
06/27	06/28		AIR CAN* 0142196426722 AIRCANADA.COM MB	\$ 26.25	\$ 0.00	\$ 26.25
	233611049			074024		
		Passenger Name	Macdonald/Alexander Mr			
		Ticket Number	0142196426722			
06/27	07/03		UNICITY TAXI 436 WINNIPEG MB	\$ 22.65	\$ 2.95 (e)	\$ 25.60
	234315152			152903		
06/29	07/03	s.15	WINNIPEG MB	\$ 318.00	\$ 58.04	\$ 376.04
	234315251			153120		
MACDONALD, ALEXANDER BMO STATEMENT DATE: 07/03/2018						
TOTAL CREDITS				xxxx-xxxx-xx> s.17		\$ 0.00
TOTAL DEBITS				xxxx-xxxx-xx>		\$ 1,324.77

MacDonald, Alex MMHA:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, June 25, 2018 9:34 AM
To: MacDonald, Alex MMHA: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

Alexander Macdonald

Booking s.17

Monday, June 25, 2018 ✓

Flight #2100

11:30 Victoria Harbour / Map  ✓

12:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

Invoice s.17

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

Alexander Macdonald, Male ✓

Billing \$197.15

Taxes \$9.85

Add to Calendar**Grand Total** \$207.00 ✓**GoFlex Fare Conditions:**

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

(subject to difference in fare value)

Select Seating \$10 (space permitting)

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

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

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information**Domestic Flights**

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government Issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are not an Unaccompanied Minor (11 and under).
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest

Itinerary / Receipt

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

Main Contact Information

Booking reference ^{s.22}

Name: Alex Macdonald
E-mail: SARAH.GOTTO@GOV.BC.CA
Payment: CC CAXXXXXXXXXX^{s.17}

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

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

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

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8081	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Standard (M)	Confirmed
<i>Operated by:</i>	Mon 25-Jun 2018	Mon 25-Jun 2018			
<i>Air Canada Express-Jazz</i>	20:40 - TERMINAL M -MAIN	21:11			

Passenger Information

Passenger: 1 Alex Macdonald
Ticket number: 014 2196 682203

Purchase Summary

Passenger: 1 Ticket number 014 2196 682203

Date of issue 25-Jun 2018
Fare Amount in Canadian dollars: 245.00

(including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	12.86
Airport Improvement Fee - Canada (SQ)	5.00

Total Fare in Canadian dollars: 269.98

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

*Fare calculation:

25JUN18YVR AC YYJ Q12.00R233.00CAD245.00 END ROE1.00

Canadian tax registration numbers:

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

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

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

Fare Rules Summary

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

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

Baggage Information

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

Baggage Information for: Alex Macdonald	
Air Canada baggage rules apply. For flight(s): AC8081	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag 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 bag 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 amounts are subject to change without notice by local government.

HEX MAC DONALD E129006

EUREST-VICT AIRP-60202
123 1640 ELECTRA BLVD.
SIDNEY, BC V8L 5V4

Merchant ID: 000000005866015
Term ID: 02022871
22990001

Purchase

Transaction Record

Interac

XXXXXXXXXX:XXXX s.17

AID: A0000002771010

Entry Method: Waved

Batch#: 000203

05/22/18

05:48:31

Ref#: 000071006045

Inv #: 005809 Appr Code: 074902

Acct: Default

Amount: \$ 13.65

Tip: \$ s.22

Total: \$

Merchant Copy
NO SIGNATURE REQUIRED

Tsawwassen
To
Swartz Bay

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

LANE 35

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/04

20'	Undersize Vehi	31.80
1	Adult	17.20

✓ Fuel Rebate 1.45-

Total 47.55

Master Card s.17 47.55

AUTH 231628 66277658 0010017010
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 04 Jun 2018 20:16:28

1007101 573289
106273

SEE REVERSE SIDE OF TICKET

Swartz Bay
To
Tsawwassen

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

LANE 08

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/04

20'	Undersize Vehi	57.50
1	Adult	17.20

✓ Fuel Rebate 2.20-

Total 72.50

Master Card s.17 72.50

AUTH 094013 66277637 0010016010
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
SWB 04 Jun 2018 06:40:13

1005033 464385
07459

SEE REVERSE SIDE OF TICKET

RECEIPT
NOT VALID FOR TRAVEL

Travel Link
Waterfront Line
IM001110
Mon 25 Jun 18 12:40PM

Payment Type: VISA
June 25/18

Purchase: \$16.38 DayPass

Product: s.22
Card Number: 0000 0000 0000 0000
Exp Date: 12/18 - 12/19

Company Card #: s.22

Credit Card #: s.17

Auth #: 080005

Ref #: 000450200020

Receipt #: 145426

Card Entry: 0000

HOBBSFORD EVENT

JUNE 6/18

+ 290 KM

To
Tsawwassen



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/07 ✓

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

Total 72.50

Master Card
*****s.17 **72.50**

AUTH 135614 66277637 0010012500 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
SWB 07 Jun 2018 10:56:14



SEE REVERSE SIDE OF TICKET

To
Tsawwassen
Swartz Bay



LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/08 ✓

20' Undersize Vehi	41.80
1 ✓ Adult	17.20
Fuel Rebate	1.75-

Total 57.25

Master Card
*****s.17 **57.25**

AUTH 232532 66277658 0010015170 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 08 Jun 2018 20:25:32



SEE REVERSE SIDE OF TICKET

ADV PARKING000529051A
515 W. PENDER STREET
VANCOUVER BC V6B6H5
6046816152

SALE

MID: 5772470

TID: 301

REF#: 00000039

Batch #: 404

06/08/18 ✓

19:42:19

APPR CODE: 224220

MASTERCARD

*****s.17

Chip
A2/A

AMOUNT

\$19.00

APPROVED

MasterCard

AID: A0000000041010

TVR: 00 00 00 80 00

TSI: ER 00

BY ENTERING A VERIFIED PIN CARDHOLDER AGREES
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH
ISSUER'S AGREEMENT WITH CARDHOLDER
IN ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

THANK YOU/MERC!

CUSTOMER COPY

JUNE 7-8 2018

ALEX MACDONALD

E 129006

180 km.
Victoria → New
West → Hotel →
Downtown Vancouver → Victoria

(2)

HE19EXECDM3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129008

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 MacDonald, Alex				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 2018/06/22			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																																																																																										
Type of Travel In Province			14. Reason for Travel Meeting						Headquarters Victoria																																																																																																																																																																																																																										
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>06/17</td> <td>Vic/CR</td> <td>1200</td> <td>1530</td> <td>304</td> <td>164.16</td> <td></td> <td>F-BL</td> <td>30.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/18</td> <td>Campbell River</td> <td>0700</td> <td>2000</td> <td></td> <td>0.00</td> <td></td> <td>F-D</td> <td>33.25</td> <td></td> <td>149.64</td> <td></td> </tr> <tr> <td>06/19</td> <td>CR/Vic</td> <td>0600</td> <td>1000</td> <td>304</td> <td>164.16</td> <td></td> <td>F-LD</td> <td>22.75</td> <td></td> <td>103.24</td> <td></td> </tr> <tr> <td colspan="6">TOTALS OF COLUMNS</td> <td>36. \$ 328.32</td> <td>37. \$ 0.00</td> <td>38. \$ 86.50</td> <td>39. \$ 252.88</td> <td>40. \$ 0.00</td> <td>Claim Total \$ 667.70</td> </tr> <tr> <td colspan="2">48. Client Code</td> <td colspan="2">49. Resp.</td> <td colspan="2">50. Service Line</td> <td colspan="2">51. STOB</td> <td colspan="2">52. Project</td> <td colspan="2">45. Supplier Code</td> </tr> <tr> <td colspan="2">027 027 027 027</td> <td colspan="2">66M02</td> <td colspan="2">44900</td> <td colspan="2">5794 02</td> <td colspan="2">66MHA00</td> <td colspan="2">s.22</td> </tr> <tr> <td colspan="2">Amount</td> <td colspan="10">\$ 667.70</td> </tr> <tr> <td colspan="12">Less Travel Advance 027</td> </tr> <tr> <td colspan="10"></td> <td colspan="2">54. \$ 667.70</td> </tr> <tr> <td colspan="12">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.</td> </tr> <tr> <td colspan="6">Print Name</td> <td colspan="6">Date Signed</td> </tr> <tr> <td colspan="12">56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.</td> </tr> <tr> <td colspan="6">Print Name</td> <td colspan="6">Date Signed</td> </tr> <tr> <td colspan="12">57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.</td> </tr> <tr> <td colspan="6">Print Name</td> <td colspan="6">Date Signed</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												06/17	Vic/CR	1200	1530	304	164.16		F-BL	30.50				06/18	Campbell River	0700	2000		0.00		F-D	33.25		149.64		06/19	CR/Vic	0600	1000	304	164.16		F-LD	22.75		103.24		TOTALS OF COLUMNS						36. \$ 328.32	37. \$ 0.00	38. \$ 86.50	39. \$ 252.88	40. \$ 0.00	Claim Total \$ 667.70	48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		027 027 027 027		66M02		44900		5794 02		66MHA00		s.22		Amount		\$ 667.70										Less Travel Advance 027																						54. \$ 667.70		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					
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																																																																																																																																																																																																																																			
06/17	Vic/CR	1200	1530	304	164.16		F-BL	30.50																																																																																																																																																																																																																											
06/18	Campbell River	0700	2000		0.00		F-D	33.25		149.64																																																																																																																																																																																																																									
06/19	CR/Vic	0600	1000	304	164.16		F-LD	22.75		103.24																																																																																																																																																																																																																									
TOTALS OF COLUMNS						36. \$ 328.32	37. \$ 0.00	38. \$ 86.50	39. \$ 252.88	40. \$ 0.00	Claim Total \$ 667.70																																																																																																																																																																																																																								
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code																																																																																																																																																																																																																									
027 027 027 027		66M02		44900		5794 02		66MHA00		s.22																																																																																																																																																																																																																									
Amount		\$ 667.70																																																																																																																																																																																																																																	
Less Travel Advance 027																																																																																																																																																																																																																																			
										54. \$ 667.70																																																																																																																																																																																																																									
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																																																																																																																																																																																																																													

