



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129578

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Talbot, Sarena				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 356-0179	
<b>Client Organization</b> Advanced Education, Skills and Training				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/08/28		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> staffing Minister				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b> *PCard			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	
2018	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>Claim</b>	<b>Cost</b>
04/20	* Vancouver (HA)	0700	2359		0.00	F-BD	22.75
04/21	* Victoria (HA)	0700	1800		0.00		0.00
04/30	* Vancouver (HA)	1730	2359		0.00		0.00
05/01	* Van/PG/VanWJ	0700	2359		0.00	F-	51.50
05/02	* Victoria (HA)	0700	1800		0.00	F-D	33.25
05/24	* Vancouver (HA)	0700	2359		0.00	F-B	41.00
05/25	Vancouver	0700	2359		0.00		0.00
05/26	Victoria (HA)	0700	2359		0.00		0.00
				<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>
				\$ 0.00	\$ 240.58	\$ 148.50	\$ 0.00
<b>TOTALS OF COLUMNS</b>							<b>40.</b>
							\$ 63.30
							<b>Claim Total</b>
							\$ 452.38
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>	<b>Amount</b>	
019	11001	18000	5701	1100000	s.22	\$ s.22	
019	11001	18000	5702	1100000		\$	
019	11001	18000	5711	1100000		48.00	
019	11001	18000	5712	1100000		75.00	
<b>Less Travel Advance</b>							
019							
						<b>54.</b>	
						\$ 452.38	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

267.88  
61.50

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2018Sep18  
SLP

## Audit Trail for Travel Voucher (Restricted Use) E129578 for Talbot, Sarena

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/28 12:28:07	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/08/28 14:33:20	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/08/28 14:58:41	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/08/30 09:28:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/08/30 09:56:11	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/08/30 10:07:05	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/12 10:18:11	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/12 10:31:27	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/14 11:54:39	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/14 11:56:59	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/14 15:57:17	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Notified	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/17 09:37:01	Talbot, Sarena (IDIR\STALBOT) Sarena.Talbot@gov.bc.ca		Initiated	Flesh, Cindy Cindy.Flesh@gov.bc.ca
2018/09/17 09:40:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E129578 for Talbot, Sarena**

0 note(s) returned.

Created On	Author	Note

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Travel Voucher E129578

Sarena Talbot

April 20, 2018 – walk to Harbour Air Vic/Van (pd by p/c – additional charge of 48.00 pd by personal visa due to price change for a flight time change) – seabus to North Van for announcement – North Shore Taxi to meeting – Car 2 go to personal residence – o/n.

April 21, 2018 – personal ride to Harbour Air Van/Vic (pd by p/c) – walk home.

April 30, 2018 – walk to Harbour Air Vic/Van (pd by p/c) – skytrain to personal residence – o/n

May 1, 2018 – skytrain (10.00 day pass) to airport Van/Prince George (AC pd by p/c) – share ride to event and back to airport PG/Van – skytrain to personal residence – o/n.

May 2, 2018 – Car 2 go to meeting – Car 2 Go from meeting to Harbour Air Van/Vic (pd by p/c) – walk home.

May 24, 2018 – walk to Harbour Air Vic/Van (pd by p/c) Black Top cab to meeting – personal to ferry Van/Gibson

May 25, 2018 – personal

May 26, 2018 – Harbour Air Sechart to Nanaimo (pd by visa – see notes on invoices) – Bus from Nanaimo to Victoria – walk home



# Harbour Air Seaplanes

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

Toll-free 1-800-665-0212

Website: www.harbourair.com

21/04/2018 4:41:44 PM

GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Sarena Talbot

Friday, April 20, 2018

1 Passenger(s)

Flight #2020

Departs 07:30 AM @ Victoria Harbour

Arrives 08:07 AM @ Vancouver Harbour

Invoice #: s.17

1x	All Skeds - Baggage : Chec	\$0.00	CDN
1x	Sked 200 : Carbon Offset	\$0.65	CDN
1x	Sked 200 : VHFC Terminal	\$9.86	CDN
1x	Sked 200/300 : (St) GO F	\$186.64	CDN
1x	Donation - Canuck Place Ch	\$1.00	CDN

Sarena Talbot

Saturday, April 21, 2018

1 Passenger(s)

Flight #223

Departs 17:00 PM @ Vancouver Harbour

Arrives 17:35 PM @ Victoria Harbour

Invoice #: s.17

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

Goods and Services Tax \$19.70 GST

Grand Total \$415.00 CDN

Payment Information:

Master Card \$366.00 CDN

Date/Time	20/04/2018 7:08:27 AM
Station	HYWHCS02
Terminal ID	HYWHCC02
Action	Purchase/Telephone
Card Type	M/C
Card Number	**** * s.17
Amount	\$366.00
Authorization	100827
Trace Number	109001001009
Response	00-001/APPROVED 100827

Canadian Dollars  
Visa

\$1.00 CDN  
\$48.00 CDN

Date/Time	21/04/2018 4:40:54 PM
Station	HXXHCS04
Terminal ID	HXXHCC04
Action	Purchase
Card Type	VISA
Card Number	**** * s.22
Amount	\$48.00
Authorization	015822
Trace Number	110001001016
Response	00-001/APPROVED 015822

NORTH SHORE TAXI 1966  
LTD  
264 PEMBERTON AVE  
NORTH VANCOUVER

CARD \*\*\*\*\*s.22  
CARD TYPE VISA  
DATE 2018/04/20  
TIME 0064 09:01:38  
CLERK ID 036201  
RECEIPT NUMBER  
C85024905-001-001-343-0

-----  
PURCHASE  
AMOUNT \$16.80  
TIP s.22  
TOTAL

\$  
-----

VISA CREDIT  
A0000000031010  
56FB28BF12422CE0  
0080008000-E800  
F5E2262C7BDED144  
0080008000-F800

APPROVED

AUTH# 041360 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



Dashboard

Payment options

Trips &amp; Invoices

My Details



## 443 Seymour Floor 4 (Spaces 324 to 342 ONLY)

04/20/2018

10,44 CAD

## DETAILS

443 Seymour Floor 4 (Spaces  
324 to 342 ONLY)

3:21 PM

04/20/2018

1694 Duranleau (surface lot  
next to Bridges)

3:47 PM

04/20/2018



fortwo

DK638L



Sarena Talbot

## RECEIPT

26 min

Drive duration (0,29 CAD/min)

8,32 CAD

Driver Protection Fee

1,00 CAD

Tax

1,12 CAD

Total

10,44 CAD

## PAYMENT

 VISA • s.22  
PRIVATE

10,44 CAD

All prices shown do not include additional fees. For more  
information, please visit [www.car2go.com](http://www.car2go.com).



Download PDF invoice

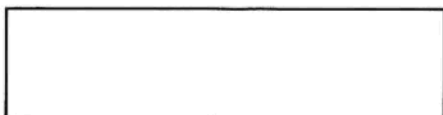
Total: 10,44 CAD

## Flesh, Cindy AEST:EX

**From:** Hubley, Holly AEST:EX  
**Sent:** August 28, 2018 12:21 PM  
**To:** Flesh, Cindy AEST:EX  
**Subject:** FW: Flight Itinerary. Thanks for choosing Harbour Air!

Holly Hubley  
Administrative Assistant to the Honourable Melanie Mark  
Minister of Advanced Education, Skills & Training  
Telephone: 250- 356-0179

**From:** reservation@harbourair.com [mailto:reservation@harbourair.com]  
**Sent:** Tuesday, August 28, 2018 12:20 PM  
**To:** Hubley, Holly AEST:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

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

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

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

### Customer Information

**Account**

HAS #

s.17

Name

Sarena Talbot

**Booking #** s.17

Saturday, April 21, 2018

**Flight #223**

**17:00 Vancouver Harbour / Map** ☐

**17:35 Victoria Harbour / Map** ☐

**35 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

**Sarena Talbot, Female**

[Add to Calendar](#)

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

Billing \$197.15

Taxes \$9.85

**Grand Total \$207.00**

**Master Card \$159.00**

Date / Time April 20, 2018 @ 7:08:28 AM

Summary s.17

Expiration

Authorization 100827

**Visa \$48.00**

Date / Time April 21, 2018 @ 4:40:55 PM

Summary s.22

Name

Expiration

Authorization 015822

**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

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## Booking Information

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### Domestic Flights

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

### International Flights

- Check in time is 60 minutes prior to flight time. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

s.22

[Register Another Account](#)

Bank Messages

s.22

## Transactions

[Logout](#)

Select period to review:

May 3, 2018 

To download these transactions, select format:

Quicken 2005 & Earlier (.qif) 

s.22

Click the Transaction Description to view details.

Trans Date	Post Date	Transaction Description	Debits	Credits
02/05/2018	03/05/2018	s.22		
01/05/2018	01/05/2018			
01/05/2018	02/05/2018			
01/05/2018	02/05/2018			
30/04/2018	01/05/2018			
30/04/2018	01/05/2018			
29/04/2018	30/04/2018			
29/04/2018	01/05/2018			
27/04/2018	27/04/2018			
27/04/2018	30/04/2018			
26/04/2018	30/04/2018			
25/04/2018	26/04/2018			
24/04/2018	24/04/2018			
22/04/2018	23/04/2018			
21/04/2018	23/04/2018			
21/04/2018	23/04/2018			
21/04/2018	23/04/2018			
21/04/2018	23/04/2018			
20/04/2018	23/04/2018	COMPASS VENDING	\$10.00	
20/04/2018	23/04/2018	s.22		
20/04/2018	23/04/2018			
15/04/2018	16/04/2018			
15/04/2018	16/04/2018			
15/04/2018	16/04/2018			
15/04/2018	16/04/2018			
15/04/2018	17/04/2018			
13/04/2018	16/04/2018			
10/04/2018	11/04/2018			
09/04/2018	10/04/2018			
09/04/2018	10/04/2018			
09/04/2018	12/04/2018			
08/04/2018	10/04/2018			
07/04/2018	09/04/2018			
06/04/2018	09/04/2018			
06/04/2018	10/04/2018			
04/04/2018	05/04/2018			

Seabus



s.22



## eTicket Receipt

**Prepared For**  
TALBOT/SARENA MISS

RESERVATION CODE	s.22
ISSUE DATE	13Apr18
TICKET NUMBER	8382135805522
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
01May18	WESTJET WS 3283  Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA  Time 8:15am Terminal MAIN TERMINAL	PRINCE GEORGE BC, CANADA  Time 9:30am	Seat Number s.15 . (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IA18UG Not Valid Before 01MAY18 Not Valid After 01MAY18
01May18	WESTJET WS 3284  Operated by: WESTJET ENCORE	PRINCE GEORGE BC, CANADA  Time 3:05pm	VANCOUVER BC, CANADA  Time 4:22pm Terminal MAIN TERMINAL	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XA18UG Not Valid Before 01MAY18 Not Valid After 01MAY18

## Allowances

### Baggage Allowance

YVR to YXS - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YXS to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

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

### Carry On Allowances

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



### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YVR WS YXS119.00WS YVR129.00CAD248.00END
Fare	CAD 248.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 14.31 XG8 (XG8)
	CAD 14.25 CA4 (CA4)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (XG9)
Total Fare	CAD 332.06

## Other Charges

SEAT ASSIGNMENT # 8381500676683 (YVR-YXS / QTY 1, YXS-YVR / QTY 1)	CAD 20.00
Taxes	CAD 1.00
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Total	CAD 21.00
Total Fare and Other Charges	CAD 353.06

### Positive identification required for airport check in

#### Notice:

#### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
980-CANADA LINE  
Olympic Village Stn  
IVM53113  
Tue 01 May 18 06:20AM

Payment Type: VISA

Purchase: DayPass

Product Price: \$ 10.00

Compass Ticket #: \*\*\*\*\* s.22

Credit Card #: \*\*\*\*\* s.22

Auth #: 010105

Ref #: TUCF792MS5AA

Receipt #: 17663

Card Entry: Chip  
AID:A0000000031010  
IVR:0030003000  
IS1:F800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
Waterfront Stn  
IVH01122  
Mon 30 Apr 18 06:49PM

Payment Type: VISA

Purchase: 1 Zone Ticket

Product Price: \$ 2.85

Compass Ticket #: \*\*\*\*\* s.22

Credit Card #: \*\*\*\*\* s.22

Auth #: 073690

Ref #: TUU4622MZJ7H

Receipt #: 31371

Card Entry: Chip  
AID:A0000000031010  
IVR:0030003000  
IS1:F800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!



^ 1642 Charles St, Vancouver, BC V5L 2T3  
05/02/2018

6,50 CAD

## DETAILS

1642 Charles St,  
Vancouver  
BC V5L 2T3

4:06 PM

05/02/2018

1095 Waterfront Rd  
(UNDERGROUND LOT  
no overflow)

4:21 PM

05/02/2018

fortwo

CL717B

Sarena Talbot

## RECEIPT

15 min

Drive duration (0,29 CAD/min)

4,80 CAD

Driver Protection Fee

1,00 CAD

Tax

0,70 CAD

Total

6,50 CAD

## PAYMENT

VISA •••• s.22  
PRIVATE

6,50 CAD

All prices shown do not include additional fees. For more  
information, please visit [www.car2go.com](http://www.car2go.com).