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

Audited CDM July 23/18

Audit Trail for Travel Voucher (Restricted Use) E129008 for MacDonald, Alex

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/22 14:27:50	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Saved	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/07/04 10:26:23	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/07/16 12:55:47	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Recalled	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/07/17 10:26:09	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Gotto, Sarah Sarah.Gotto@gov.bc.ca
2018/07/17 11:01:58	Gotto, Sarah (IDIR\SGOTTO) Sarah.Gotto@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129008 for MacDonald, Alex

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

Mr Alexander Macdonald,

Victoria BC
CANADA

Invoice

Invoice date 6/18/2018
Invoice number s.22
Our reference CDI-FC226314 /A
GST Number s.15

Guest	Mr Alexander Macdonald,	Arrival	6/17/2018	Departure	6/18/2018	Room	s.15
Date	Description	Quantity	Unit Price	Total ()			
6/17/2018	Room Charge	1	129.00	129.00			
6/17/2018	GST Room Taxes 5%	1	6.45	6.45			
6/17/2018	Hotel Room Tax 8%	1	10.32	10.32			
6/17/2018	Municipal Room Tax 3%	1	3.87	3.87			
			Total invoice		149.64		
6/18/2018	Mastercard			-149.64			
			Total Paid		-149.64		
			Total Due		0.00		

Total GST 6.45

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

Signature X

ALEX MACDONALD.
E129008

MacDonald, Alex MMHA:EX

From: s.15
Sent: Tuesday, June 19, 2018 7:16 AM
To: Gotto, Sarah F MMHA:EX
Cc: MacDonald, Alex MMHA:EX
Subject: s.15

s.15

Alex MacDonald

C/O Min. of Mental Health

Prov. Gov.

Page # 1

Res. # s.22

Checked in Mon Jun 18/18 - 8:43pm

Checked out Tue Jun 19/18 - 7:15am

Nights 1

Room Rate 89.00

Promo Code

Room s.15

Date	Description	Reference	Charges	Credits
Jun18	Government		89.00	
Jun18	GST		4.45	
Jun18	Room Tax		7.12	
Jun18	Municipal & Regional Tax		2.67	
Jun19	PAID BY MASTERCARD - Thank you			103.24
		0.00	103.24	103.24

Thank you for staying with us

Please call s.15 for your next reservation

Our G.S.T. # is s.15

Charge Summary:

ALEX MACDONALD
E729008 1

608 km.

Room Rate - Government	89.00
GST	4.45
Room Tax	7.12
Municipal & Regional Ta	2.67

ALEX MACDONALD

E129008

HE19EXECDM4



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129175

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 MacDonald, Alex			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 2018/07/17		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel Out of Province		14. Reason for Travel Attending Health Ministers Meeting				Headquarters Victoria		
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	Claim	Cost	Lodging Costs
06/27	Vic/Winnipeg(AC)*0600	0600	2000		0.00	F-D	33.25	
06/28	Winnipeg	0600	2200		0.00	F-	51.50	
06/29	Winnipeg/Vic(AC)*0600	0600	2200		0.00	F-D	33.25	376.04
								Two nights
				36.	37.			38.
				\$ 0.00	\$ 25.60			\$ 118.00
								39.
								\$ 376.04
								40.
								\$ 26.25
								Claim Total
								\$ s.22 542.89
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount
027		66M02	44900	5704	66MHA00	s.22		542.89 \$ s.22
027				5705				
027								
027								
Less Travel Advance								
027								
								54.
								542.89
								\$ s.22
AMOUNT DUE TO EMPLOYEE								
45. Employee Signature (See Audit Trail)					Print Name		Date Signed	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								
56. Spending Authority Signature (See Audit Trail)					Print Name		Date Signed	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								
57. Payment Authority Signature (See Audit Trail)					Print Name		Date Signed	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.								

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

Audited CDM July 24/18

Audit Trail for Travel Voucher (Restricted Use) E129175 for MacDonald, Alex

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/17 12:55:02	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Gotto, Sarah Sarah.Gotto@gov.bc.ca
2018/07/17 12:57:54	Gotto, Sarah (IDIR\SGOTTO) Sarah.Gotto@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129175 for MacDonald, Alex

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

From: [Larson, Lori MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: Ministers Authorization for Ales
Date: November 2, 2018 1:47:30 PM
Attachments: [Scan_20181102.pdf](#)

Hi Debra

Attached is ministers authorization for Alex's hotel stay.

Thank you.

Lori

From: LOLARSON <Lori.Larson@gov.bc.ca>
Sent: November 2, 2018 1:45 PM
To: Larson, Lori MMHA:EX <Lori.Larson@gov.bc.ca>
Subject: Scan From <Device Name>

From: [Gotto, Sarah F MMHA:EX](#)
To: [McKinstry, Cindy D FIN:EX](#)
Cc: [Janke, Debra FIN:EX](#)
Subject: RE: E129175 - Alex MacDonald
Date: Tuesday, July 24, 2018 11:52:53 AM

Thank you... I have printed and bf'd for when Minister is back.

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, July 24, 2018 11:51 AM
To: Gotto, Sarah F MMHA:EX
Cc: Janke, Debra FIN:EX
Subject: RE: E129175 - Alex MacDonald

I have put it through and have left a note for Debra to attach once we receive. s.22
s.22

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 24, 2018 11:23 AM
To: McKinstry, Cindy D FIN:EX
Subject: RE: E129175 - Alex MacDonald

s.22

Will have to BF this until she gets back or can we submit and then have her sign it. I know Alex is really wanting get paid.

Sarah

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, July 24, 2018 11:22 AM
To: Gotto, Sarah F MMHA:EX
Subject: FW: E129175 - Alex MacDonald

Hi Sarah,

See my previous message it must be approved by the Minister sorry.

Thanks,

Cindy

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 24, 2018 11:14 AM
To: McKinstry, Cindy D FIN:EX <Cindy.McKinstry@gov.bc.ca>
Subject: RE: E129175 - Alex MacDonald

Version signed by Geoff Meggs in the PO. Hope this is sufficient.

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, July 24, 2018 10:47 AM
To: Gotto, Sarah F MMHA:EX
Subject: FW: E129175 - Alex MacDonald

Hi Sarah,

The form needs to be approved by the Minister?

Thanks,

Cindy

From: Gotto, Sarah F MMHA:EX
Sent: Monday, July 23, 2018 4:29 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: RE: E129175 - Alex MacDonald

Hi there.

OOO form for Alex attached as per your request. Thank you for confirming tips are not eligible.

Many thanks.

Sarah

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX

Sent: Monday, July 23, 2018 11:34 AM

To: Gotto, Sarah F MMHA:EX

Subject: RE: E129175 - Alex MacDonald

Hi Sarah,

Please see attached – tips are not eligible for reimbursement. Also we require an Out-of-Province travel Authorization form before we can process. Please send and let me know if you have any questions.

Thanks,

Cindy

From: Gotto, Sarah F MMHA:EX

Sent: Thursday, July 19, 2018 3:12 PM

To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>

Subject: E129175 - Alex MacDonald

Hi. Travel for Alex MacDonald.

Many thanks

Sarah Gotto

Administrative Co-ordinator to the

Honourable Judy Darcy

Minister of Mental Health and Addictions

Room 346 Parliament Buildings

Phone: 250 387 9846



TRAVEL AUTHORIZATION

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

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

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)		VOTE	
Ministry of Mental Health and Addictions			
EMPLOYEE NAME		EMPLOYEE ID.	
Alex MacDonald		s.22	
POSITION		BARGAINING UNIT / GROUP NO.	
Ministerial Assistant			
BRANCH / LOCATION / REGION			
Room 346, Parliament Buildings, 501 Belleville Street, Victoria BC			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2018/06/27	2018/06/29	3	0
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS			
<input type="checkbox"/> N/A. OR: n/a			
DESTINATIONS			
Winnipeg, Manitoba			
METHOD OF TRAVEL			
Air/ground			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	1,079
Meals	154.5
Lodging	320
Overtime	
Fees	
Other	
SUB TOTAL	1,553.5
Less Costs paid by others	
TOTAL COSTS	1,553.5

SIGNATURES
Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

DIRECTOR		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
ASSISTANT DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
<i>Whyye</i>		
Geoff Meggs		

EMPLOYEE'S SIGNATURE
A.M. Dell
DATE SIGNED
YYYY / MM / DD
2018/06/20

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Reset Form

Mcdonald, Alex
Darcy, Ms Judy
rm 346 parliament bldg
501 bellecille
victoria, BC V8V1X4

s.22
s.1 OK
27/06/18
29/06/18
159.00
s.1
1
376.04

27/06/18	PKG	1 s.1 NOB S/Q/DD/2Q/K/EXEC	--	159.00	
27/06/18	TXPST	1 Prov. Sales Tax	--	12.72	
27/06/18	TXGST	1 Fed.Sales Tax	--	8.35	
27/06/18	TXACC	1 Accommodation Tax	--	7.95	
28/06/18	PKG	1 s.1 NOB S/Q/DD/2Q/K/EXEC	--	159.00	
28/06/18	TXPST	1 Prov. Sales Tax	--	12.72	
28/06/18	TXGST	1 Fed.Sales Tax	--	8.35	
28/06/18	TXACC	1 Accommodation Tax	--	7.95	
29/06/18	PMMCAD	1 XXX s 17	EL		376.04

Subtotals	\$	376.04	376.04
-----------	----	--------	--------

GST # s.15

PAID IN FULL --- THANK YOU!

MacDonald, Alex MMHA:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, June 27, 2018 4:41 AM
To: MacDonald, Alex MMHA:EX
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2018-06-27

Passenger: ALEXANDER MACDONALD
Departure city: Victoria YYJ
Destination city: WINNIPEG YWG

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

GST/TPS: 1.25 CAD

Total CAD: 26.25 CAD

Form of payment used: MasterCard XXXXXXXXXXXX^{s.17}

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<https://mymessages.aircanada.com/en/281pCU55OpCkWUETB0dw>

This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy (<https://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit [aircanada.com \(https://www.aircanada.com/en/customercare/index.html\)](https://www.aircanada.com/en/customercare/index.html).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Mr Alexander Macdonald

E-mail: SARAH.GOTTO@GOV.BC.CA

Payment: CCCAXXXXXXXXXXXXXX s.17
CC CAXXXXXXXXXXXXXX

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

Air Canada Flight Information
1-888-422-7533
International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8050	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Standard (V)	Confirmed
<i>Operated by:</i>	Wed 27-Jun 2018	Wed 27-Jun 2018			
<i>Air Canada Express-Jazz</i>	05:25	05:53 - TERMINAL M -MAIN			
AC290	Vancouver (YVR)	Winnipeg (YWG)	320	Economy Standard (V)	Confirmed
	Wed 27-Jun 2018 09:20 - TERMINAL M -MAIN	Wed 27-Jun 2018 13:58			
AC299	Winnipeg (YWG)	Vancouver (YVR)	319	Economy Latitude (Y)	Confirmed
	Fri 29-Jun 2018 18:55	Fri 29-Jun 2018 19:52 - TERMINAL M -MAIN			

Seat number(s) requested: s.15

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8081	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Latitude (Y)	Confirmed
<i>Operated by:</i>	Fri 29-Jun 2018	Fri 29-Jun 2018			
<i>Air Canada Express- Jazz</i>	20:40 - TERMINAL M -MAIN	21:11			
Seat number(s) requested: s.15					

Passenger Information

Passenger: 1 **Mr Alexander Macdonald**
Ticket number: **014 2196 426722**

Purchase Summary

Passenger: 1 Ticket number 014 2196 426722

Date of issue 19-Jun 2018
Fare Amount in Canadian dollars: 1,079.00
(including navigational & other charges)

Taxes, Fees & Charges
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG) 17.45

Total Fare in Canadian dollars: 366.45A

Ticket particularities:
CAD684.00 NONREF-BG:AC
**Fare calculation:*
27JUN18YYJ AC X/YVR AC YWG Q23.00R306.00AC X/YVR Q23.00AC YYJ
R727.00CAD1079.00 END ROE1.00 PD14.25CA39.21XG40.00SQ
Canadian tax registration numbers:
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129632

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 MacDonald, Alex ✓			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 2018/09/07		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Winnipeg Conference				Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9087 Stn Prov Gov't									
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals	
	Destination	Start	End	Km	Cost	Claim	Cost	Lodging Costs	
2018									
06/25	Vic to Van	0800	2200		0.00		0.00		
06/29	Winnipeg to Vic	0800	2200		0.00		0.00		
	X Ref E129175 for FIN99								
								20. & 21. Miscellaneous	
								Cost	
								55.90	
								45.00	
								Describe	
								cab to YYJX Ref E129006, not prev pd	
								Long term YYJ parkin	
								06/29 X Ref E129175, not previously pd.	
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00	38. \$ 0.00	39. \$ 0.00	40. ✓ \$ 100.90
									Claim Total \$ 100.90 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount		
027	66M02	44900	5701	66MHA00	2727632 s.22		55.90 \$ s.22		
027	66M02	44900	5705	66MHA00			45.00		
027									
027									
Less Travel Advance									
027									
					54. AMOUNT DUE TO EMPLOYEE \$ 100.90 ✓				
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) E129632 for MacDonald, Alex

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/07 10:50:59	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Notified	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/10/10 10:02:43	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Lindsay-Baugh, Anna S. Anna.LindsayBaugh@gov.bc.ca
2018/10/10 10:05:46	Lindsay-Baugh, Anna S. ✓ (IDIR\ANLINDSA) Anna.LindsayBaugh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

From: [Janke, Debra FIN:EX](#)
To: [Larson, Lori MMHA:EX](#)
Subject: FW: TV#E129632 Alex MacDonald
Date: October 12, 2018 10:08:00 AM
Attachments: [Pages from E129175 MacDonald, Alex.pdf](#)

Hi Lori,

Sorry, notes were included.

Debra

From: Janke, Debra FIN:EX
Sent: October 12, 2018 10:02 AM
To: Larson, Lori MMHA:EX
Subject: TV#E129632 Alex MacDonald

Hi Lori,

This is a supplementary claim to TVE129175, processed in July by my supervisor. At the time the Ministers signature on the FIN99 was requested (attached). Can you please email copy with the Ministers signature.

For auditing purposes, daily notes need to be included in the audit trail on the travel claim, or, with receipts.

Thanks.

Debra

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

From: [Larson, Lori MMHA:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Cc: [Gotto, Sarah F MMHA:EX](#)
Subject: E129632 - Alex MacDonald Receipts
Date: September 7, 2018 10:55:43 AM
Attachments: [Scan_20180907.pdf](#)

Good afternoon

Please see attached travel receipts.

June 25/18 Cab to YYJ for Vancouver meeting
June 29/18 Long term parking receipt from YYJ for Winnipeg conference.

Thank you

Sincerely

Lori Larson

Administrative Assistant for Minister Judy Darcy
PO Box 9087
Stn. Prov. Gov.
Victoria BC V8W 9E4

Lori.Larson@gov.bc.ca
250.952.7623

From: LOLARSON [mailto:Lori.Larson@gov.bc.ca]
Sent: September 7, 2018 10:53 AM
To: Larson, Lori MMHA:EX <Lori.Larson@gov.bc.ca>
Subject: Scan From <Device Name>

TRANSACTION RECORD

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400Z2

**** PURCHASE ****

06-25-2018 ✓ 21:58:12
Acct # *****s.17 RF
Card Type DP
A0000002771010 Interac

Operator: 223
Trace # 6301
Inv. # 937
Auth # 235810 RRN 001843003

Purchase \$55.90
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VICTORIA
INTERNATIONAL AIRPORT
LANE: Long Term Exit 1-10

June 29/18

Paid On: 2018/06/29 22:38
Ticket #: 283744713
Paid: \$ 45.00
GST: \$ 2.14

CC: MASTERCARD 5616 2285
THANK YOU
Transaction: Approved
CSI# 10456 72061001
*****s.17 Swiped
MASTER CARD
Purchase 18/06/29 22:38:32
Seq# 000044 004
Auth# 030219
APPROVED

ALEX MACDONALD.

\$ 45.00

06/29/18

VICTORIA AIRPORT PARKING



→ WINNIPEG MEETINGS → MISSED
RECEIPTS.

\$ 55.90

06/25/18

CAB TO VICTORIA AIRPORT



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128985

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 2018/06/20			6. Fiscal Year 2019			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																																																																																												
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled (HA&HJ QT)</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>Vic - Van - Vic</td> <td>0800</td> <td>1700</td> <td></td> <td>0.00</td> <td>✓ 8.30</td> <td>F-BD</td> <td>22.75</td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/12</td> <td>Vic - PG (AC)*</td> <td>1100</td> <td>2359</td> <td></td> <td>0.00</td> <td>✓ 93.20</td> <td>F-B</td> <td>41.00</td> <td>✓</td> <td>149.64</td> <td></td> </tr> <tr> <td>06/17</td> <td>PG - Vic (AC)*</td> <td>0700</td> <td>1900</td> <td></td> <td>0.00</td> <td>✓ 99.60</td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/18</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 colspan="12">*PCard</td> </tr> </tbody> </table>												16. Travel Dates	17. Places Travelled (HA&HJ QT)			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2018	Vic - Van - Vic	0800	1700		0.00	✓ 8.30	F-BD	22.75				06/12	Vic - PG (AC)*	1100	2359		0.00	✓ 93.20	F-B	41.00	✓	149.64		06/17	PG - Vic (AC)*	0700	1900		0.00	✓ 99.60	F-	51.50				06/18												*PCard											
16. Travel Dates	17. Places Travelled (HA&HJ QT)			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																																																		
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe																																																																																	
2018	Vic - Van - Vic	0800	1700		0.00	✓ 8.30	F-BD	22.75																																																																																				
06/12	Vic - PG (AC)*	1100	2359		0.00	✓ 93.20	F-B	41.00	✓	149.64																																																																																		
06/17	PG - Vic (AC)*	0700	1900		0.00	✓ 99.60	F-	51.50																																																																																				
06/18																																																																																												
*PCard																																																																																												
TOTALS OF COLUMNS						36.	37.		38.	39.	40.	Claim Total																																																																																
						\$ 0.00	\$ 201.10		\$ 115.25	\$ 149.64	\$ 0.00	\$ 465.99																																																																																
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount																																																																																		
060		51057	54000		5701	5100000		s.22		\$ 31.05																																																																																		
060		51057	54000		5702	5100000				\$ 434.94																																																																																		
060																																																																																												
060																																																																																												
Less Travel Advance																																																																																												
060																																																																																												
										54.																																																																																		
										\$ 465.99																																																																																		
45. Employee Signature (See Audit Trail)						Print Name			Date Signed																																																																																			
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.																																																																																												
56. Spending Authority Signature (See Audit Trail)						Print Name			Date Signed																																																																																			
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																																																																																												
57. Payment Authority Signature (See Audit Trail)						Print Name			Date Signed																																																																																			
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																																																																																												

Audit Trail for Travel Voucher (Restricted Use) E128985 for Ashbourne, Craig

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/20 10:48:53	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Saved	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/06/20 10:49:55	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Saved	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/06/22 13:32:55	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/06/25 13:34:09	Ashbourne, Craig (IDIR\CASHBOUR) Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2018/07/04 15:47:37	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) E128985 for Ashbourne, Craig

2 note(s) returned.