[Download PDF invoice](#)

Total: 15,50 CAD

[Dashboard](#)[Payment options](#)[Trips & Invoices](#)[My Details](#)

2182 W 2nd Ave, Vancouver, BC V6K 1H6  
05/02/2018

9,00 CAD

## DETAILS

2182 W 2nd Ave,  
Vancouver  
BC V6K 1H6

12:03 PM

05/02/2018

1665 Graveley St,  
Vancouver  
BC V5L 3A8

12:24 PM

05/02/2018

fortwo

DA376W

Sarena Talbot

## RECEIPT

22 min

Drive duration (0,29 CAD/min)

7,04 CAD

Driver Protection Fee

1,00 CAD

Tax

0,96 CAD

Total

9,00 CAD

## PAYMENT

VISA •••• s.22  
PRIVATE

9,00 CAD

All prices shown do not include additional fees. For more  
information, please visit [www.car2go.com](http://www.car2go.com).

[Download PDF invoice](#)

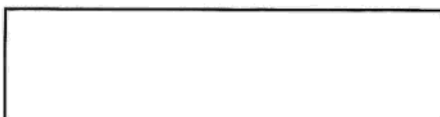
Total: 15,50 CAD

## Flesh, Cindy AEST:EX

**From:** Hubley, Holly AEST:EX  
**Sent:** April 16, 2018 4:30 PM  
**To:** Flesh, Cindy AEST:EX  
**Subject:** FW: Harbour Air Flight Itinerary. Thanks for booking!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**From:** reservation@harbourair.com [mailto:reservation@harbourair.com]  
**Sent:** Monday, April 16, 2018 4:29 PM  
**To:** Talbot, Sarena AEST:EX; Hubley, Holly AEST: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](http://harbourair.com) or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

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

Harbour Air Team

### Customer Information

**Account**

HAS #

s.17

Name

Sarena Talbot

**Booking** s.17

**Monday, April 30, 2018**

Invoice #s.17

**Flight #224/Twin Otter****18:00 Victoria Harbour / Map** ☐**18:35 Vancouver Harbour / Map** ☐**35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Sarena Talbot, Female**[Add to Calendar](#)**Air Transportation Charges**

Sked 200/300 : (Np) GO Flex \$140.92

**Taxes, Fees and Charges**

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$7.57

Billing \$151.43

Taxes \$7.57

**Grand Total \$159.00****Fare Conditions:**

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

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

25 lbs. Guaranteed

25 lbs. (space available)

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

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

35 lbs. Guaranteed

15 lbs. (space available)

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

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

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**

100% cancellation fee if cancelled within 24hrs of departure

**Booking Information****Domestic Flights**

## Flesh, Cindy AEST:EX

**From:** Hubley, Holly AEST:EX  
**Sent:** April 30, 2018 10:20 AM  
**To:** Flesh, Cindy AEST:EX  
**Subject:** FW: Harbour Air Flight Itinerary. Thanks for booking!

**From:** reservation@harbourair.com [mailto:reservation@harbourair.com]  
**Sent:** Monday, April 30, 2018 10:19 AM  
**To:** Talbot, Sarena AEST:EX; Hubley, Holly AEST: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](http://harbourair.com) or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

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

Harbour Air Team

### Customer Information

**Account**

HAS #

s.17

Name

Sarena Talbot

**Booking #** s.17

**Wednesday, May 2, 2018**

**Invoice** s.17

**Flight #223/Twin Otter**

Air Transportation Charges

**17:00 Vancouver Harbour / Map** ☐

Sked 200/300 : (St) GO Flex

\$186.64

17:30 Victoria Harbour / Map ☐

30 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Sarena Talbot, Female

[Add to Calendar](#)

#### Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$9.85
Billing	\$197.15
Taxes	\$9.85
<b>Grand Total</b>	<b>\$207.00</b>

#### 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.



## Flesh, Cindy AEST:EX

**From:** reservation@harbourair.com  
**Sent:** August 28, 2018 1:34 PM  
**To:** Flesh, Cindy AEST:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

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

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

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Sarena Talbot

### Booking s.17

**Thursday, May 24, 2018**

**Flight #204/Twin Otter**

**08:00 Victoria Harbour / Map**

**08:35 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**  
**Sarena Talbot, Female**

Billing \$197.15

Taxes \$9.85

[Add to Calendar](#)

**Grand Total \$207.00**

Master Card \$207.00

Date / Time May 24, 2018 @ 7:40:46 AM

Summary s.17

Expiration

Authorization 104045

**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  
departu! re

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**Booking Information**

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**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.

## Talbot, Sarena AEST:EX

**From:** reservation@harbourair.com  
**Sent:** Wednesday, September 12, 2018 8:27 AM  
**To:** Talbot, Sarena AEST:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!



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

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

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Sarena Talbot

### Booking # s.17

Friday, May 25, 2018

Invoice: s.17

Flight #2250

18:30 Vancouver

Harbour / Map

19:05 Victoria Harbour /

Map

35 minutes

#### GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

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)

Flight home  
from Vancouver  
\* had to  
cancel due  
to ferry from  
Gibsons - Vancouver  
being cancelled

<b>CX - Cancelled</b>	50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure
<b>1 Passenger(s) - GoFlex</b>	<b>Baggage:</b>
<b>Sarena Talbot,</b>	<b>All routes (except routes listed below)</b>
<b>Female</b>	25 lbs. Guaranteed
<u><b>Add to Calendar</b></u>	25 lbs. (space available)
	\$1/lb. over 50 lbs.(space available)
	<b>Between South Vancouver (YVR), Ganges &amp; Maple Bay</b>
	35 lbs. Guaranteed
	15 lbs. (space available)
	\$1/lb. over 50 lbs.(space available)
	<b>Between South Vancouver (YVR), Victoria &amp; Nanaimo</b>
	50 lbs. Guaranteed
	\$1/lb. over 50 lbs.
	<b>Scenic &amp; Packaged Tours</b>
	<b>Cancellation:</b>
	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.

## Talbot, Sarena AEST:EX

**From:** reservation@harbourair.com  
**Sent:** Wednesday, September 12, 2018 8:24 AM  
**To:** Talbot, Sarena AEST:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!



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

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

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Sarena Talbot

### Booking: s.17

<b>Saturday, May 26, 2018</b>	Invoice s.17
	Air Transportation Charges
<b>Flight #805</b>	Sked 800 : (St) GO Flex \$69.28
<b>09:30 Sechelt / Map</b>	Taxes, Fees and Charges
<b>09:50 Nanaimo</b>	All Skeds - Baggage : Checked \$0.00
<b>Harbour / Map</b>	Baggage Fee
<b>20 minutes</b>	Sked 800 : Port Fee \$1.65
	Sked 800 : Carbon Offset \$0.50
	+ Goods and Services Tax \$3.57

• new flight home to Victoria, from Sechelt (rather than Vancouver) new flight is a cheaper flight than Van-Vic.

**KK- Confirmed****1 Passenger(s) - GoFlex****Sarena Talbot,  
Female****Add to Calendar**

Billing	\$71.43
Taxes	\$3.57
<b>Grand Total</b>	<b>\$75.00</b>

Visa	\$75.00
------	---------

Date / Time	May 26, 2018 @ 9:05:42 AM
-------------	---------------------------

Summary	s.22
---------	------

Name

Expiration

Authorization 062089

s.22

**GoFlex Fare Conditions:**Check in 25 minutes prior to  
departure timeRefundable up to 15 minutes prior to  
DepartureChangeable 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

**\*DUPLICATE\***

BLACKTOP & CHECKER  
CABS#371  
777 PACIFIC ST  
VANCOUVER BC

**\*DUPLICATE\***

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/24  
TIME 8460 09:18:08  
CLERK ID 1  
RECEIPT NUMBER  
C85040483-001-591-001-0  
-----  
PURCHASE  
AMOUNT \$21.00  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
70D64AD4B89479F1  
0000008000-E800  
5C7B15C66F58AD01

**APPROVED**

AUTH# 121808 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**\*DUPLICATE\***

## Harbour Air Seaplanes

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

Toll-free 1-800-665-0212  
Website: www.harbourair.com  
5/26/18 9:05:43 AM  
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Sarena Talbot  
Saturday, May 26, 2018  
1 Passenger(s)

Flight #805  
Departs 09:30 @ Sechart  
Arrives 09:50 @ Nanaimo Harbour

Invoice #: s.17

1x All Skeds - Baggage : Chec \$0.00 CDN  
1x Sked 800 : Port Fee \$1.65 CDN  
1x Sked 800 : (St) GO Flex \$69.28 CDN  
+ High Flyer Rewards (\$6.93 points)  
1x Sked 800 : Carbon Offset \$0.50 CDN

Goods and Services Tax \$3.57 GST

Grand Total \$75.00 CDN

Payment Information:

Visa \$75.00 CDN

Date/Time 5/26/18 9:05:41 AM  
Station HYHSCS01  
Terminal ID HYHSCC01  
Action Purchase  
Card Type VISA  
Card Number \*\*\*\* \*s.22  
Amount \$75.00  
Authorization 062089  
Trace Number 145001001006  
Response 00-001/APPROVED 062089

Purchase Info	Billing Information
<b>Transaction Type:</b> purchase <b>Order ID:</b> 914078 <b>Date/Time:</b> May 25, 2018    21:22:15 <b>Total Amount:</b> \$30.99 <b>iPOINTS Used:</b> 1 <b>Amount Billed:</b> \$29.99 <b>Approval Code:</b> 064157 <b>Message:</b> APPROVED * = <b>Name on Card:</b> Sarena Talbot	<b>Invoice Name:</b> Sarena Talbot <b>Address:</b> <b>City:</b> <b>Province/State:</b> <b>Country:</b> <b>Postal/Zip:</b>
<b>Travel on May 26, 2018</b> <b>Number of Passenger(s): 1</b>	

Ticket Reference #	Route	StartPt	Pickup	Dept Time	EndPt	Drop Off	Arr Time	Price (CDN)
914078-1332041	1406-S	Nanaimo, Departure Bay Ferry Terminal	Passenger exit, connects from 8:45am HSB ferry	5/26/2018 10:45:00 AM	Victoria	Entrance door, Vic Conference Centre, 720 Douglas	5/26/2018 12:40:00 PM	\$30.99
<b>Total Price Per Passenger</b>								\$30.99
Number of Travelers (occupying a seat)								x 1
<b>Total Cost</b>								\$30.99
Net Cost:								\$29.51
GST:								\$1.48
<b>Total:</b>								\$30.99
<b>iPOINTS Earned for Next Time</b>								
VIP iPOINTS								1
Total iPOINTS								1
<p align="center"><b><u>CONDITIONS</u></b></p> <p>NO FOOD OR DRINK - EXCEPT WATER - WILL BE PERMITTED ON THE BUS. THANK YOU FOR YOUR COOPERATION.</p> <ol style="list-style-type: none"> <li>Cancelling a ticket does not refund your credit card.</li> <li>To contact Islandlink regarding this ticket, please email <a href="mailto:info@islandlinkbus.com">info@islandlinkbus.com</a> quoting the ticket (above).</li> <li>Your Islandlink ticket is valid only for the trip/time &amp; date specified. It may be used in part payment toward a stand-by fare on the same date ONLY, but at a different trip/time; in this case the driver will collect the difference between the fare paid online and the applicable cash fare for the different trip/time, per passenger, if space is available.</li> <li>This ticket has no value except on the travel date specified thereon. If it is not used (unless it has been cancelled in accordance with the cancellation policy), it has no refund or credit value.</li> <li>You must be in possession of a confirmed ticket number (above) in order to board the bus.</li> <li><b>Cancellation Policy:</b> This ticket may be cancelled anytime before midnight on the day before travel. If it is cancelled, the ticket price, minus the cancellation fee(s), minus the iPOINTS given when the ticket was purchased will be credited to your iPOINTS account, for future travel purchase (time expiry conditions apply). Cancellation can only be done online.</li> </ol> <p>I have read, understood and accepted the <b>cancellation policy</b>, and the rules concerning <b>children, baggage &amp; pets</b>.</p>								





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128778

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Harrison, Veronica S.				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-2178					
<b>Client Organization</b> Public Safety and Solicitor General Educatoion				<b>Job Title</b> Sr.Ministerial Assistant				<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2018/05/17			<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Travel					<b>Headquarters</b> Victoria					
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2													
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>s.22</b>	<b>Claim</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Describe</b>		
2018													
05/10	* Vancouver (HA)	1700	1900		0.00	s.22	F-BL	30.50		292.57			
05/11	* Vancouver (HA)	0600	1800		0.00	32.00	F-D	33.25					
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 32.00		<b>38.</b> \$ 63.75	<b>39.</b> \$ 292.57	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 388.32		
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>	
040062		22001		06000		5701		220000		s.22		\$ 388.32	
010													
010													
010													
<b>Less Travel Advance</b>													
010													
										<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 388.32	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							<b>Print Name</b>			<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.							<b>Print Name</b>			<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E128778 for Harrison, Veronica S.**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/17 16:40:34	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/05/18 08:27:29	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/05/28 17:53:00	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/05/29 13:41:41	Harrison, Veronica S.2 (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/05/30 09:39:00	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E128778 for Harrison, Veronica S.