Created On	Author	Note
2018/06/20 10:48:53	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	06/12 - Vic - Van - Taxi to flight, Harbour Air paid with QT, LI, Helijet paid with QT 06/17 - Vic - PG - Taxi to flight, flight paid on AA CC, taxi to hotel, lodging, L/D/I 06/18 - PG - Vic - Taxi to flight, flight paid on AA CC, taxi to home, BLDI
2018/06/22 13:32:55	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	6/18 - Also includes taxi to event from hotel

Production *** Copyright © Government of British Columbia

BLUEBIRD CABS #56
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/06/12
TIME 3017 08:31:56
RECEIPT NUMBER
H85068620-001-071-034-0

PURCHASE
AMOUNT \$8.30
TIP s.22
TOTAL

Visa Credit
A0000000031010
C4ABCD5755A04873
0000000000-

APPROVED
AUTH# 046701 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Grant, Lisa MAH:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, June 11, 2018 9:21 AM
To: Grant, Lisa MAH: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	Craig Ashbourne

Booking #s.17

Tuesday, June 12, 2018

Flight #206

09:00 Victoria Harbour / Map

09:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

Invoice #s.17

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

Craig Ashbourne, Male

Billing

\$197.15

Taxes

\$9.85

[Add to Calendar](#)**Grand Total****\$207.00****GoFlex 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
departur e

Booking s.17

Tuesday, June 12, 2018

Invoice s.17

Flight #223/Twin Otter

Air Transportation Charges

17:00 Vancouver Harbour / Map

Sked 200/\$20 : (St) GO Flex

\$186.64

17:30 Victoria Harbour / Map!

Taxes, Fees and Charges

30 minutes

All Skeds - Baggage : Checked Baggage Fee

\$0.00

KK- Confirmed

Sked 200 : Carbon Offset

\$0.65

Sked 200 : VHFC Terminal Fee

\$9.86

+ Goods and Services Tax

\$9.85

1 Passenger(s) - GoFlex

Craig Ashbourne, Male

Add to Calendar

Billing	\$197.15
Taxes	\$9.85
Grand Total	\$207.00

GoFlex 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
departur e

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.

Grant, Lisa MAH:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, June 11, 2018 9:43 AM
To: Grant, Lisa MAH: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	Craig Ashbourne

Advisory

The flight is now cancelled, without any charge to you.

Booking #s.17

Tuesday, June 12, 2018

Invoice s.17

Flight #223/Twin Otter

17:00 Vancouver Harbour / Map

17:30 Victoria Harbour / Map

GoFlex 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)

Grant, Lisa MAH:EX

Subject: Helijet flight 723
Location: Van 0 Vic
Start: Tue 2018-06-12 4:00 PM
End: Tue 2018-06-12 4:35 PM
Recurrence: (none)
Organizer: Ashbourne, Craig MAH:EX
Categories: Purple Category

Booking s.17

Tuesday, June 12, 2018

723

16:00 Vancouver Harbour

16:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Sale

Craig Ashbourne, Male

Add to Calendar

Invoice #297744

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Fully Changeable / Refundable up to 5pm the day prior to departure.
Does not qualify for combination with Kids Fly Free promotions.

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.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

BLUEBIRD CABS #9
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/06/17
TIME 8325 13:46:32
RECEIPT NUMBER
H85069235-001-345-009-0

PURCHASE
AMOUNT \$59.90
TIP s.22
TOTAL

Visa Credit
A0000000031010
8B6F3A8204554700
0000000000-

APPROVED

AUTH# 089351 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

PRINCE GEORGE TAXI #006
331 1ST AVE

PRINCE GEORGE, BC V2L 2Y1
TEL (250) 564 4444

TERM ID: 87797189

BATCH#: 038
SHIFT#: 002

Sale

INV#: 000000002
VISA

Proximity
SE00:036001001002

Application Label: Visa Credit

AID: A0000000031010
TVR:00 00 00 00 00
IS1:00 00

Amount: \$
Tip: \$

33.50

s.22

Total: CAD\$

APPROVED 043931
001/00

17-Jun -18

17:58:15

CUSTOMER COPY
THANK YOU!

18.06.18

s.22 CA	Craig Ashbourne	Folio No.	: s.22	Room No.	: s.15
		A/R Number	:	Arrival	: 17.06.18
		Group Code	:	Departure	: 18.06.18
		Company	: Ministry of Municipal Affairs and	Conf. No.	: 80971EC
		Invoice No.	:	Rate Code	: SGC
				Page No.	: 1 of 1

Date	Description	Charges	Credits
17.06.18	Room Charge	129.00	
17.06.18	PST Room Tax 8%	10.32	
17.06.18	Room Tax	3.87	
17.06.18	GST Room Tax 5%	6.45	
18.06.18	Visa		149.64
	XXXXXXXXXX		
		Total	149.64
		Balance	0.00

Guest Signature: _____

Thank you for staying with us.
It was our pleasure to serve you.

Minister approved the claim -
no additional approval
required.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Mr Craig Ashbourne
E-mail: LISA.GRANT@GOV.BC.CA
Payment: CC CAXXXXXXXXXXXXX s.17

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

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

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

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8070	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Standard (U)	Confirmed
<i>Operated by:</i>	Sun 17-Jun 2018	Sun 17-Jun 2018			
<i>Air Canada Express-Jazz</i>	14:55	15:22 - TERMINAL M -MAIN			
AC8209	Vancouver (YVR)	Prince George (YXS)	DH4	Economy Standard (U)	Confirmed
<i>Operated by:</i>	Sun 17-Jun 2018	Sun 17-Jun 2018			
<i>Air Canada Express-Jazz</i>	16:00 - TERMINAL M -MAIN	17:13			
AC8208	Prince George (YXS)	Vancouver (YVR)	DH4	Economy Standard (A)	Confirmed
<i>Operated by:</i>	Mon 18-Jun 2018	Mon 18-Jun 2018			
<i>Air Canada Express-Jazz</i>	14:20	15:36 - TERMINAL M -MAIN			

Seat number(s) requested: s.15

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8075	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Standard (A)	Confirmed
<i>Operated by:</i>	Mon 18-Jun 2018	Mon 18-Jun 2018			
<i>Air Canada Express- Jazz</i>	16:55 - TERMINAL M -MAIN	17:26			

Passenger Information

Passenger: 1 Mr Craig Ashbourne
Ticket number: 014 2195 567633

Purchase Summary

Passenger: 1 Ticket number 014 2195 567633

Date of issue	01-Jun 2018
Fare Amount in Canadian dollars: (including <i>navigational & other charges</i>)	454.00
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	25.41
Airport Improvement Fee - Canada (SQ)	40.00
Total Fare in Canadian dollars:	533.66
Options	
Preferred Seat in Canadian dollars	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.00

Ticket particularities:
AC ONLY/NONREF/CHGFEE -BG:AC

**Fare calculation:*
17JUN18YYJ AC X/YVR AC YXS Q12.00R294.00AC X/YVR Q12.00AC YYJ
R136.00CAD454.00 END ROE1.00

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

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

PRINCE GEORGE TAXI #003
331 1ST AVE

PRINCE GEORGE, BC V2L2Y1
TEL (250) 564-4444

TERM ID: 87797184

BATCH#: 042
SHIFT#: 001

Sale

INV#: 000000003

VISA

Proximity
SEQ#:042001001003

Application Label: Visa Credit

AID: A0000000031010

TVR:00 00 00 00

TSI:00 00

s.17

Amount: \$

5.70

Tip: \$

s.22

=====

Total: CAD\$

APPROVED 09716I
001/00

NO SIGNATURE REQUIRED

18-Jun -18

09:46:58

MERCHANT COPY
THANK YOU!

PRINCE GEORGE TAXI #006
331 1ST AVE

PRINCE GEORGE, BC V2L2Y1
TEL (250) 564-4444

TERM ID: B7797189

BATCH#: 039
SHIFT#: 002

Sale

INV#: 0000000003
VISA

Proximity
SEQ#:039001001003

Application Label: Visa Credit
AID: A0000000031010
TVR:00 00 00 00 00
TSI:00 00
***** S.1

Amount: \$
Tip: \$

33.60

s.22

=====

Total:CAD\$

APPROVED 073771
001/00

18-Jun-18

13:12:47

CUSTOMER COPY
THANK YOU!

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH218524000N

**** PURCHASE ****

06-18-2018 18:12:36
Acct # *****s.17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 Visa Credit

Operator: 279
Trace # 6354
Inv. # 961
Auth # 07005I RRN 001643005

Purchase \$60.30
Tip s.22
Total

(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.

E128898

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 2018/06/06		6. Fiscal Year 2019		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
	Destination	Start	End	Km	Cost		22. Lodging Costs
2018							
05/31	Vic-Van (Ferry)	0600	2359	102	55.08	✓ 89.50	31.65
06/01	Van	0600	2359	28	15.12	✓ 14.45	31.65
06/02	Van	0600	2359	130	70.20		31.65
06/04	Van	0600	2359	28	15.12	14.45	31.65
06/05	Van	0600	2359	28	15.12	14.45	31.65
06/06	Van-Vic (HA)	0600	2359	17	9.18		31.65
	* PCARD						
				36.	37.	38.	39.
				\$ 179.82	\$ 132.85	\$ 236.50	\$ 158.25
TOTALS OF COLUMNS							40.
							\$ 17.50
							Claim Total
							\$ 724.92
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
031	46001	48000	5701	4600000	s.22	\$ 724.92	
031							
031							
031							
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 724.92
45. Employee Signature (See Audit Trail)				Print Name		Date Signed	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							
56. Spending Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
57. Payment Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							

Audit Trail for Travel Voucher (Restricted Use) E128898 for Squance, Leah

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/06 16:55:45	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/06/07 08:44:57	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/06/07 08:45:10	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/06/08 13:47:42	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128898 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

RECEIPT
Imperial Parking
Lot - 970
www.impark.com

Stall # 115
Expiration Date/Time
11:41 AM
JUN 02, 2018 ✓

Purchase Date/Time: 09:41am Jun 02, 2018
Total Due: \$8.50 Rate: \$8.50 - For 2 Hours
Total Paid: \$8.50 ✓ Payment Type: Card
Ticket # 00016801
S/N #: 500011520342
Setting: 970 - Luke II Meters
Mach Name: Meter - 2

#**** S.17 Visa ✓

Auth #: 456927

PARKING VALIDATED AT
OUR RESTAURANTS
SEE INDIVIDUAL HOTELS
FOR DETAILS

Swartz Bay
To
Tsawwassen



LANE 11

RECEIPT - PLEASE RETAIN

PURCHASE 2018/05/31 ✓
RESERVATION-R1900
CONF: B180242992
RES: 1

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

Total	89.50	✓
Prepayment	17.00	
Visa		
*****S.17	72.50	
AUTH 488268 66277643 8818812788 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE	0.00	

CARDHOLDER COPY
SWB 31 May 2018 17:52:46



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

Sat, Jun 2, 2018 at 2:01 AM

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

Below is a receipt of your parking stay details:

Transaction Number: 26794620
Zone Number: 6045
Zone Name: Maple Meadows
License Plate: BC s.22
Start: Fri, Jun 01 2018, 07:37 AM ✓
End: Sat, Jun 02 2018, 02:00 AM
Payment Info: Card ending ir 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



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

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

Tue, Jun 5, 2018 at 2:03 AM

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

Below is a receipt of your parking stay details:

Transaction Number: 26891464

Zone Number: 6045

Zone Name: Maple Meadows

License Plate: BCs.22

Start: Mon, Jun 04 2018, 07:40 AM ✓

End: Tue, Jun 05 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



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

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

Wed, Jun 6, 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: 26939795

Zone Number: 6045

Zone Name: Maple Meadows

License Plate: BC s.22

Start: Tue, Jun 05 2018, 07:45 AM ✓

End: Wed, Jun 06 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



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:

May-31-2018

End date:

Jun-07-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
✓ Jun-05-2018 05:39 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$51.85
Jun-05-2018 04:39 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$49.10
Jun-05-2018 04:39 PM	Missing Tap out Stored Value	\$2.10	\$56.55
✓ Jun-05-2018 04:38 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$54.45

Page 1 of 3



Jun-05-2018 08:48 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$58.75
Jun-05-2018 08:48 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$58.75
Jun-05-2018 08:48 AM	Missing Tap out Stored Value	\$0.00	\$58.75
Jun-05-2018 07:46 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$58.75
Jun-04-2018 05:39 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$66.30
Jun-04-2018 04:44 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$63.55
Jun-04-2018 04:44 PM	Missing Tap out Stored Value	\$2.10	\$71.00
Jun-04-2018 04:42 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$68.90
Jun-04-2018 08:48 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$73.20
Jun-04-2018 08:48 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$73.20
Jun-04-2018 08:48 AM	Missing Tap out Stored Value	\$0.00	\$73.20



	Jun-04-2018 07:47 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$73.20
✓	Jun-01-2018 05:38 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$80.75
	Jun-01-2018 04:35 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$78.00
	Jun-01-2018 04:35 PM	Missing Tap out Stored Value	\$2.10	\$85.45
	Jun-01-2018 04:34 PM	Transfer at Waterfront Stn Stored Value	-\$2.10	\$83.35
	Jun-01-2018 04:34 PM	Tap out at Waterfront Stn Stored Value	\$2.10	\$85.45
	Jun-01-2018 04:28 PM	Tap in at Vancouver City Centre Stn Stored Value	-\$4.30	\$83.35
	Jun-01-2018 08:45 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$87.65
	Jun-01-2018 08:45 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$87.65
	Jun-01-2018 08:45 AM	Missing Tap out Stored Value	\$0.00	\$87.65
✓	Jun-01-2018 07:42 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$87.65

McKnight, Valerie SDPR:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, June 04, 2018 3:50 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!

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Leah Squance

Booking # s.17

Wednesday, June 6, 2018 ✓

Flight #701

07:30 Pitt Meadows / Map

08:05 Victoria Harbour / Map

35 minutes

KK- Confirmed

Invoice s.17

Air Transportation Charges

Sked 700 : (St) GO Flex	\$151.73
-------------------------	----------

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
---	--------

Sked 700 : Carbon Offset	\$0.65
--------------------------	--------

+ Goods and Services Tax	\$7.62
--------------------------	--------

Add to Calendar

Grand Total

\$160.00

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.

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.

SH19EXEPAL17



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128917

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 2018/06/14 2016/06/22	6. Fiscal Year 2019	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	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
06/07	Vic-Van	0700	2359	17	9.18		F-BL	30.50	31.65		
06/08	Van	0600	2359	28	15.12	✓ 14.45	F-	51.50	31.65	✓ 3.00	parking
06/11	Van	0600	2359	28	15.12	16.65 s.22	F-	51.50	31.65	✓ 3.00	parking
06/12	Van	0600	2359	104	56.16		F-	51.50	31.65	✓ 31.85	parking
06/13	Van-Vic (HA)	0600	2359	34	18.36		F-L	41.00	31.65		
06/14	Van	0600	2359	28	15.12	✓ 14.45	F-L	41.00	31.65	✓ 3.00	parking
06/15	Van	0600	2359	28	15.12	16.65 s.22	F-L	41.00	31.65	✓ 3.00	parking
06/17	Van	0600	2359	118	63.72		F-	51.50	31.65		
06/18	Van	0600	2359		0.00	13.80	F-	51.50	31.65		
06/19	Van	0600	2359	28	15.12	13.80	F-	51.50	31.65		
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total	
				\$ 223.02	\$ 86.70		\$ 462.50	\$ 284.85	\$ 43.85	\$ 1100.92	

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 \$ 1100.92
--	---------------------------	----------------------------------	-------------------------	-------------------------------	----------------------------------	-----------------------------

Less Travel Advance
031

AMOUNT DUE TO EMPLOYEE

54.
\$ 1100.92

45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

Audit Trail for Travel Voucher (Restricted Use) E128917 for Squance, Leah

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/11 14:54:19	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/06/12 14:28:49	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/06/20 08:30:51	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/06/20 08:35:06	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/06/20 13:37:14	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	Laird, Patricia s. Patricia.Laird@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E128917 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

	A	B	C	D	E	F	G	H	I
1	2.75	2.75		2.75	2.75		2.75	2.75	
2	-7.45	-7.45		-7.45	-7.45		-7.45	-7.45	
3	2.1	2.1		2.1	2.1		2.1	2.1	
4	-4.3	-4.3		-4.3	-4.3		-4.3	-4.3	
5	-7.55	2.1		2.1	-7.55		-4.7	-4.7	
6	-14.45	-4.3		-2.1	-14.45		-2.2	-2.2	
7		-7.55		2.1			-13.8	-13.8	
8		-16.65		-4.3					
9				-7.55					
10				-16.65					
11									
12									

Compass card charges above totals for each day

RECEIPT



Impark Vancouver

Vancouver V6B 1L8

CANADA

Date:

25 Jun 2018 9:00 AM

Receipt:

5775984

Account Number:

s.22

Txn ID	Description	Location-Stall	License	Card Used	Date	Duration	Cost
369440225	Parking	525 200 Granville / Granville Square	s.22	VISA xxxxxxxxxxxx s 1	12 Jun 2018	12 Jun 2018 08:27 - 13 Jun 2018 06:00	\$31.85
Total							\$31.85



paybyphone.com



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

donotreply@gopassport.com <donotreply@gopassport.com>

Sat, Jun 9, 2018 at 2:02 AM

To: s.22

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

Below is a receipt of your parking stay details:

Transaction Number: 27099477

Zone Number: 6045

Zone Name: Maple Meadows

License Plate: BCs.22

Start: Fri, Jun 08 2018, 07:39 AM ✓

End: Sat, Jun 09 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

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:

All

Start date:

Jun-08-2018

End date:

Jun-11-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Jun-11-2018 05:40 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$20.75
Jun-11-2018 04:36 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$18.00
Jun-11-2018 04:36 PM	Missing Tap out Stored Value	\$2.10	\$25.45
Jun-11-2018 04:34 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$23.35

Jun-11-2018 08:50 AM	Tap out at Stadium Stn Stored Value	\$0.00	\$27.65
Jun-11-2018 08:50 AM	Missing Tap in at Stadium Stn Stored Value	\$0.00	\$27.65
Jun-11-2018 08:50 AM	Missing Tap out Stored Value	\$0.00	\$27.65
Jun-11-2018 07:45 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$27.65
Jun-08-2018 05:40 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$35.20
Jun-08-2018 04:35 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$32.45
Jun-08-2018 04:35 PM	Missing Tap out Stored Value	\$2.10	\$39.90
Jun-08-2018 04:33 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$37.80
Jun-08-2018 12:46 PM	Tap out at Waterfront Stn Stored Value	\$2.10	\$42.10
Jun-08-2018 12:38 PM	Tap in at Main Street Stn Stored Value	-\$4.30	\$40.00
Jun-08-2018 08:56 AM	Tap out at Olympic Village Stn Stored Value	\$0.00	\$44.30

Jun-08-2018 08:47 AM	Transfer at Waterfront Stn Stored Value	\$0.00	\$44.30
Jun-08-2018 08:45 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$44.30
Jun-08-2018 08:45 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$44.30
Jun-08-2018 08:45 AM	Missing Tap out Stored Value	\$0.00	\$44.30
Jun-08-2018 07:47 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$44.30

(\$16.65 in charges for the 8th)



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

donotreply@gopassport.com <donotreply@gopassport.com>

Tue, Jun 12, 2018 at 2:03 AM

To: s.22

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

Below is a receipt of your parking stay details:

Transaction Number: 27194210
Zone Number: 6045
Zone Name: Maple Meadows
License Plate: BC s.22
Start: Mon, Jun 11 2018, 07:37 AM
End: Tue, Jun 12 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



Leah Squance s.22

Parking Receipt - TransLink Park&Go

1 message

donotreply@gopassport.com <donotreply@gopassport.com>

Sat, Jun 16, 2018 at 2:05 AM

To s.22

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

Below is a receipt of your parking stay details:

Transaction Number: 27399122

Zone Number: 6045

Zone Name: Maple Meadows

License Plate: BC s.22

Start: Fri, Jun 15 2018, 07:10 AM ✓

End: Sat, Jun 16 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

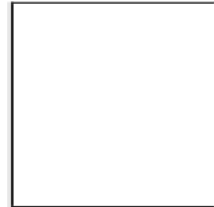
----- Forwarded message -----

From: <donotreply@gopassport.com>

Date: Fri, Jun 15, 2018 at 2:04 AM

Subject: Parking Receipt - TransLink Park&Go

To s.22



Thanks for paying for parking with TransLink Park&Go

Below is a receipt of your parking stay details:

Transaction Number: 27345074 ✓

Zone Number: 6045

Zone Name: Maple Meadows

License Plate: BC s.22

Start: Thu, Jun 14 2018, 07:42 AM

End: Fri, Jun 15 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!



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:

All

Start date:

Jun-12-2018

End date:

Jun-15-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Jun-15-2018 05:38 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$89.65
Jun-15-2018 04:37 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$86.90
Jun-15-2018 04:37 PM	Missing Tap out Stored Value	\$2.10	\$94.35
Jun-15-2018 04:36 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$92.25

Jun-15-2018 01:26 PM	Tap out at Waterfront Stn Stored Value	\$2.10	\$96.55
Jun-15-2018 01:16 PM	Transfer at Olympic Village Stn Stored Value	-\$2.10	\$94.45
Jun-15-2018 11:58 AM	Tap out at Olympic Village Stn Stored Value	\$2.10	\$96.55
Jun-15-2018 11:49 AM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$94.45
Jun-15-2018 08:18 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$98.75
Jun-15-2018 08:18 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$98.75
Jun-15-2018 08:18 AM	Missing Tap out Stored Value	\$0.00	\$98.75
Jun-15-2018 07:14 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$98.75
Jun-14-2018 05:39 PM	Purchase at Maple Meadows Station Stored Value	\$100.00	\$106.30
Jun-14-2018 05:38 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$6.30
Jun-14-2018 04:39 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$3.55

Jun-14-2018 04:39 PM	Missing Tap out Stored Value	\$2.10	\$11.00
Jun-14-2018 04:37 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$8.90
Jun-14-2018 08:55 AM	Tap out at Commercial Drive Stn Stored Value	\$0.00	\$13.20
Jun-14-2018 08:55 AM	Missing Tap in at Commercial Drive Stn Stored Value	\$0.00	\$13.20
Jun-14-2018 08:55 AM	Missing Tap out Stored Value	\$0.00	\$13.20
Jun-14-2018 07:48 AM	Tap in at Maple Meadows Station Stored Value	-\$7.55	\$13.20

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:

All

Start date:

Jun-18-2018

End date:

Jun-19-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Jun-19-2018 05:38 PM	Tap out at Maple Meadows Station Stored Value	\$2.75	\$62.05
Jun-19-2018 04:36 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$59.30
Jun-19-2018 04:36 PM	Missing Tap out Stored Value	\$2.10	\$66.75
Jun-19-2018 04:36 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$64.65

Jun-19-2018 08:44 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$68.95
Jun-19-2018 08:44 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$68.95
Jun-19-2018 08:44 AM	Missing Tap out Stored Value	\$0.00	\$68.95
Jun-19-2018 07:36 AM	Transfer at Port Haney Station Stored Value	-\$4.70	\$68.95
Jun-19-2018 07:21 AM	Tap in at Bus Stop 59202 Stored Value	-\$2.20	\$73.65
Jun-18-2018 05:52 PM	Tap out at Port Haney Station Stored Value	\$2.75	\$75.85
Jun-18-2018 04:37 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$7.45	\$73.10
Jun-18-2018 04:37 PM	Missing Tap out Stored Value	\$2.10	\$80.55
Jun-18-2018 04:35 PM	Tap in at Waterfront Stn Stored Value	-\$4.30	\$78.45
Jun-18-2018 08:45 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$82.75
Jun-18-2018 08:45 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$82.75

Jun-18-2018 08:45 AM	Missing Tap out Stored Value	\$0.00	\$82.75
Jun-18-2018 07:39 AM	Transfer at Port Haney Station Stored Value	-\$4.70	\$82.75
Jun-18-2018 07:21 AM	Tap in at Bus Stop 59202 Stored Value	-\$2.20	\$87.45

From: Harbour Air, Whistler Air & Saltspring Air
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Harbour Air Flight Itinerary. Thanks for booking!
Date: Monday, June 4, 2018 3:49:59 PM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Leah Squance

Booking s.17

Wednesday, June 6, 2018

Flight #701

07:30 Pitt Meadows / Map ☐

08:05 Victoria Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Leah Squance, Female

[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

Sked 700 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 700 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

Billing \$152.38

Taxes \$7.62

Grand Total**\$160.00****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 25 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within 24hrs of
departure**Booking** s.17**Thursday, June 7, 2018****Flight #710****17:30 Victoria Harbour / Map** ☐**18:05 Pitt Meadows / Map** ☐**35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex**

. Leah Squance, Female

Invoice s.17

Air Transportation Charges

Sked 700 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 700 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

Billing \$152.38

[Add to Calendar](#)

Taxes

\$7.62

Grand Total

\$160.00

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: Harbour Air, Whistler Air & Saltspring Air
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Harbour Air Flight Itinerary. Thanks for booking!
Date: Monday, June 11, 2018 3:52:25 PM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Leah Squance

Booking s.17

Wednesday, June 13, 2018

Flight #701

07:30 Pitt Meadows / Map ☐

08:05 Victoria Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Leah Squance, Female

[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

Sked 700 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 700 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

Billing \$152.38

Taxes \$7.62

Grand Total**\$160.00****GoFlex 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
departur e**Booking** s.17**Wednesday, June 13, 2018****Flight #710****17:30 Victoria Harbour / Map** ☐**18:05 Pitt Meadows / Map** ☐**35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex**

. Leah Squance, Female

Invoice s.17

Air Transportation Charges

Sked 700 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 700 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

Billing \$152.38

[Add to Calendar](#)

Taxes

\$7.62

Grand Total

\$160.00

GoFlex 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
departur e

Booking Information

Domestic Flights

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129012

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 2018/06/25		6. Fiscal Year 2019		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	
	Destination	Start	End	Km	Cost	Claim	Cost
2018	YVR-Kamloops (AC)	0600	2359	65	35.10	F-	51.50
06/21	Kamloops-YVR (AC)	0600	2359	65	35.10	F-	51.50
06/22	Van-Vic	0600	2359	70	37.80	F-LDI	10.50
06/25	(Ferry)						
06/23							
06/24	PERSONAL TIME						
	*PCARD						
TOTALS OF COLUMNS				36. \$ 108.00	37. \$ 89.50	38. \$ 113.50	39. \$ 139.20 s.22
40. 120.86	Claim Total						
48. Client Code 031 031 031 031	49. Resp. 46001	50. Service Line 48000	51. STOB ==5701== 5702	52. Project 4600000	45. Supplier Code s.22	Amount s.22 \$ 571.06	
Less Travel Advance 031							
						54. \$ 571.06 == s.22	
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	

From: [Squance, Leah SDPR:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: Re: e129012
Date: Friday, July 27, 2018 9:46:35 AM

I flew back into Vancouver and my flight was several hours late so I thought I could claim that evening - but I didn't work the weekend so please go ahead and remove it.