1 note(s) returned.

Created On	Author	Note
2018/05/17 16:40:34	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Accompanying Minister Fleming to Vancouver for 2 speaking engagements and meetings May 10: 6:30pm Harbour Air flight Vic to Van May 10: 1 night at s.15 May 11: taxi from s.15 hotels in Richmond between conferences May 11: Taxi from s.15 to Richmond Harbour Air Terminal

Production \*\*\* Copyright © Government of British Columbia

VH . MAY 10  
5701

## Hahn, Andra EDUC:EX

**From:** Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>  
**Sent:** Thursday, May 17, 2018 12:13 PM  
**To:** Hahn, Andra EDUC: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](http://harbourair.com) or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

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

Harbour Air Team

### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Rob Fleming

### Booking #s.17

**Thursday, May 10, 2018**

**Flight #2240**

**18:30 Victoria Harbour /**

**Map**

**19:05 Vancouver Harbour /**

**Map**

**35 minutes**

**KK- Confirmed**

**Invoice s.17**

**Air Transportation Charges**

Sked 200/300 : (St) GO Flex \$373.28

**Taxes, Fees and Charges**

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$19.72

+ Goods and Services Tax \$19.70

**2 Passenger(s) - GoFlex**  
**Veronica Harrison,**  
**Female**  
**Will Maartman, Male**

**Add to Calendar**

Billing	\$394.30
Taxes	\$19.70
<b>Grand Total</b>	<b>\$414.00</b>

Master Card	\$414.00
-------------	----------

Date / Time May 10, 2018 @ 6:11:33 PM

Summary s.17

Expiration

Authorization 115113

**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

VH  
MAY 10  
5701

Room : s.15  
Folio # : s.22  
Invoice # :  
Cashier # : 10019  
Page # : 1 of 1

Ms Veronica Harrison  
Room 124 Parliament Buildings  
Victoria BC V8W 9E2  
Canada

Arrival : 05-10-18  
Departure : 05-11-18  
s.15

Date	Description	Additional Information	Charges	Credits
05-10-18	Room Charge - Provincial Govt		249.00	
05-10-18	Destination Marketing Fee		3.22	
05-10-18	Hotel Room Tax		27.74	
05-10-18	Room GST		12.61	
05-11-18	Mastercard	XXXXXXXXXXXX s.17 XX/XX		292.57
<b>Total</b>			<b>292.57</b>	<b>292.57</b>
<b>Balance Due</b>			<b>0.00</b>	

GST Summary

Room : 12.61  
F&B : 0.00  
Other : 0.00  
Total : 12.61

HST Summary

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

s.15

VH MAY 11  
5701

Conference @  
Richmond s.15  
to s.15  
event

speaking

Hotel went to Richmond  
Harbour Air

RICHMOND TAXI #53  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20122077

|||| PURCHASE ||||

05-11-2018 15:01:23  
Acct # ..... s.17 C  
Exp Date ' / ' Card Type MC  
Name: VERONICA HARRISON  
A0000000041010 MasterCard

Trace # 870006 Operator 153  
FB2012207701

Inv. # 153  
Auth # 180123 RRN 001853006

Total \$12.00

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

604-272-1111

Hope you have a nice ride

Book online

WWW.RichmondTaxi.ca

Book your Taxi through

Smart Phone/Iphone/Android

Free App download  
available

SUTLEJ TAXI  
250-881-0081  
VICTORIA BC V8Z2R6

TERM # 78020706  
RECORD # 000102  
HOST INVOICE # 0000104  
HOST SEQ # 1001944

CARD \*\*\*\*\* s.17  
CREDIT/MASTERCARD D  
2018/05/11 18:11:19

PURCHASE  
TOTAL \$20.00

AUTH#: 211126 B: 0213  
HTS#: 20180511181126

TRANSACTION  
APPROVED 000  
THANK YOU

MasterCard  
AID: A0000000041010  
TC: 820E8719F2662AF4  
TVR: 0000008000  
TSI: E800

CUSTOMER COPY

VH. May 11  
5701

**Hahn, Andra EDUC:EX**

**From:** Harbour Air, Whistler Air & SaltSpring Air <reservation@harbourair.com>  
**Sent:** Thursday, May 17, 2018 12:14 PM  
**To:** Hahn, Andra EDUC:EX  
**Subject:** Receipt - May 11 - WM & VH - 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](http://harbourair.com) or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

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

Harbour Air Team

#### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

#### Booking # s.17

**Friday, May 11, 2018**

**Flight #511**  
**17:20 South Vancouver**  
**(YVR) / Map**  
**17:50 Victoria Harbour /**  
**Map**

**30 minutes**

**Invoice # s.17**

Air Transportation Charges

Sked 500 : (Pk) GO Flex \$318.70

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$1.30

+ Goods and Services Tax \$16.00



**KK- Confirmed**

**2 Passenger(s) - GoFlex**

**Veronica Harrison,**

**Female (over 12)**

**Will Maartman, Male**

**Add to Calendar**

Billing \$320.00

Taxes \$16.00

**Grand Total \$336.00**

Master Card \$336.00

Date / Time May 11, 2018 @ 4:24:54 PM

Summary s.17

Expiration

Authorization 192453

s.17,s.22

**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**



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128889

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Harrison, Veronica S.				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 356-2178					
<b>Client Organization</b> Public Safety and Solicitor General Education				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2018/06/06		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Travel				<b>Headquarters</b> Victoria					
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2											
<b>16. Travel Dates</b> 2018 05/23	<b>17. Places Travelled</b> *PCard <b>Destination</b> *Vancouver(Heli)			<b>18. Personal Vehicle Use</b> <b>Km</b>  <b>Cost</b> 0.00	<b>19. Other Transport Costs</b>   145.00	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>   	<b>20. &amp; 21. Miscellaneous</b> <b>Cost</b>  <b>Describe</b>		
	<b>Start</b> 0800	<b>End</b> 1330	<b>Claim</b> H-			<b>Cost</b> 25.75					
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 145.00	<b>38.</b> \$ 25.75	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 170.75	
<b>48. Client Code</b> 062-010 010 010 010		<b>49. Resp.</b> 22001		<b>50. Service Line</b> 06000		<b>51. STOB</b> 5701		<b>52. Project</b> 2200000		<b>45. Supplier Code</b> s.22	
<b>Less Travel Advance</b> 010										<b>Amount</b> \$ 170.75	
								<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 170.75	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>		<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>		<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>		<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E128889 for Harrison, Veronica S.**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/06 08:14:13	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S Veronica.Harrison@gov.bc.ca
2018/06/07 12:25:40	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S Veronica.Harrison@gov.bc.ca
2018/06/07 12:27:16	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/07 14:32:31	Harrison, Veronica S. (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/06/12 12:13:40	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128889 for Harrison, Veronica S.**

1 note(s) returned.

Created On	Author	Note
2018/06/06 08:14:13	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	May 23 - - Veronica accompanied Minister from Victoria to Vancouver via Helijet for meeting - \$66.00 purchased translink compass card for future Ministerial travel in Vancouver - \$10.00 taxi from home to Victoria Helijet Terminal - \$29.00 taxi from Vancouver Helijet Terminal to FISA meeting in Burnaby - \$40.00 taxi from Burnaby meeting to Vancouver Airport Continuing on to E128890

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5701 · VH · May 23 ·  
VAN. FISA

## Hahn, Andra EDUC:EX

**From:** passengerservices@helijet.com  
**Sent:** Wednesday, May 30, 2018 12:19 PM  
**To:** Hahn, Andra EDUC:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

### Booking #s.22

**Wednesday, May 23, 2018**

**708**

**08:40 Victoria Harbour**

**09:15 Vancouver Harbour**

**Dropoff:**

**Taxi Requested**

**35 minutes**

**Confirmed**

**2 Passengers - Sale**

- Robert Fleming, Male
- Veronica Harrison, Female

Invoice #287723

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

**Grand Total \$378.00**

Mastercard \$378.00

Date / Time May 23, 2018 @ 8:03:11 AM

Summary s.17

Expiration

Authorization 110310

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

V4. MAY 23  
TRANSLINK  
VAN. 5701  
FISA

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
996-MILLENNIUM SKYTRAIN  
Gilmore Stn  
TVM35121  
Wed 23 May 18 11:16AM

Payment type: MASTER CARD  
Purchase: \$60 Stored Value

Product Price: \$ 60.00  
Card Deposit: \$ 6.00  
Total price: \$ 66.00

Compass Card #: \*\*\*\*\* s.22

Credit Card #: \*\*\*\*\* s.17

Auth #: 08746S  
Ref #: TU893V2P9725  
Receipt #: 35421

Card Entry: Chip  
AID:A0000000041010  
TVR:8000008000  
ISI:E800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

Vic.  
Home to Heli

VAN.  
Heli to meeting

VH - MAY 23  
VAN. TAXIS 5701  
FISA

Meeting to Airport  
YVR

\*DUPLICATE\*

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

\*DUPLICATE\*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/23  
TIME 1394 09:46:56  
CLERK ID 999  
INVOICE # 999  
RECEIPT NUMBER  
C85001523-001-522-005-0

PURCHASE  
TOTAL  
\$29.00

MasterCard  
A0000000041010  
37A21DB57588F54D  
0000008000-E800  
DDE4175B47FD:DD3

APPROVED

AUTH# 124656 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

604\*871\*1111  
GST# 1054855080  
DOWNLOAD  
VAN TAXI APP

\*DUPLICATE\*

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

\*DUPLICATE\*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/23  
TIME 8259 13:21:54  
CLERK ID 57270  
INVOICE # 1  
RECEIPT NUMBER  
C85042212-001-387-008-0

PURCHASE  
TOTAL  
\$40.00

MasterCard  
A0000000041010  
962F91E323014303  
0000008000-E800  
715DC35B4DD32B08

APPROVED

AUTH# 162154 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

YELLOW CAB  
817 PISSARD STREET VEWIR9  
VICTORIA BC  
21852400  
GH2185240040

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

05-23-2018 08:01:37  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: VERONICA HARRISON  
A0000000041010 MasterCard

Operator: 040  
Trace # 5208  
Inv. # 040  
Auth # 110137 RRN 001466003

Total \$10.00  
(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128890

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Harrison, Veronica s				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-2178			
<b>Client Organization</b> Public Safety and Solicitor General Education				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3			
<b>5. Date Completed</b> 2018/06/06			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>		
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Travel						<b>Headquarters</b> Victoria		
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2											
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>*PCard</b>	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>		<b>Cost</b>	<b>Claim</b>		<b>Cost</b>	<b>Cost</b>
2018											
05/23	* Smithers(Air Can)	1330	1900		0.00		H-	25.75			
05/24	* Smithers(Air Can)	0700	1655		0.00		H-L	15.25		111.36	57.58 National car rental
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>		<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>
					\$ 0.00	\$ 0.00		\$ 41.00	\$ 111.36	\$ 57.58	\$ 209.94
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>	
062 010 010 010		22001		06000		5702		220000		s.22	
										<b>Amount</b> \$ 209.94	
<b>Less Travel Advance</b> 010											
										<b>54.</b> \$ 209.94	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.											
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.											
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.											
<b>Print Name</b>											
<b>Date Signed</b>											

FIN 10 (EFI-F0012 v2.6.1)

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

Supplemental to claim E128890

Audited 2018Jun14  
SLP



## Audit Trail for Travel Voucher (Restricted Use) E128890 for Harrison, Veronica S.

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/06 08:26:14	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 08:27:22	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 09:28:30	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 09:50:12	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 09:54:31	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S.2 Veronica.Harrison@gov.bc.ca
2018/06/07 12:27:07	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/07 13:21:43	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/07 13:22:13	Hahn, Andra (IDIR\AHahn) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/07 14:27:19	Harrison, Veronica S. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/06/12 12:13:30	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E128890 for Harrison, Veronica S.

2 note(s) returned.

Created On	Author		Note
2018/06/06 08:26:14	Hahn, Andra (IDIR\AHAHN)	Andra.Hahn@gov.bc.ca	May 23: - Travel with Minister to Smithers - Departed from YVR @ 2:45 via Air Canada - 1 night at s.15 \$111.36 May 24: - School announcement and meetings in Smithers - National car rental - \$57.58 - Departed from Smithers at 4:55p.m. arriving into Vancouver at 6:40 p.m. May 24: - per diem is 1/2 day minus lunch as lunch was provided at meeting
2018/06/07 13:21:43	Hahn, Andra (IDIR\AHAHN)	Andra.Hahn@gov.bc.ca	

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## Itinerary / Receipt

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

### Main Contact Information

**Booking reference:** s.22

**Name:** Mr Robert Fleming  
**E-mail:** ANDRA.HAHN@GOV.BC.CA  
**Payment:** CC CAXXXXXXXXXXXXXX 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
AC8562	Vancouver (YVR)	Smithers (YYD)	DH3	Economy Standard (S)	Confirmed
<i>Operated by:</i>	Wed 23-May 2018	Wed 23-May 2018			
<i>Air Canada Express-Jazz</i>	14:45 - TERMINAL M -MAIN	16:30			

### Passenger Information

**Passenger: 1** Mr Robert Fleming  
 Ticket number: **014 2194 256854**

**Passenger: 2** Mrs Veronica Harrison  
 Ticket number: **014 2194 256855**

### Purchase Summary

## Passenger: 1 Ticket number 014 2194 256854

<b>Date of issue</b>	04-May 2018
<b>Fare Amount in Canadian dollars:</b>	231.00
<i>(including <u>navigational &amp; other charges</u>)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	12.16
Airport Improvement Fee - Canada (SQ)	5.00
<b>Total Fare in Canadian dollars:</b>	255.28

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

## Passenger: 2 Ticket number 014 2194 256855

<b>Date of issue</b>	04-May 2018
<b>Fare Amount in Canadian dollars:</b>	231.00
<i>(including <u>navigational &amp; other charges</u>)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	12.16
Airport Improvement Fee - Canada (SQ)	5.00
<b>Total Fare in Canadian dollars:</b>	255.28

### \*Fare calculation:

23MAY18YVR AC YYD Q18.00R213.00CAD231.00 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.

05/24/2018 08:33 AM

**Registered To:**Harrison, Veronica  
Ministry of Education

Victoria, BC v8w 9e2

(250) 387-8838

Room # s.15

Conf # s.22

Arrival 05/23/18

Departure 05/24/18

Room Type s.15

Guests 1 / 0

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

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
05/23/18	Gary	RC	ROOM CHRG REVENUE			\$96.00
05/23/18	Gary	9	GST			\$4.80
05/23/18	Gary	91	PST			\$7.68
05/23/18	Gary	92	MRDT			\$2.88
05/24/18	Rogelio	MC	Payment Master Card			\$111.36-
<b>Balance Due</b>						<b>\$0.00</b>

s.15

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO PAYMENT

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X \_\_\_\_\_  
GUEST SIGNATURE

s.15

TERM ID: A7568262

BATCH#: 830 . IF  
SHIFT#: 002**Completion**

INV#: 000041034

MCARD

Chip  
SEQ#: 830001001021 AY

Application Label: MasterCard

AID: A0000000041010

TVR: 00 00 00 00 00

TSI: 68 00

\*\*\*\*\*S.1

**Total: CAD\$ 111.36**

APPROVED 195541

000/00

24-May -18

08:33:29

CUSTOMER COPY

Signature



Rental Agreement s.22

Invoice #

### Renter Information

**Renter Name**  
VERONICA HARRISON

**Renter Address**  
s.22

**Contract**  
PROVINCIAL GOVERNMENT OF BC

### Vehicle Information

**CHEVROLE CRUZE**  
**License #:** EH156PSNO  
**State/Province:** BC

**Vehicle Class Driven**  
COMPACT 2 OR 4-DOOR/AUTOMATIC/AIR

**Vehicle Class Charged**  
COMPACT 2 OR 4-DOOR/AUTOMATIC/AIR

**Odometer Mileage/Kilometers**  
**Starting:** 13220      **Ending:** 13191  
**Total:** 29

### Trip Information

#### Pickup

**Wed, May 23 2018**      **04:31 PM**  
✈ **SMITHERS ARPT**  
SMITHERS AIRPORT ,SMITHERS V0J2N0  
CA

#### Return

**Thu, May 24 2018**      **04:00 PM**  
✈ **SMITHERS ARPT**  
SMITHERS AIRPORT ,SMITHERS  
V0J2N0 CA

### Rental Charges

<b>Rental Rate</b>	1 day at \$50.00 / day	\$50.00
<b>Taxes and Fees</b>	Concession Recoup Fee 10 Pct(10.0%)	Included
	Prov Vehicle Rental Tax 1.50/day 1.50/day	\$1.50
	Vehicle License Recoupment 3.99/day 3.99/day	Included
	Provincial Sales Tax(7.0%)	\$3.50
	Goods And Services Tax(5.0%)	\$2.58
<b>Total</b>		<b>\$57.58</b>
(Subject to audit)		
Amount Charged on May 24 2018 to MasterCard s.17		(CAD57.58)
<b>Amount Due</b>		(\$0.00)

Thank you for renting with National Car Rental

We appreciate your business.

Please do not reply to this email.If you have a question or comment regarding your rental agreement please send it to customerservice@nationalcar.com



## Booking Confirmation

Booking Reference **s.22**

Date of issue: 10 May, 2018

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

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

### - Depart

Economy - Standard

Thursday  
24 May, 2018

16:55  
**Smithers**  
(YYD), BC



18:40  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

AC8563

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

Layover in Vancouver

2hr00

Thursday  
24 May, 2018

20:40  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M



21:10  
**Victoria**  
Victoria Intl. (YYJ), BC

AC8081

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

Total duration

4hr15

### Passengers

**Robert Fleming**

Ticket Number  
0142194540418

Seats

AC8563 -  
AC8081 -

**Veronica Harrison**

Ticket Number  
0142194540419

Air Canada - Aeroplan  
s.22

Seats

AC8563 -  
AC8081 -



## Purchase summary

### MasterCard

\*\*\*\*\* s.17  
Amount paid: \$773.06

### Tax information

GST/HST no. 10009-2287 RT0001  
\$36.82

2 adults

### Air Transportation Charges

Base Fare	318.00
Surcharges	18.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	18.41
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	25.00

Total airfare and taxes before options (per passenger) **\$386<sup>53</sup>**

Number of passengers **X 2**

Total **\$773<sup>06</sup>**

GRAND TOTAL (Canadian dollars) **\$773<sup>06</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

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

**15**  
minutes

### Boarding gate deadline

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

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



ED19EXESLP17



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128891

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Harrison, Veronica S				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 356-2178	
<b>Client Organization</b> Public Safety and Solicitor General Education				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/06/06		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Travel				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2							
<b>16. Travel Dates</b> 2018 05/24 05/25		<b>17. Places Travelled</b> *PCard <b>Destination</b> Vancouver *Vancouver(HA )		<b>18. Personal Vehicle Use</b> <b>Km</b> <b>Cost</b> 1655 2100 0700 1330 0.00 0.00		<b>19. Other Transport Costs</b> <b>Costs</b> 38.00 50.30	
						<b>20. &amp; 21. Meals</b> <b>Claim</b> H- F-D <b>Cost</b> 25.75 33.25	
						<b>22. Lodging Costs</b> 339.58	
						<b>20. &amp; 21. Miscellaneous</b> <b>Cost</b> <b>Describe</b>	
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00		<b>37.</b> \$ 88.30	
						<b>38.</b> \$ 59.00	
						<b>39.</b> \$ 339.58	
						<b>40.</b> \$ 0.00	
						<b>Claim Total</b> \$ 486.88	
<b>48. Client Code</b> 062 010- 010 010 010		<b>49. Resp.</b> 22001		<b>50. Service Line</b> 06000		<b>51. STOB</b> 5701	
						<b>52. Project</b> 220000	
						<b>45. Supplier Code</b> s.22	
						<b>Amount</b> \$ 486.88	
<b>Less Travel Advance</b> 010							
				<b>AMOUNT DUE TO EMPLOYEE</b>			
				<b>54.</b> \$ 486.88			
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

FIN 10 (EFI-F0012 v2.6.1)

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

Supplemental to claim E128890

Audited 2018Jun14  
SLP

## Audit Trail for Travel Voucher (Restricted Use) E128891 for Harrison, Veronica S.

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/06 08:57:48	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 09:09:59	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 09:41:44	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/06 09:55:22	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Saved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/07 12:26:55	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/06/07 14:27:00	Harrison, Veronica S. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/06/12 12:13:20	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128891 for Harrison, Veronica S.**

1 note(s) returned.

Created On	Author	Note
2018/06/06 08:57:48	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	May 24: - accompanying Minister on travel - Flew Air Canada, Smithers to Vancouver arriving at 6:40 pm - \$38.00 taxi from YVR to hotel downtown Vancouver May 25: - \$50.30 taxi from hotel downtown Van to school announcement in New Westminster - Harbour Air from Vancouver to Victoria arriving at 1:05pm

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V4 - May 24  
VAN. 5701  
Airport to s.15  
New West Annoucement

SUNSHINE CABS # 28  
1465 RUPERT ST  
NORTH VANCOUVBC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/24  
TIME 8337 19:39:10  
CLERK ID 627  
RECEIPT NUMBER  
C85063535-001-301-004-0

PURCHASE  
TOTAL

**\$38.00**

MasterCard  
A0000000041010  
9B0ACF6ACFA9E1F0  
0000008000-E800  
4CDF55394405E118

**APPROVED**

AUTH# 223910 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Not on CSA  
Minister Approval  
Required

5701 · V4 · MAY 24 ·  
NEW WEST ANNOUNCEMENT

Room : s.15  
Folio # :  
Invoice # :  
Cashier # : 10078  
Page # : 1 of 1

Ms Veronica Harrison  
Room 124 Parliament Buildings  
Victoria BC V8W 9E2  
Canada

Arrival : 05-24-18  
Departure : 05-25-18  
s.15

Date	Description	Additional Information	Charges	Credits
05-24-18	Room Charge - Provincial Govt		289.00	
05-24-18	Destination Marketing Fee		3.74	
05-24-18	Hotel Room Tax		32.20	
05-24-18	Room GST		14.64	
Total			339.58	0.00
Balance Due			339.58	

GST Summary

Room : 14.64  
F&B : 0.00  
Other : 0.00  
Total : 14.64

HST Summary

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

5701 · V4 · MAY 24 ·  
NEW WEST ANADUNEMTH

Room : s.15  
Folio # :  
Invoice # :  
Cashier # : 10078  
Page # : 1 of 1

Ms Veronica Harrison  
Room 124 Parliament Buildings  
Victoria BC V8W 9E2  
Canada

Arrival : 05-24-18  
Departure : 05-25-18  
s.15

Date	Description	Additional Information	Charges	Credits
05-24-18	Room Charge - Provincial Govt		289.00	
05-24-18	Destination Marketing Fee		3.74	
05-24-18	Hotel Room Tax		32.20	
05-24-18	Room GST		14.64	
Total			339.58	0.00
Balance Due			339.58	

GST Summary		HST Summary	
Room :	14.64	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	14.64	Total :	0.00

s.15



HOTEL TO N. West

VH. MAY 25

VAN. 5701

N. WEST ANNK

YELLOW CAB #251  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*S.17  
CARD TYPE MASTERCARD  
DATE 2018/05/25  
TIME 4346 10:12:36  
CLERK ID 1  
RECEIPT NUMBER  
C85062936-001-001-671-0  
-----

PURCHASE  
TOTAL

**\$50.30**  
-----

MasterCard  
A0000000041010  
F43A4E7A9A01D32E  
0000008000-E800  
36D69C4994187265

**APPROVED**

AUTH# 131236 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST105762447RT0001

VH - 5701 - May 25  
NEW WEST  
VAN to VIC

## Hahn, Andra EDUC:EX

**From:** Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>  
**Sent:** Wednesday, May 30, 2018 12:34 PM  
**To:** Hahn, Andra EDUC: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](http://harbourair.com) or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

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

Harbour Air Team

### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

### Booking # s.17

**Friday, May 25, 2018**

**Flight #2130**

**12:30 Vancouver Harbour /**

**Map**

**13:05 Victoria Harbour /**

**Map**

**35 minutes**

**Invoice # s.17**

#### Air Transportation Charges

Sked 200/300 : (St) GO Flex \$373.28

#### Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$19.72



**KK- Confirmed**

**2 Passenger(s) - GoFlex**  
• Robert Fleming, Male  
• Veronica Harrison,  
• Female

**Add to Calendar**

+ Goods and Services Tax \$19.70

Billing \$394.30

Taxes \$19.70

**Grand Total \$414.00**

**Master Card \$414.00**

Date / Time May 25, 2018 @ 12:05:28 PM

Summary s.17

Expiration

Authorization 150526

s.17,s.22

**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**



BRITISH  
COLUMBIAMinistry of  
Finance

## TRAVEL VOUCHER

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

PAGE 2 OF 3

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line  
plus columns 48 - 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.