Sent from my iPhone

On Jul 26, 2018, at 8:25 AM, Laird, Patricia FIN:EX <Patricia.Laird@gov.bc.ca> wrote:

Hi Leah,

I just need confirm your lodging on Jun 22/18 were you still on travel status? Were you still doing business for the Minister. Reason I was asking is I know you were in Van on the weekend which you are not claiming. Came back to Victoria on the 25th.

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

Audit Trail for Travel Voucher (Restricted Use) E129012 for Squance, Leah

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/25 15:13:04	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/06/25 16:35:10	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	Laird, Patricia .s Patricia.Laird@gov.bc.ca
2018/07/24 11:09:57	Laird, Patricia.s (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca		Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129012 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia



Car and Truck Rental

GST Reg No 101370930 RT 0001

www.bcbudget.com

Devon Transport Ltd. (An Independent Budget System Sub Licensee)

HEAD OFFICE & ADMINISTRATION

2501 Kenworth Road
Nanaimo, BC V9T 3M4

(250)729-2420 FAX (250)729-2410 EMAIL: custserv@bcbudget.com

Contract #: 3912

Reservation #: 2272

Renter: SQUANCE, LEAH ✓

BCD Number: s.22

Company: FPSC

Credit Card: VISA XXXXXXXXXXXX s.1 ✓

Rental Rate Used: PRG-KA-16 - A

Vehicle Class: Intermediate

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	36.79	200	Regular
Week	1	End	218.90	1400	Regular
Hour	25	999	17.41	0	Regular

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

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently \$1.39 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 13.9% subject to taxes

VLF/ERF: 3.79 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Kamloops

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

Maximum 5000 kilometers per rental. Excess mileage will be charged.**Rates are applicable within BC****Customer is responsible to advise Budget of all toll crossings. All unreported crossings will be subject to an administration fee of \$25.00****Accidents must be reported to Budget within 24 hours.****Contract close subject to final audit.****Remarks:**

/Estimated Charges: \$42.78

Vehicle Rented: Owner: a/Devon Transport

Class: Compact ✓

Time Out: 21 Jun 2018 14:37

Time In: 22 Jun 2018 13:51

Location Out: Kamloops Airport

Location In: KAMKA

Unit #: 819086

MVA #: SNOW

Licence: ES675T

Km Out: 18743

Km In: 18769

Km Driven: 26

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

Charges:	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Vehicle Rental	Day	1	36.79	1.91	2.58	1.50	
RSOT	Flat	1	15.00	0.75	0.00	0.00	
Location Fee		13.9	1	2.08	0.10	0.15	0.00

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

✓ **Payments & Refunds** Total: 60.86

Type	Date	Amount	Exchange	Amount	Location
VISA	22 Jun 2018 13:52			60.86	KAMKA
BD012S01 017001001013 XXXXXXXXXXXX s.17					Purchase
BD012C01 SCOTIABANK VISA APPROVED AID:A0000000031010 00-000 C					

Amount Owing

Net Charges & Taxes: 60.86

Net Payment & Refunds: 60.86 ✓

Contract Copy: #4

Print Date & Time: 03 Jul 2018 1

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

Page 1

Customer Copy

Page 123 of 145 FIN-2019-91851

Reservation Number s.22

Send to **Leah Squance**

Victoria, BC V8V 1X4

Phone 250-356-7750

Guest Name	Leah Squance	Arrival Date	2018-06-21	Departure Date	2018-06-22
Company	Ministry of Social Development				

Room Information	s.15	s.22
-------------------------	------	------

Bill To Squance, Leah

Victoria, BC V8V 1X4
Phone 250-356-7750

Folio Number s.22

Trans Date	Description	Voucher	Amount
2018-06-21	Provincial Government Rates	540-218	120.00
2018-06-21	MRDT	540-218	3.60
2018-06-21	GST 5%	540-218	6.00
2018-06-21	PST - 8% Accommodation	540-218	9.60
2018-06-21	Outdoor Parking	-	9.00
2018-06-21	GST 5%	-	0.45
2018-06-22	Outdoor Parking	s.15	-9.00
2018-06-22	GST 5%		-0.45
Total Charges			139.20
Payments			
2018-06-22	Visa		-139.20
Total Payments			-139.20
Balance Due:			0.00

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 association 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.

Guest Signature: _____

s.15

PRE AUTH COMPLETE

Clerk #: 000098
MID: 87339200024 HST: 1234567890
TID: 004 REF#: 00000026
Batch #: 023 12:12:43
06/22/18
APPR CODE: 483438
VISA Chip
***** s.17 **/**

AMOUNT \$139.20

APPROVED

SCOTIABANK VISA
AID: A0000000031010

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
PLEASE COME AGAIN

CUSTOMER COPY

Vancouver Airport

Receipt No: 7699/0610/00610

06/22/18

GST R127267383

Pay parking ticket 60.00 \$
06/21/18 11:31 - 06/23/18 11:31 ✓
Length Of Stay: 2 Days, 00:00
Epan:02995157015011068172414610??
Unit ID:106

Total Amount	60.00 \$
Net Amount:	47.22 \$
Parking Sales Tax	9.92 \$
GST+	2.86 \$
Credit Visa	60.00 \$

TYPE: PURCHASE
ACCT: VISA \$ 60.00 ✓
CARD NUMBER: *****S.17 ✓
DATE/TIME: 22/06/2018 07:01:22 PM ✓
REFERENCE #: 662511790012265820 C
AUTH #: 493539

SCOTIABANK VISA
A0000000031010
0080008000F800
VERIFIED BY PIN

01 APPROVED - THANK YOU 027

-- IMPORTANT --

Retain this copy for your record
CUSTOMER COPY

dam.
result.

Tsawwassen
To
Swartz Bay



LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/25 ✓
RESERVATION-R0900
CONF: B180510368
RES: 1

1	Reservation Pr	17.00
20	Undersize Vehi	57.50
1	Adult	17.20

Fuel Rebate 2.20-

Total	89.50 ✓
Prepayment	17.00

Visa
***** S.17 72.50

AUTH 495627 66278048 0010019648 S
01 APPROVED - THANK YOU 027

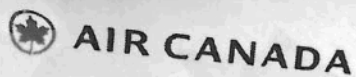
CHANGE DUE	0.00
------------	------

CARDHOLDER COPY
TSA 25 Jun 2018 08:03:06



1007149 727521

SEE REVERSE SIDE OF TICKET



Booking Confirmation

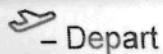
s.22

Booking Reference s.22

Date of issue: 18 Jun, 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.

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



- Depart

Economy - Standard

Thursday
21 Jun, 2018

12:50
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



13:45
Kamloops
(YKA), BC

AC8194

0hr55
Economy H
Operated by: Air Canada Express -
Jazz | Dash 8-300

Passengers

Leah Squance

Ticket Number
0142196366805

Seats
AC8194 -



Purchase summary

MasterCard
***** s.1
Amount paid: \$267.88
Tax information
GST/HST no. 10009-2287 RT0001
\$12.76

1 adult

Air Transportation Charges

Base Fare	231.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	12.76
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options	\$267 ⁸⁸
--	---------------------

GRAND TOTAL (Canadian dollars)	\$267 ⁸⁸
--------------------------------	---------------------



Booking Confirmation

s.22

Booking Reference:

Date of issue: 18 Jun, 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.

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



- Depart

Economy - Standard

Friday
22 Jun, 2018

14:50
Kamloops
(YKA), BC



15:46
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8195

0hr56
Economy Q
Operated by: Air Canada Express -
Jazz | Dash 8-300

Passengers

Leah Squance
Ticket Number
0142196367923

Seats
AC8195 -



Purchase summary

MasterCard
*****s 17
Amount paid: \$261.58
Tax information
GST/HST no. 10009-2287 RT0001
\$12.46

1 adult

Air Transportation Charges

Base Fare	220.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	12.46
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	10.00

Total airfare and taxes before options	\$261⁵⁸
--	---------------------------

GRAND TOTAL (Canadian dollars)	\$261⁵⁸
--------------------------------	---------------------------



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129034

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 2018/06/28		6. Fiscal Year 2019		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
	Destination	Start	End	Km	Cost		Claim
2018							Cost
06/26	* Vic-Van-Vic (HA)	0630	1330		0.00	s.22	F-DI 21.00
06/28	Vic-Van (Ferry)	0700	2100	102	55.08	89.50	F-BL 30.50
06/22	Kamloops	0700	2359		0.00		31.65
06/29	Van	0700	2359	97	52.38	74.70	F- 51.50
07/03	Van-Vic	0700	2359	109	58.86		F- 51.50
*PCARD							
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 166.32	\$ 164.20	\$ 154.50	\$ 31.65
					s.22		
							40. \$ 37.85
							= s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
031	46001	48000	5701	4600000	s.22	s.22	
031						\$ 554.52	
031							
031							
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 554.52
							-\$ 822.38
45. Employee Signature (See Audit Trail)				Print Name		Date Signed	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							
56. Spending Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
57. Payment Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							