W TRA-HAR180408

3. CLIENT 062 Educ	4. MIN. AB-BREV.	5. DATE COMPLETED YYYY MM DD 20180515	6. FISCAL YEAR FY19	7. SPECIAL CHEQUE ISSUE 04	8. CHEQUE STUB INFORMATION - MAXIMUM 10 SINGLE - SPACED LINES. 38 CHARACTERS PER LINE. ATTACH EXTRA PAGES IF REQUIRED
9. EMPLOYEE I.D. s.22	10. EMPLOYEE SUPPLIER NO.	11. EMPLOYEE SURNAME Harrison, Veronica		INITIALS	12. EMPLOYEE GROUP NO. (✓ one only) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4

13. MAILING ADDRESS FOR CHEQUE Room 124 Parliament Buildings, 501 Belleville St	14. POSTAL CODE V8W 9E2
15. REASON FOR TRAVEL Ministerial travel	16. EMPLOYEE OCCUPATION Ministerial Assistant

17. DATE OF TRAVEL	18. PLACES TRAVELLED TO / FROM	19. PERSONAL VEHICLE USE DISTANCE X KM RATE	20. BUS/TAXI/AIR/FERRY COSTS	21. B/L/D ✓✓✓	22. MEALS: ALLOWANCE/PER DIEM AS APPLICABLE TO GROUP NO.	23. ACCOMMODATION COSTS (TO POLICY LIMIT)	24. COST	25. MISCELLANEOUS (CAR RENTAL, PHONE, ATM FEES, ETC.) DESCRIPTION	TOTAL DAILY COSTS
26. BROUGHT FORWARD FROM PREVIOUS PAGE →									
M D	Arrived in Paris								
03/31/23	11:10 AM								
4.1	PARIS					170 53			170 53
4.2	PARIS				177 58	170 53			348 11
4.3	PARIS				40 98	210 53			251 51
4.4					68 98				68 98
4.4					42 95	123 24			166 19
4.5					53 16				53 16
4.5						142 40			142 40
Total		EUR:			383 65	817 23			1200 88
Exchange @ 0.6352		Total	CAN:		603 98	1286 57			1890 55
TOTALS OF COLUMNS		38.	39.	40.	41.	42.	THIS TOTAL MUST EQUAL TOTAL IN BOX Y		

43. PORTAL TO PORTAL DISTANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	45. TOTAL DISTANCE TO DATE	HEADQUARTERS (CITY NAME) Victoria	WORK PHONE NO. 250-356-8247
-------------------------------	--	----------------------------	--------------------------------------	--------------------------------

46. EMPLOYEE SIGNATURE 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.	47. SUPPLIER CODE s.22	48. CLIENT 062	49. RESP. CENTRE 220001	50. SERVICE LINE 060005	51. STOB 7062	52. PROJECT 22000000	AMOUNT 1890 55
THIS TOTAL MUST EQUAL TOTAL IN BOX X							Y TOTAL
LESS ADVANCE AMOUNT							Z CR

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE.  
ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.

AMOUNT DUE TO EMPLOYEE

55. EXPENSE AUTHORITY SIGNATURE - CERTIFIED CORRECT PURSUANT TO SECTION 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES.	PRINT NAME Rob Fleming	DATE SIGNED YYYY MM DD 20180519
56. PROCESSING CLERK INITIAL CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT		

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

**INSTRUCTIONS:** Employee please complete field 3 to Employee Signature line plus columns 48 – 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.
----------------

W TRA-HAR180408

[illegible]



BRITISH  
COLUMBIA  
The Best Place on Earth

## 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
Education			
EMPLOYEE NAME		EMPLOYEE ID.	
Veronica Harrison		s.22	
POSITION		BARGAINING UNIT / GROUP NO.	
Sr. Ministerial Assistant			
BRANCH / LOCATION / REGION			
Minister's Office			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2018/03/30	2018/04/08	4	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS			
<input type="checkbox"/> N / A, OR:			
DESTINATIONS			
Paris, Brussels, The Hague, Amsterdam			
METHOD OF TRAVEL			
Air, train, taxi			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	2,500
Meals	1,800
Lodging	2,400
Overtime	
Fees	
Other <u>mobile</u>	200
SUB TOTAL	6,900
Less Costs paid by others	
TOTAL COSTS	6,900

<p>PURPOSE OF TRAVEL</p> <p>Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.</p> <p>The Ministry of Education will conduct a four-day mission to Netherlands, Belgium and France in April 2018 with the objectives to attract French teachers to BC, collaborate with education officials on the school curriculum, expand student and teacher exchanges, and monitor the offshore school in Paris. It is also an opportunity to continue the collaboration with education leaders in the Netherlands. The Dutch government has formally invited British Columbia to visit Netherlands to reciprocate the multiple Dutch delegations hosted by BC over the past 3 years.</p>	<p align="center"><b>SIGNATURES</b></p> <p align="center">Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.</p> <p align="center"><b>PLEASE SIGN ONE BOX ONLY</b></p>		
	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	
		2018/03/13	

EMPLOYEE'S SIGNATURE

DATE SIGNED  
YYYY / MM / DD

2018/03/13

FIN 99/WEB Rev. 2006/10/08

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

MAR. 30

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH21852400W1

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

03-30-2018 10:47:58  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: VERONICA HARRISON  
A0000000041010 MasterCard

Operator: 225  
Trace # 11489  
Inv. # 1281  
Auth # 134758 RRN 001104003

Purchase \$16.00  
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

MAR. 31, Apr. 1, 2, 3

Facture N° : Proforma

MME HARRISON VERONICA

Chambre : s.15

Arrivée : 31/03/2018

Départ : 04/04/2018

AUSTRALIE

1 / 1

Paris , le 04/04/2018

DATE	QTE	DESIGNATION	P.U HT	OFF/REM	P. TOTAL €
31/03/18	1	CHAMBRE	213,64		235,00
	1	TAXE DE SEJOUR	2,53		2,53
	1	BAR	5,83		7,00
01/04/18	1	CHAMBRE	152,73		168,00
	1	TAXE DE SEJOUR	2,53		2,53
02/04/18	1	CHAMBRE	152,73		168,00
	1	TAXE DE SEJOUR	2,53		2,53
03/04/18	1	CHAMBRE	189,09		208,00
	1	TAXE DE SEJOUR	2,53		2,53
<p>Daily Rate - 170,53</p> <p>Daily Rate - 210,53</p> <p>CARTE BANCAIRE EMV A0030000041010 MasterCard IF 04/04/18 A 07.04.18 s.15</p> <p>#####s.17 533A538D0C34A295 001 000003 122 C @ MONTANT : 796,12 EUR</p> <p>DEBIT TICKET CLIENT A CONSERVER</p>					

TAUX	TVA	HT	TTC
10,00	70,82	708,18	779,00
0,00	0,00	10,12	10,12
20,00	1,17	5,83	7,00
<b>TOTAL</b>	<b>71,98</b>	<b>724,14</b>	<b>796,12</b>

Montant Total T.T.C. en Euros

796,12

Mrs. Veronica Harrison  
Canada

Room No. : s.15  
Arrival : 04-APR-18  
Departure : 05-APR-18  
Cashier : 21  
Invoice Number : s.22

## COPY OF INVOICE

Page 1 of 1

Date	Description	Debit EUR	Credit EUR
04-04-18	Breakfast	15.00	
04-04-18	Room Charge	119.00	
04-04-18	City Tax	4.24	
05-04-18	MasterCard XXXXXXXXXXXX s.17		138.24
	XX/XX		
<b>Total</b>		<b>138.24</b>	<b>138.24</b>
<b>VAT Detail</b>	<b>VAT</b>	<b>Net</b>	<b>Gross</b>
VAT 6%	7.82	130.42	138.24
<b>Total VAT</b>	<b>7.82</b>		
<b>Balance</b>		<b>0.00</b>	
<b>Tax Free</b>		<b>0.00</b>	
<b>Total excl. VAT</b>		<b>130.42</b>	

Apr. 4

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

s.15

CARDHOLDER COPY  
PLEASE RETAIN THIS COPY  
THANK YOU

DATE: 05/04/18 06:19

COMPLETION  
MasterCard  
PAN: \*\*\*\*\* s.17  
CARD EXPY: \*\*\*\*  
CARD-ENTRY: ICC

Approval Code : A385989  
Approval Amount : 138.24

A P P R O V E D  
AUTH CODE: 385989  
TERMINAL ID: 29K63049  
MERCHANT ID: 100931566  
TRX.REF. NO.: 4566

s.15

ACCOUNT WILL BE DEBITED  
TRANS.AMOUNT: EUR138.24  
TOTAL AMOUNT: EUR138.24



Mr. HARRISON VERONICA

Netherlands

Aankomst	05/04/2018	Pagina	1
Vertrek	06/04/2018	Kamer	s.15
Aantal Volwassenen	1	Kassier	RvR
Aantal Kinderen	0		

Novotel Suites Den Haag City Centre, 06/04/2018

**REKENING** s.22

Datum	Omschrijving	Bedrag
05.04	Suite	139,00
05.04	City Tax Volwassenen	3,40
05.04	Mastercard	-155,90
06.04	Room & Breakfast [05/04]	13,50
<b>Subtotaal</b>		<b>EUR 0,00</b>

	Bedrag EUR excl. BTW	BTW	Bedrag EUR incl. BTW
BTW verrekenbaar 6%	131,13	7,87	139,00
BTW verrekenbaar 21%	0,00	0,00	0,00
BTW niet verrekenbaar 6%	12,74	0,76	13,50
BTW niet verrekenbaar 21%	0,00	0,00	0,00
BTW niet inbegrepen			0,00
City Tax Volwassenen			3,40

**Hartelijk dank voor uw verblijf in** s.15

Apr. 6 + 7

**Ms. Veronica Harrison**

s.22

**Canada**

Page No. : 1 of 1

Room No. : s.1

No. of person(s) : 1

Arrival : 06-04-18

Departure : 08-04-18

A/R number :

Cashier No. : 11 / ZEROUH1

Guest name : Veronica Harrison

Invoice number : s.22

Reservation No. :

Reference :

s.15

08-04-18

Date	Description	Debit €	Credit €
06-04-18	Accommodation	219.00	
06-04-18	City Tax	12.40	
07-04-18	Accommodation	219.00	
07-04-18	City Tax	12.40	
08-04-18	MasterCard EMV		462.80
Total		462.80	462.80

Balance 0.00

VAT Breakdown	Net	VAT	Total
Deductable 6%	413.21	24.79	438.00
City Tax	24.80		24.80
			462.80

City Tax Breakdown	Net	City Tax
Total Rooms	413.21	24.80
Total Breakfast	0.00	0.00
Total Other	0.00	0.00

Merchant ID

Transaction ID 5419503

Approval Code A214315

Approval Amount : 462.80

Credit Card # XXXXXXXXXXXXX<sup>s.17</sup>

Credit Card Expiry : XX/XX

Transaction Amount : 462.80

Apr. 8

Wisseloordplein 2  
1106 MH Amsterdam

Taxinummer 617

Datum	08.04.18
Bonnummer	4302
Trace-Nr.	012423

Betaling  
MasterCard

Nr. s.17	
VU-nr.	200372022
Licencie nummer	803264
Terminal-ID	65144522
Pos-info	00 053 00
AS-tijd 08.04.	12:42

EMV-gegevens 0000008000/E800  
///440302//9012900002303000  
00008000E80001/52A867AB/40

Capt.-Ref. = 1577  
AID59: 064335

bedrag EUR 43,00

Betaling akkoord

Approved

Bon bewaren a.u.b.