Audit Trail for Travel Voucher (Restricted Use) E129034 for Squance, Leah

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/28 14:42:34	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/06/28 15:01:49	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2018/07/04 09:27:01	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/07/04 09:27:09	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Recalled	Squance, Leah Leah.Squance@gov.bc.ca
2018/07/04 09:28:09	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/07/06 09:39:17	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca
2018/07/06 12:38:11	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Recalled	Squance, Leah Leah.Squance@gov.bc.ca
2018/07/06 12:38:46	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2018/07/11 10:19:40	Ducker, Jayne (IDIR\JADUCKER) Jayne.Ducker@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca
2018/07/24 11:09:46	Laird, Patricia S. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca		Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129034 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia



ENJOY DOWNTOWN

Payment

Space #: 502
Tariff Zone: Wharf Lot
Card balance: \$---

60155 Wharf #1

▼ PARKING TIME EXPIRES AT ▼

6:22am on
06/27/2018 ✓

Ticket # 1371/298
Amount \$15.00 ✓
GST paid: \$0.71
Cash 0.00 Card 15.00
From: 06/26/2018, 6:22am

Tsawwassen
To
Swartz Bay
BC Ferries

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

LANE 36

RECEIPT - PLEASE RETAIN

PURCHASE 2018/07/03 ✓

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70
Visa	
*****S.17	74.70 ✓
AUTH 433070 66277656 0010018000 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
TSA 03 Jul 2018 16:06:02



1007083 741893
94175
SEE REVERSE SIDE OF TICKET

Swartz Bay
To
Tsawwassen

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

LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2018/06/28

RESERVATION-R1800

CONF: B180542511

RES: 1

1	Res Change Fee	5.00
1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	96.70
Prepayment	22.00
Visa	
*****S.17	74.70
AUTH 431057 66277643 0010012320 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

Claiming 89.50 not claiming res change

CARDHOLDER COPY
SWB 28 Jun 2018 17:23:51



1005015 583868
86026
SEE REVERSE SIDE OF TICKET



Leah Squance s.22

PayByPhone Parking Receipt

1 message

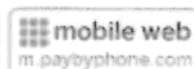
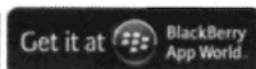
support@paybyphone.com <support@paybyphone.com>

Tue, Jul 3, 2018 at 8:20 AM

To: s.22

**PayByPhone Parking Receipt**
IMPERIAL PARKING, Vancouver,

Location Number:	525
Location Name:	200 GRANVILLE / GRANVILLE SQUARE ✓
License Plate:	s.22
Parking Started:	2018/07/03 8:19AM ✓
Parking Expiry:	2018/07/03 6:00PM
Parking Cost:	\$22.85 ✓ (including Service Charge)
Payment Method:	VISA *****s.17 ✓
Transaction No.	375392644
Payment Date:	2018/07/03 8:20AM

Thank you for using **PayByPhone**You can access a full list of all your parking transactions and update your profile at paybyphone.com.If you're a smartphone user and haven't already, why not try our mobile web site at m.paybyphone.com or our apps via the links below.

© 2015 PayByPhone Technologies Inc.

From: [McKnight, Valerie SDPR:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: RE: E129034
Date: Monday, July 30, 2018 3:40:29 PM
Attachments: [Flight Itinerary. Thanks for choosing Harbour Air!.msg](#)
[Flight Itinerary. Thanks for choosing Harbour Air!.msg](#)

Hi Pat,

I did some investigating for this and I've sorted out what happened. Originally Leah had paid for both because although they had been booked on the office PCARD, when she got to the terminal there was an issue so she just paid for both flights. She let me know there was a problem so I called and had the return flight changed to my Pcard but thought the outbound flight had already gone through. That's why Leah claimed the amount of one flight on her travel claim. It looks like Harbour Air actually put both charges back on my card and credited Leah's card. I've attached the receipts from Harbour Air. You can remove the \$207 claim from Leah's TV.

Sorry for the confusion.

Thanks!

Val

From: Laird, Patricia FIN:EX
Sent: Thursday, July 26, 2018 8:48 AM
To: McKnight, Valerie SDPR:EX
Subject: E129034

Hi Valerie,

On 06/26 Leah is claiming \$207.00 for HA both ways are \$414.00 she is only claiming for one way! I need the proof of payment on the receipts showing what credit card was used. So there is no double billing. We have to make sure it was not put on the office purchase card.

When you have time can you sent me the airline receipt showing be what payment method was used.

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

McKnight, Valerie SDPR:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, June 25, 2018 11:52 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!

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Leah Squance

Booking s.17

Tuesday, June 26, 2018

Flight #202/Twin Otter

07:00 Victoria Harbour / [Map](#)

07:30 Vancouver Harbour / [Map](#)

30 minutes

KK- Confirmed

Invoice s.17

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**Leah Squance, Female**

Billing	\$197.15
Taxes	\$9.85
Grand Total	\$207.00

Add to Calendar**GoFlex 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
departur e**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

McKnight, Valerie SDPR:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, June 25, 2018 11:54 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!

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Leah Squance

Booking s.17

Tuesday, June 26, 2018

Flight #2130

12:30 Vancouver Harbour / Map

13:05 Victoria Harbour / Map

35 minutes

KK- Confirmed

Invoice s.17

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**Leah Squance, Female**

Billing \$197.15

Taxes \$9.85

Add to Calendar**Grand Total \$207.00****GoFlex 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
departur e**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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129002

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 2018/06/22		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information																																					
Type of Travel In Province		14. Reason for Travel Minister staffing				Headquarters Minister's Office																																					
12. Mailing Address for Cheque																																											
<table border="1"> <tr> <td rowspan="2">16. Travel Dates 2018 06/01</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 Vic-Vancouver-Vic (PC)</td> <td>Start 0600</td> <td>End 1800</td> <td>Km</td> <td>Cost 0.00</td> <td></td> <td>Claim F-LD</td> <td>Cost 22.75</td> <td></td> <td>Cost 15.00</td> <td>Describe parking</td> </tr> <tr> <td colspan="12">*PCARD</td> </tr> </table>									16. Travel Dates 2018 06/01	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination Vic-Vancouver-Vic (PC)	Start 0600	End 1800	Km	Cost 0.00		Claim F-LD	Cost 22.75		Cost 15.00	Describe parking	*PCARD											
16. Travel Dates 2018 06/01	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals			22. Lodging Costs	20. & 21. Miscellaneous																																
	Destination Vic-Vancouver-Vic (PC)	Start 0600	End 1800	Km	Cost 0.00		Claim F-LD	Cost 22.75		Cost 15.00	Describe parking																																
*PCARD																																											
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00		38. \$ 22.75	39. \$ 0.00	40. \$ 15.00	Claim Total \$ 37.75																																	
48. Client Code 126 126 126 126		49. Resp. 51384		50. Service Line 54006		51. STOB 5701		52. Project 5188888		45. Supplier Code s.22																																	
										Amount \$ 37.75																																	
Less Travel Advance 126																																											
										54. \$ 37.75																																	
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) E129002 for Newhook, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/22 12:05:52	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/06/22 12:22:58	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Notified	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/06/25 10:22:17	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2018/06/25 10:24:59	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
Production *** Copyright © Government of British Columbia				

Notes for Travel Voucher (Restricted Use) E129002 for Newhook, Kelly

1 note(s) returned.

Created On	Author	Note
2018/06/22 12:22:58	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Kelly flew to Vancouver to attend/staff the Minister's Tourism Engagement Council meeting. She flew (p-card), parked her car at airport (parking), and was there for most of the day (breakfast claimed, lunch provided)

Production *** Copyright © Government of British Columbia

E129002

VICTORIA
INTERNATIONAL AIRPORT
LANE: Long Term Exit 1-10

Paid On: 2018/06/01 17:16
Ticket#: 214395251
Paid: \$ 15.00
GST: \$ 0.71

CC: MASTERCARD: 5587-5671
THANK YOU
Transaction: Approved
GST# 10456-727681001
***** S.17 Swiped
MASTER CARD
Purchase 18/06/01 17:16:23
Seq# 000033 004
Auth# 201616
APPROVED



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	\$319.84	\$16.00	\$335.84	\$335.84	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P100	01 Jun 2018	07:00 - VICTORIA INT ARPT	07:25 - VANCOUVER - SOUTH	SAAB 340A	CONFIRMED
2	8P1527	01 Jun 2018	16:40 - VANCOUVER - SOUTH	17:05 - 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	NEWHOOK, KELLY	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	NEWHOOK, KELLY	BRAVO FARE	\$117.00	\$5.85	\$122.85
1	NEWHOOK, KELLY	Security Surcharge	\$7.12	\$0.36	\$7.48
1	NEWHOOK, KELLY	Fuel Surcharge	\$8.00	\$0.40	\$8.40
1	NEWHOOK, KELLY	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	NEWHOOK, KELLY	Carbon Surcharge	\$4.80	\$0.24	\$5.04
2	NEWHOOK, KELLY	AIF - YVR	\$5.00	\$0.25	\$5.25
2	NEWHOOK, KELLY	BRAVO FARE	\$117.00	\$5.85	\$122.85
2	NEWHOOK, KELLY	Security Surcharge	\$7.12	\$0.36	\$7.48
2	NEWHOOK, KELLY	Fuel Surcharge	\$8.00	\$0.40	\$8.40
2	NEWHOOK, KELLY	Nav Canada Fee	\$13.00	\$0.65	\$13.65
2	NEWHOOK, KELLY	Carbon Surcharge	\$4.80	\$0.24	\$5.04
Total			\$319.84	\$16.00	\$335.84

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
28 May 2018	Marina Holding	\$335.84	MASTERCARD		2778344	192421

Tax Registration: 121386296 RT0001



Fare Terms and Conditions