## Bank of Canada Exchange Rates: March 29 – April 9, 2018

### Canadian dollar → European euro

#### Exchange rate summary

Low	2018-04-02	0.6293
Average	2018-03-29 – 2018-04-09	0.6352
High	2018-04-05	0.6395

### European euro → Canadian dollar

#### Exchange rate summary

Low	2018-04-05	1.5637
Average	2018-03-29 – 2018-04-09	1.5743
High	2018-04-02	1.5890

**PER DIEM RATES-France, Belgium and Netherlands**  
**MARCH, 2018**  
**MINISTER FLEMING**

	PARIS France	BRUSSELS Belgium	THE HAGUE Netherlands	AMSTERDAM Netherlands
CURRENCY	Euro (EUR)	Euro (EUR)	Euro (EUR)	Euro (EUR)
PER DIEM	136.60	102.20	102.85	118.75
INCIDENTALS	<u>40.98</u>	<u>30.66</u>	<u>30.86</u>	<u>35.63</u>
TOTAL	<u>177.58</u>	<u>132.86</u>	<u>133.71</u>	<u>154.38</u>

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE: Note: Incidentals are calculated at 30% for Group 3 and 4

	PARIS France	BRUSSELS Belgium	THE HAGUE Netherlands	AMSTERDAM Netherlands
BREAKFAST	28.00	22.50	19.45	22.75
LUNCH	49.25	36.75	36.85	39.20
DINNER	59.35	42.95	46.55	56.80

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
PARIS France	\$441.00 USD
BRUSSELS Belgium	\$188.00 USD
THE HAGUE Netherlands	\$215.00 USD
AMSTERDAM Netherlands	\$253.00 USD

---

## **OUT-OF-CANADA GUIDELINES**

### **Travel Out-of-Canada**

The Ministry of Finance pays all out-of-Canada travel expenses. Information regarding travel to various locations around the world (e.g., passport requirements, embassy listings, etc.) is available on the U.S. Government Foreign



Printable Version

**\*\*Please review your travel documentation carefully and report any discrepancies to the agency the same day as receipt. Any discrepancies not reported the same day are the responsibility of the traveller. Please verify the names on the documents matches your passport or other government issued ID.\*\***

Office hours - Mon-Fri, 7am - 6pm MST  
 During regular office hours, Please call 1-800-661-2454.  
 AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G.  
 If you are having difficulty, please call collect 001 416-928-5404.  
 TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>  
**\*\*Calls to the Emergency Line may result in a service charge\*\***



**UNIGLOBE Travel**  
 UNIGLOBE Travel  
 10237-109 Street  
 Edmonton, AB T5J 1N2  
 Phone: (780) 424-8310 / 1 800 661-2454  
 Fax: (780) 420-6141

s.22

<b>Passenger(s):</b>	<b>Harrison/Veronica S.2 Ms</b>	<b>Trip Record Locator:</b>	<b>s.22</b>
<b>Invoice No.:</b>	<b>s.22</b>	<b>Agent:</b>	
<b>Issue Date:</b>	<b>Monday, March 12, 2018</b>	<b>Deliver:</b>	<b>BC MINISTRIES</b>
<b>Billing:</b>	<b>BC MINISTRIES MINISTRY OF EDUCATION DEPUTY MINISTERS OFFICE</b>		<b>MINISTRY OF EDUCATION DEPUTY MINISTERS OFFICE</b>

- RULES AND RESTRICTIONS FOR DELTA FLIGHTS
- 100 PERCENT NON REFUNDABLE
- THE CHANGE FEE PRIOR TO DEPARTURE - 300.00CAD
- PLUS ANY TAXES/DIFFERENCE IN FARE, IF APPLICABLE.
- THE CHANGE FEE AFTER DEPARTURE - 300.00CAD
- PLUS ANY TAXES/DIFFERENCE IN FARE, IF APPLICABLE.
- MINIMUM STAY IS FIRST SUNDAY AFTER DEPARTURE.
- MAXIMUM STAY IS 30 DAYS FROM ORIGINAL DEPARTURE DATE.
- ROUTING CHANGES ARE -NOT- ALLOWED.

AIR - Friday March 30 2018			
<b>Delta Air Lines Flight DL5794 Economy Class</b> Operated By Compass Dba Delta Connection *Check In With COMPASS DBA DELTA CONNECTION*		<b>Check In Confirmation:</b> s.22	
<b>Depart:</b>	12:57, Friday, March 30 Victoria Intl. Airport Victoria, British Columbia, Canada	<b>Arrive:</b>	13:50, Friday, March 30 Seattle/Tacoma Intl Airport Seattle, Washington, USA
<b>Status:</b>	Confirmed		
<b>Booking Code:</b>	X (Economy)		
<b>Equipment:</b>	Embraer 175	<b>Stops:</b>	Non-stop
<b>Duration:</b>	0 hours 53 minutes	<b>Seat:</b>	Assigned at Check In
<b>Meal:</b>	None	<b>ETicket No.:</b>	0065193901598-99
• <a href="#">Weather</a> • <a href="#">Flight Status (*up to 3 days prior)</a> • <a href="#">Dining Reservations</a>			

AIR - Friday March 30 2018			
<b>Delta Air Lines Flight DL8402 Economy Class</b> Operated By Air France *Check In With Air France*		<b>Check In Confirmation:</b> s.22	
<b>Depart:</b>	16:30, Friday, March 30 Seattle/Tacoma Intl Airport Seattle, Washington, USA	<b>Arrive:</b>	11:10, Saturday, March 31 Charles De Gaulle Arpt. Terminal Aerogare 2 E


Paris, France

**Status:** Confirmed  
**Booking Code:** X (Economy)  
**Equipment:** Boeing 777-200/ 200ER  
**Duration:** 9 hours 40 minutes  
**Meal:** None  
**Remarks:** Not eligible for web check in

**Stops:** Non-stop  
**Seat:** Assigned at Check In  
**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### AIR - Sunday April 8 2018

 KLM Royal Dutch Airlines Flight KL681 Economy Class

**Check In Confirmation:**  
s.22

**Depart:** 15:20, Sunday, April 8  
 Schiphol Airport  
 Amsterdam, Netherlands

**Arrive:** 15:50, Sunday, April 8  
 Vancouver Intl Airport-Terminal Main  
 Vancouver, British Columbia, Canada

**Status:** Confirmed  
**Booking Code:** T (Economy)  
**Equipment:** Boeing 777-200/ 200ER  
**Duration:** 9 hours 30 minutes  
**Meal:** Meal

**Stops:** Non-stop  
**Seat:** Assigned at Check In  
**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### AIR - Sunday April 8 2018

Air Canada Flight AC8075 Economy Class

Operated By /Air Canada Express - Jazz

\*Check In With /AIR CANADA EXPRESS - JAZZ\*

**Check In Confirmation:**  
s.22

**Depart:** 17:30, Sunday, April 8  
 Vancouver Intl Airport-Terminal Main  
 Vancouver, British Columbia, Canada

**Arrive:** 18:00, Sunday, April 8  
 Victoria Intl. Airport  
 Victoria, British Columbia, Canada

**Status:** Confirmed  
**Booking Code:** T (Economy)  
**Equipment:** De Havilland Dash 8-400 Turboprop  
**Duration:** 0 hours 30 minutes  
**Meal:** None  
**Remarks:** Turbo propeller plane used on this flight  
 You are booked in Tango class

**Stops:** Non-stop  
**Seat:** Assigned at Check In  
**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Processing Fee	35.00		1.75	36.75
Form of Payment: CA XXXXXXXXXXXXX s.17				
Delta Air Lines / 006 5193901598	817.00	635.63	0.75	1453.38
Form of Payment: CA XXXXXXXXXXXXX s.17				
<b>Totals:</b>	852.00	635.63	2.50	CAD 1490.13
<b>Total Charged to Credit Card:</b>				CAD 1490.13
<b>Balance Due:</b>				CAD 0.00

#### Fare Rules

• Airline policy - Fare is not guaranteed until ticketed. This ticket is non refundable and non transferable. Changes are subject to fare Upgrade and change fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket.

Invoice No: S.22

• Customer Name: BC MINISTRIES

VH - 5714

MAR. 12

**Printable Version**

\*\*Please review your travel documentation carefully and report any discrepancies to the agency the same day as receipt. Any discrepancies not reported the same day are the responsibility of the traveller. Please verify the names on the documents matches your passport or other government issued ID.\*\*

Office hours - Mon-Fri, 7am - 6pm MST  
 During regular office hours, Please call 1-800-661-2454.  
 AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G.  
 If you are having difficulty, please call collect 001 416-928-5404.  
 TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>  
 \*\*Calls to the Emergency Line may result in a service charge\*\*

**UNIGLOBE****Travel**

UNIGLOBE Travel

10237-109 Street

Edmonton, AB T5J 1N2

Phone: (780) 424-8310 / 1 800 661-2454

Fax: (780) 420-6141

s.22

**Passenger(s):** Harrison/Veronica s.2 Ms  
**Invoice No.:** s.22  
**Issue Date:** Monday, March 12, 2018  
**Billing:** BC MINISTRIES  
 MINISTRY OF EDUCATION  
 DEPUTY MINISTERS OFFICE

**Trip Record Locator:** s.22  
**Agent:**

**Deliver:** BC MINISTRIES  
 MINISTRY OF EDUCATION  
 DEPUTY MINISTERS OFFICE

- RULES AND RESTRICTIONS FOR DELTA FLIGHTS
- 100 PERCENT NON REFUNDABLE
- THE CHANGE FEE PRIOR TO DEPARTURE - 300.00CAD
- PLUS ANY TAXES/DIFFERENCE IN FARE, IF APPLICABLE.
- THE CHANGE FEE AFTER DEPARTURE - 300.00CAD
- PLUS ANY TAXES/DIFFERENCE IN FARE, IF APPLICABLE.
- MINIMUM STAY IS FIRST SUNDAY AFTER DEPARTURE.
- MAXIMUM STAY IS 30 DAYS FROM ORIGINAL DEPARTURE DATE.
- ROUTING CHANGES ARE -NOT- ALLOWED.

**AIR - Friday March 30 2018**

Delta Air Lines Flight DL5794 Economy Class  
 Operated By Compass Dba Delta Connection

**Check In Confirmation:**  
 s.22

\*Check In With COMPASS DBA DELTA CONNECTION\*

**Depart:** 12:57, Friday, March 30  
 Victoria Intl. Airport  
 Victoria, British Columbia, Canada

**Arrive:** 13:50, Friday, March 30  
 Seattle/Tacoma Intl Airport  
 Seattle, Washington, USA

**Status:** Confirmed

**Booking Code:** X (Economy)

**Equipment:** Embraer 175

**Duration:** 0 hours 53 minutes

**Meal:** None

**Stops:** Non-stop

**Seat:** Assigned at Check In

**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

**AIR - Friday March 30 2018**

Delta Air Lines Flight DL8402 Economy Class  
 Operated By Air France

**Check In Confirmation:**  
 s.22

\*Check In With Air France\*

**Depart:** 16:30, Friday, March 30  
 Seattle/Tacoma Intl Airport  
 Seattle, Washington, USA

**Arrive:** 11:10, Saturday, March 31  
 Charles De Gaulle Arpt.  
 Terminal Aerogare 2 E




Paris, France

**Status:** Confirmed  
**Booking Code:** X (Economy)  
**Equipment:** Boeing 777-200/ 200ER  
**Duration:** 9 hours 40 minutes  
**Meal:** None  
**Remarks:** Not eligible for web check in  
**Stops:** Non-stop  
**Seat:** Assigned at Check In  
**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### AIR - Sunday April 8 2018

 KLM Royal Dutch Airlines Flight KL681 Economy Class

Check In Confirmation:  
s.22

**Depart:** 15:20, Sunday, April 8  
 Schiphol Airport  
 Amsterdam, Netherlands  
**Arrive:** 15:50, Sunday, April 8  
 Vancouver Intl Airport-Terminal Main  
 Vancouver, British Columbia, Canada

**Status:** Confirmed  
**Booking Code:** T (Economy)  
**Equipment:** Boeing 777-200/ 200ER  
**Duration:** 9 hours 30 minutes  
**Meal:** Meal  
**Stops:** Non-stop  
**Seat:** Assigned at Check In  
**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### AIR - Sunday April 8 2018

Air Canada Flight AC8075 Economy Class

Operated By /Air Canada Express - Jazz

\*Check In With /AIR CANADA EXPRESS - JAZZ\*

Check In Confirmation:  
s.22

**Depart:** 17:30, Sunday, April 8  
 Vancouver Intl Airport-Terminal Main  
 Vancouver, British Columbia, Canada  
**Arrive:** 18:00, Sunday, April 8  
 Victoria Intl. Airport  
 Victoria, British Columbia, Canada

**Status:** Confirmed  
**Booking Code:** T (Economy)  
**Equipment:** De Havilland Dash 8-400 Turboprop  
**Duration:** 0 hours 30 minutes  
**Meal:** None  
**Remarks:** Turbo propeller plane used on this flight  
 You are booked in Tango class  
**Stops:** Non-stop  
**Seat:** Assigned at Check In  
**ETicket No.:** 0065193901598-99

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Processing Fee	35.00		1.75	36.75
Delta Air Lines / 006 5193901598	817.00	635.63	0.75	1453.38
<b>Totals:</b>	852.00	635.63	2.50	CAD 1490.13
			<b>Total Charged to Credit Card:</b>	CAD 1490.13
			<b>Balance Due:</b>	CAD 0.00

#### Fare Rules

• Airline policy - Fare is not guaranteed until ticketed. This ticket is non refundable and non transferable. Changes are subject to fare Upgrade and change fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket.

Invoice No s.22

• Customer Name: BC MINISTRIES



## Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128726

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Gunn, Paulas.				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-0163			
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3			
<b>5. Date Completed</b> 2018/05/09			<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>			
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Business					<b>Headquarters</b> Victoria			
<b>12. Mailing Address for Cheque</b> 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2											
<b>16. Travel Dates</b> 2018 05/03 05/04 05/05	<b>17. Places Travelled</b> *PCard			<b>18. Personal Vehicle Use</b> Km Cost 0.00 0.00 0.00		<b>19. Other Transport Costs</b> 13.20	<b>20. &amp; 21. Meals</b> Claim Cost F-B 41.00 F-I 39.25 F- 51.50		<b>22. Lodging Costs</b> 303.45 s.22	<b>20. &amp; 21. Miscellaneous</b> Cost Describe 65.10 (s. 2) Taxi's and skytrain 9.10 Skytrain 2 tix 23.30 Taxi	
	<b>Destination Start End</b>										
	*Vic-Van(HA) 0900 1159										
	Van 0900 1159										
	* Van-Vic (HA) 0900 1159										
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 13.20		<b>38.</b> \$ 131.75	<b>39.</b> \$ 303.45	<b>40.</b> 97.50 \$ s.22	<b>Claim Total</b> \$ s.22 )545.90	
<b>48. Client Code</b> 039 039 039 039		<b>49. Resp.</b> 18YAA	<b>50. Service Line</b> 14001		<b>51. STOB</b> 5701	<b>52. Project</b> 1800000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ s.22	
<b>Less Travel Advance</b> 039											
										<b>54.</b> \$ s.22	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>			<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>		

FIN 10 (EFI-F0012 v2.6.1)

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

Audited 2018May15  
SLP

## Audit Trail for Travel Voucher (Restricted Use) E128726 for Gunn, Paula S.

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/09 11:38:10	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/09 11:48:08	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/09 11:53:55	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/09 12:20:03	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/09 12:29:00	Gunn, Paula S. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/05/09 13:17:55	Conroy, Katrine (IDIR\KCONROY) Katrine.Conroy@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E128726 for Gunn, Paula S.**

0 note(s) returned.

Created On	Author	Note

Production \*\*\* Copyright © Government of British Columbia

<b>Richmond-Van May 3-5</b>						
<b>03-05-2018</b>	Taxi	My MCard	Home to HA	s.22	Can't find receipt	*To be claimed on a future claim with MC statement
	Harbour Air	Emily's PCard	Vic-Richmond			
	Taxi	My MCard	s.15 to Richmond event	16.50		
	Lunch	Per Diem				
	Taxi	My MCard	Richmond hotel to Cambie St MCFD office	41.10		
	Dinner	Per Diem				
	Skytrain ticket	My MCard	Back to hotel	1.80		
<b>04-05-2018</b>	Hotel bill	My MCard		303.45		
	Taxi	My MCard	s.15 to Richmond event	13.20		
<b>05-05-2018</b>	Skytrain to YVR	My MCard	To YVR to get HA shuttle	9.10	May 4	see receipt
	Harbour Air	Emily's PCard	Richmond-Vic			
	Taxi	My MCard	HA - Home	23.30		
<b>END OF TRIP</b>						

★ May 3<sup>rd</sup> - taxi \$5.70  
(Cambie St. - VCO)

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	Katrine Conroy

### Booking s.17

Thursday, May 3, 2018

Flight #502

08:20 Victoria Harbour / Map 

08:50 South Vancouver (YVR) /

Map 

30 minutes

KK- Confirmed

1 Passenger(s) - GoGold

Paula Gunn, Female

[Add to Calendar](#)

Invoice s.17

#### Air Transportation Charges

Sked 500 : (St) GO Gold	\$185.07
-------------------------	----------

#### Taxes, Fees and Charges

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

Sked 500 : Carbon Offset	\$0.65
--------------------------	--------

+ Goods and Services Tax	\$9.28
--------------------------	--------

Billing	\$185.72
---------	----------

Taxes	\$9.28
-------	--------

<b>Grand Total</b>	<b>\$195.00</b>
--------------------	-----------------

#### Fare Conditions:

Refundable up to 15 minutes prior to Departure

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

Complimentary Select Seating

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

#### Guaranteed Baggage:

50 lbs. All routes

#### Standby Baggage:

50 lbs. on all routes

\$1/lb. over 50 lbs.

### Booking Information

May 3rd, 2018

RICHMOND TAXI #12  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20121418

PURCHASE

05-01-2018 14:05:01  
Exp Date 11/11 Card Type MC  
Name: PAULA GUNN  
A0000000041010 MasterCard

Trace # 680011 Operator 112  
FB2012141801

Inv. # 112  
Auth # 170331 RRN 001032009

Total \$41.10

(00) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/03  
TIME 0540 11:33:18  
CLERK ID 333  
RECEIPT NUMBER  
C85005286-001-143-005-0

PURCHASE  
AMOUNT \$16.50  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
A1B5C700C420DB52  
0000008000-E800  
FFE47B2F49ABFFBE

APPROVED

AUTH# 143318 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLACKTOP & CHECKER  
CABS#352  
777 PACIFIC ST  
VANCOUVER BC

CARD s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/03  
TIME 9517 16:21:59  
CLERK ID 1  
RECEIPT NUMBER  
C85042635-001-710-013-0

PURCHASE  
AMOUNT \$5.70  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
6020BA94455ECF18  
0000008000-E800  
2A4BA7C3D34FA1BF

APPROVED

AUTH# 192159 01-027  
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

RECEIPT  
NOT VALID FOR TRAVEL

TRAVELINK  
600 CANADA BLVD  
VANCOUVER BC  
V6C 3E8

Payment Type: MASTERCARD

Product: 1 Zone Ticket

Company: Ticket # s.22

Credit Card # s.17

Auth #: 202913

Ref #: TUCOM 28602

Receipt #: 74015

Card Entry: 0000

ID: A0000000041010

1901000000000000

Retain for your records  
View Travelink Policies  
at www.travelink.ca  
Thank You

May 4, 2018

MACLURE'S CAB 44  
1275 75TH AVE W  
VANCOUVER BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/04  
TIME 0740 07:47:44  
CLERK ID 1  
RECEIPT NUMBER  
C85040617-001-519-004-0

PURCHASE  
AMOUNT \$13.20  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
F0EADB5EC7E0E7A  
0000008000-E800  
1EF3DB6990FD5CC1

APPROVED

AUTH# 104744 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORD

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
980 CANADA LN  
VVR Airport Sta  
10073121  
Fri 04 May 18 12:23PM

Payment Type: MASTERCARD  
Purchase: 2 Zone Ticket with VVR  
Product Price: \$ 13.10

Compass Ticket #: s.22  
\*\*\*\* \* \* \* \*

Credit Card #: s.17  
\*\*\*\* \* \* \* \*

Auth #: 152312  
Ref #: T90DAV2H3HET  
Receipt #: 85063

Card Entry: Chip  
AID:A0000000041010  
TVR:8000000000  
ISI:1800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!



Not on CSA  
Minister Approval  
Required

Room : s.15  
Folio # : s.22  
Invoice # :  
Cashier # : 225737  
Page # : 1 of 1

Govt Cda  
Ms Paula Gunn  
Parliment Buildings  
Victoria BC V  
Canada

Arrival : 05-03-18  
Departure : 05-04-18  
s.15

Date	Description	Additional Information		Charges	Credits
05-03-18	Room Charge			259.00	
05-03-18	Destination Marketing Fee			2.59	
05-03-18	Municipal Room tax			7.85	
05-03-18	Provincial Room tax			20.93	
05-03-18	Room GST			13.08	
05-04-18	Mastercard	XXXXXXXXXXXX	s.17 XX/XX		303.45
Total				303.45	303.45
Balance Due				0.00	

GST Summary  
Room : 13.08  
F&B : 0.00  
Other : 0.00  
Total : 13.08

Room : s.15  
 Folio # : s.22  
 Invoice # :  
 Cashier # : 225737  
 Page # : 1 of 1

Govt Cda  
 Ms Paula Gunn  
 Parliment Buildings  
 Victoria BC V  
 Canada

Arrival : 05-03-18  
 Departure : 05-04-18  
 s.15

Date	Description	Additional Information	Charges	Credits
05-03-18	Room Charge		259.00	
05-03-18	Destination Marketing Fee		2.59	
05-03-18	Municipal Room tax		7.85	
05-03-18	Provincial Room tax		20.93	
05-03-18	Room GST		13.08	
05-04-18	Mastercard	XXXXXXXXXXXX s.17 XX/XX		303.45
<b>Total</b>			<b>303.45</b>	<b>303.45</b>
<b>Balance Due</b>			<b>0.00</b>	

**GST Summary**

Room : 13.08  
 F&B : 0.00  
 Other : 0.00  
**Total : 13.08**

s.15

*Approved*  
*K. G.*  
*May 10/18*

May 5<sup>th</sup> 2018

## Harbour Air Seaplanes

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

Toll-free 1-800-665-0212  
Website: [www.harbourair.com](http://www.harbourair.com)  
05/05/2018 11:34:47 AM  
GST: 84295 5858 RT0001

### CUSTOMER COPY

BLUEBIRD CABS #57  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/05  
TIME 0515 13:28:53  
RECEIPT NUMBER  
C85040095-001-154-005-0

PURCHASE  
AMOUNT \$23.30  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
6F3F38605C0CB888  
0000008000-E800  
89794B3774CAD2D2

### APPROVED

AUTH# 162853 01-027  
THANK YOU

Booking s.17

Katrine Conroy  
Saturday, May 5, 2018  
1 Passenger(s)

Flight #509  
Departs 15:20 PM @ South Vancouver (YVR)  
Arrives 15:50 PM @ Victoria Harbour

Group list:  
Gunn, Paula

### Invoice #: s.17

ix All Skeds - Baggage : Chec \$0.00 CI  
ix Sked 500 : Carbon Offset \$0.65 CI  
ix Sked 500 : (St) GO Flex \$151.73 CI

Goods and Services Tax \$7.62 G

Grand Total \$160.00 C

### Payment Information:

Master Card \$160.00 C

Date/Time 05/05/2018 11:34:46  
Station HYVRC02  
Terminal ID HYVRCC02  
Action Purchase/Telephone  
Card Type M/C  
Card Number \*\*\*\* \* s.17  
Amount \$160.00  
Authorization 143446  
Trace Number 082001001018  
Response 00-001/APPROVED 14:



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128837

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Gunn, Paula S				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-0163						
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2018/05/29				<b>6. Fiscal Year</b> 2019				<b>7. Special Cheque Issue</b>						
<b>8. Cheque Stub Information</b>				<b>14. Reason for Travel</b> Ministerial Duties				<b>Headquarters</b> Victoria						
<b>12. Mailing Address for Cheque</b> 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2														
<b>16. Travel Dates</b>		<b>17. Places Travelled</b> *PCard			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Cost</b>	<b>Describe</b>		
2018	*Vic-Van-Vic(HJ)	0900	1159	20	10.80	42.10	F-BD	22.75		149.64	2.85	Sea Bus		
05/18	*Vic-Van-PG (AC)	0900	1159		0.00	54.60	F-BLD	12.25		33.50		Taxi		
05/23	*PG-Van (AC)	0900	1159		0.00		F-L	41.00	303.45	s.22	46.10	Taxi's		
05/24	*Van-Castlgar(AC)	0900	1159		0.00		F-DIB	22.75	s.22	20.75				
05/25	*Castlgar-Vic(AC)	0900	1159		0.00	73.53		0.00			102.13	Car Rental		
05/26	*Vic-Richmond	0900	1159		0.00			0.00			21.00	Missing taxi receipt		
05/03														
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 10.80	<b>37.</b> 170.23 \$ s.22		<b>38.</b> 98.75 \$ s.22	<b>39.</b> \$ 573.84	<b>40.</b> 205.60 \$ s.22	<b>Claim Total</b> \$ s.22		1059.22	
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>	<b>Amount</b>								
039	18YAA	14001	5701	1800000	s.22	\$ s.22							99.50	
039	18YAA	14001	5702	1800000		959.72								
039														
039														
<b>Less Travel Advance</b>														
039														
<b>AMOUNT DUE TO EMPLOYEE</b>												<b>54.</b> \$ s.22	1059.22	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								<b>Print Name</b>		<b>Date Signed</b>				
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>		<b>Date Signed</b>				
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>		<b>Date Signed</b>				

## Audit Trail for Travel Voucher (Restricted Use) E128837 for Gunn, Paula S.

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/29 10:52:54	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 11:09:42	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 11:33:26	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 11:36:28	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 12:02:48	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 12:30:49	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 12:35:50	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/05/29 14:28:46	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/06/01 11:52:04	Gunn, Paula S. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/06/04 08:47:08	Conroy, Katrine (IDIR\KCONROY) Katrine.Conroy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128837 for Gunn, Paula S.

0 note(s) returned.

Created On	Author	Note

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2 trips to claim

North Van			Young Parent Program announcement			
18-05-2018	Mileage to Helijet	N/A		N/A		
	Free parking	N/A		N/A		
	Helijet	Emily's PCard		N/A		
	Free Shuttle to Canada Place	N/A		N/A		
	Seabus to North Van			2.85		
	Taxi from Seabus to North Van Neighbourhood House	paid for me and MKC		7.70		
	Taxi to Canada Place	paid for me, MKC, Niki, Kirsten		35.00		
	Lunch					
	Taxi to Helijet			8.40		
	Helijet	Emily's PCard		N/A		
	Mileage home	N/A				
	Iphone			27.99		
22-05-2018	Charge cord		Mine wore out, need for travel			

DATE	TYPE OF EXPENSE	HOW PAID	REASON	Amount	CLAIMED?	PAID?
PG-Nelson trip- CC tour			Childcare Tour			
23-05-2018	Taxi to airport (yyj)	My s.22 pcard		54.60		
	Flight Vic-Van-PG	Emily's PCard	"	N/A		
	Taxi from PG airport	My s.22 pcard MKC and me		33.50		
24-05-2018	Breakfast		"			
	s.15 bill	My s.22 pcard	"	149.64		
	Taxi to event (lunch at event)	My pcard MKC and me		9.20		
	Driven to CCRR			N/A		

	Driven from CCRR to Childcare visit			N/A		
	Taxi from last childcare visit to s.15	My s.22 pcard MKC and me		12.30		
	Ta	M s.22 pcard MKC and me		33.80		
	<b>Dinner</b>					
	Flight to Van	Emily's PCard		n/A		
25-05-2018	Hotel – s.15	My s.22 pcard		303.45		
	Flight to Castlegar	Emily's PCard		N/A		
	(no Breakfast) Lunch					
	Parking ticket	My debit card	? can I claim?	\$10.00		
26-05-2018	s.15	My s.22 pcard		120.75		
	hotel with breakfast					
	Gas for rental car	My debit card		18.13 (receipt missing but have bank statement)		
	Budget Rental car	M s.22 pcard		\$133.72		
	Flight to Vic	Emily's PCard		n/a		
<b>END OF TRIP</b>	Taxi home	My s.22 pcard		55.40		

and the  
long  
Castlegar



NORTH SHORE TAXI 1966  
LTD  
264 PEMBERTON AVE  
NORTH VANCOUVER

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
Waterfront Sta  
19001122  
Fri 18 May 18 08:55AM

Payment Type: MASTERCARD  
Purchase: 1 Zone Ticket  
Product Price: \$ 2.85

Compass Ticket #: s.22  
Credit Card #: s.17  
Auth #: 115517  
Ref #: THU4622VW IN  
Receipt #: 32438

Card Entry: Chip  
AID: A0000000041010  
Exp: 000000000000  
151-1800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/18  
TIME 5623 09:23:05  
CLERK ID 106001  
RECEIPT NUMBER  
095061480-001-001-237-0  
PURCHASE  
AMOUNT \$5.70  
TIP s.22  
TOTAL \$

MasterCard  
AID: A0000041010  
025EC37C1AECCFE4  
0000008000-E800  
510F9069DD24A5E5

APPROVED

AUTH# 122305 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Seabus → NS Neighbourhood  
House

MACLURE'S CAB 60  
1275 75TH AVE W  
VANCOUVER BC  
s.1  
7  
CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2018/05/18  
TIME 9633 14:57:58  
CLERK ID 1  
RECEIPT NUMBER  
085042426-001-330-003-0  
PURCHASE  
AMOUNT \$6.40  
TIP s.22  
TOTAL \$

MasterCard  
AID: A0000000041010  
1F9C36AFDBDAB6A6  
0000008000-E800  
9DF7D07CC17F6BF2

APPROVED

AUTH# 175758 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS  
NS Neighbourhood House →  
meeting so no time for Seabus

NORTH SHORE TAXI 1966  
LTD  
264 PEMBERTON AVE  
NORTH VANCOUVER

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/18  
TIME 9522 11:23:57  
CLERK ID 072001  
RECEIPT NUMBER  
095064495-001-001-362-0  
PURCHASE  
AMOUNT \$30.00  
TIP s.22  
TOTAL \$

MasterCard  
AID: A0000000041010  
8CA11ABA34052F88  
0000008000-E800  
005102C5FF690CA9

APPROVED

AUTH# 142357 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS  
NS Neighbourhood House →  
meeting so no time for Seabus

## Morton, Kaitlin MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Thursday, May 10, 2018 11:17 AM  
**To:** White, Emily MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

<b>Account</b>	<b>Customer #</b>	<b>s.17</b>
	<b>Name</b>	Katrine Conroy
	<b>Company</b>	Ministry Of Children And Family Development

### Booking **s.22**

**Friday, May 18, 2018**

**702**

**07:00 Victoria Harbour**

**07:35 Vancouver Harbour**

**35 minutes**

**Confirmed**

**2 Passengers - Full-Fare**

- Katrine Conroy, Female
- Paula Gunn, Female

**[Add to Calendar](#)**

Invoice #289514

FARE-YWH-Full\_Winter17-18 \$600.00

+ GST \$30.00

Billing \$600.00

Taxes \$30.00

**Grand Total \$630.00**

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

## Morton, Kaitlin MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Thursday, May 10, 2018 11:16 AM  
**To:** White, Emily MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

<b>Account</b>	<b>Customer #</b>	<b>s.17</b>
	<b>Name</b>	Katrine Conroy
	<b>Company</b>	Ministry Of Children And Family Development

### Booking #s.22

**Friday, May 18, 2018**

**704**

**07:50 Victoria Harbour**

**08:25 Vancouver Harbour**

**35 minutes**

**Confirmed**

**2 Passengers - Full-Fare**

- Katrine Conroy, Female
- Paula Gunn, Female

**Add to Calendar**

Invoice #289513

FARE-YWH-Full\_Winter17-18 \$600.00

+ GST \$30.00

Billing \$600.00

Taxes \$30.00

**Grand Total \$630.00**

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

**From:** [White, Emily MCF:EX](#)  
**To:** [Morton, Kaitlin MCF:EX](#)  
**Subject:** FW: Thank you for choosing to take off with Helijet!  
**Date:** Tuesday, June 5, 2018 9:56:05 AM

---

**Emily White**

Administrative Coordinator

**The Hon. Katrine Conroy**

Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4  
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: [emily.white@gov.bc.ca](mailto:emily.white@gov.bc.ca)

*\*\* In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>. \*\**

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) [mailto:[passengerservices@helijet.com](mailto:passengerservices@helijet.com)]  
**Sent:** Thursday, May 10, 2018 11:18 AM  
**To:** White, Emily MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!

HeliJet



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at HeliJet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

#### Customer Information

##### Account

Customer #	<b>s.17</b>
Name	Katrine Conroy
Company	Ministry Of Children And Family Development

#### Booking **s.22**

Friday, May 18, 2018

**723**  
**16:00 Vancouver Harbour**

Invoice #289517

FARE-YWH-Full_Winter17-18	\$300.00
+ GST	\$15.00

**16:35 Victoria Harbour****35 minutes****Confirmed****1 Passengers - Full-Fare**  
• **Paula Gunn, Female****Add to Calendar**

Billing	\$300.00
Taxes	\$15.00
<b>Grand Total</b>	<b>\$315.00</b>

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)

**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#:  
R102320165Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354Payment:  
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 BCParking:  
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.Aircraft Type:  
Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

May 23

BLUEBIRD CABS #77  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018 03/23  
TIME 0505 16:56:21  
RECEIPT NUMBER  
C85068597-001-066-019-0

PURCHASE  
AMOUNT \$54.60  
TIP s.22  
TOTAL

\$1

MasterCard  
A00000000041010  
0C6894E8CE9F33BA  
0000008000-E800  
090F781F1EF39DF4

APPROVED

AUTH# 195622 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Sale

\*\*\*\*\*  
CARD  
SEQR:0230010-180  
Verification Label: MasterCard  
A00000000041010  
00 00 00 00 00  
00 00 00  
\*\*\*\*\* s.1

Amount: \$ 33.50  
Tip: \$ s.22

Total: CAD\$

APPROVED 002509  
001/00

23 May-18

21:27

CUSTOMER COPY  
THANK YOU!



## Booking Confirmation

Booking Reference: s.22

Date of issue: 09 May, 2018

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

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### - Depart

Economy - Latitude

Wednesday  
23 May, 2018

18:00  
**Victoria**  
Victoria Intl. (YYJ), BC



18:27  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

AC8076

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

Layover in Vancouver

1hr23

Wednesday  
23 May, 2018

19:50  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M



21:03  
**Prince George**  
(YXS), BC

AC8211

1hr13  
Economy B  
Operated by: Air Canada Express -  
Jazz | Q400

Total duration

3hr03

### Passengers

**Paula Gunn**  
Ticket Number  
0142194502276

Seats  
AC8076 S.  
AC8211 15



## Purchase summary

### MasterCard

\*\*\*\*\* S.1

Amount paid: \$529.33

#### Tax information

GST/HST no. 10009-2287 RT0001

\$25.21

1 adult



#### Air Transportation Charges

Base Fare

470.00

Surcharges

12.00



#### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

25.21

Air Travellers Security Charge

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options

\$529<sup>33</sup>

GRAND TOTAL (Canadian dollars)

\$529<sup>33</sup>



## Check-in and boarding gate deadlines

### Within Canada

90

minutes

#### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes<sup>1</sup>

#### Check-in and baggage drop-off deadline

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

15

minutes

#### Boarding gate deadline

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

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



May 24

PRINCE GEORGE TAXI #073  
331 1ST AVE

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

TERM ID: B7797274

BATCH#: 020  
SHIFT#: 001

**Sale**

INV#: 000000001

MCARD

SEQ#: 020001001001

Application Label: MasterCard

AID: A0000000041010

IVR: 00 00 00 00 00

ISI: 68 00

\*\*\*\*\* S.17

Total: CAD\$ 9.29

APPROVED 124800  
001/00

NO SIGNATURE REQUIRED

24-May-18

01:35:01

MERCHANT COPY  
THANK YOU!

PRINCE GEORGE TAXI #016  
331 1ST AVE

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

TERM ID: B7797206

BATCH#: 017  
SHIFT#: 002

**Sale**

INV#: 000000011

MCARD

SEQ#: 017001001011

Application Label: MasterCard

AID: A0000000041010

IVR: 00 00 00 00 00

ISI: 68 00

\*\*\*\*\* S.1

Amount: \$ 12.30  
Tip: \$ s.22

Total: CAD\$

APPROVED 173325  
001/00

24-May-18

13:33:25

CUSTOMER COPY  
THANK YOU!

Emerald Taxi Ltd.  
1837 Queensway St.  
Prince George, BC  
V2L 1L9

DATE: 05-24-18  
TIME: 16:45  
VEHICLE#: 57  
METER #: 148

JOB #: 8  
METER: 9  
PICKUP: 16:23  
START: 16:44  
END:

FARE (\$): 33.80  
TIP (\$): s.22

TOTAL (\$):

MASTERCARD  
\*\*\*\*\* S.1

00/00

AUTHORIZATION: 194410  
SWIPE

CUSTOMER COPY

Call 250-563-3333

Thank you for your business

www.emeraldtaxi.ca

Above CSA Rate  
Minister's Approval  
Required

24.05.18

<b>Paula Quin</b> s.22	<b>Folio No.</b> : s.22	<b>Room No.</b> : s.15
<b>CA</b>	<b>A/R Number</b> :	<b>Arrival</b> : 23.05.18
	<b>Group Code</b> :	<b>Departure</b> : 24.05.18
	<b>Company</b> : Ministry of Children & Family	<b>Conf. No.</b> : s.22
	<b>Invoice No.</b> :	<b>Rate Code</b> :
		<b>Page No.</b> : 1 of 1

Date	Description	Charges	Credits
23.05.18	Room Charge s.15	129.00	
23.05.18	PST Room Tax 8%	10.32	
23.05.18	Room Tax	3.87	
23.05.18	GST Room Tax 5%	6.45	
24.05.18	MasterCard		149.64
XXXXXXXXXXXX S.17			
<b>Total</b>		<b>149.64</b>	<b>149.64</b>
<b>Balance</b>		<b>0.00</b>	

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

s.15

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



s.22

## Booking Confirmation

Booking Reference: s.22

Date of issue: 09 May, 2018

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

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Economy - Latitude

Thursday  
24 May, 201821:35  
**Prince George**  
(YXS), BC22:50  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

AC8214

1hr15  
Economy B  
Operated by: Air Canada Express -  
Jazz | Q400

## Passengers

Paula Gunn  
Ticket Number  
0142194500535Seats  
AC8214 s.1

## Purchase summary

MasterCard  
\*\*\*\*\* s.1  
Amount paid: \$464.23**Tax information**  
GST/HST no. 10009-2287 RT0001  
\$22.11

1 adult



Base Fare	398.00
Surcharges	12.00



Goods and Services Tax - Canada no. 100092287 RT0001	22.11
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	25.00

Total airfare and taxes before options	\$464 <sup>23</sup>
--	---------------------

GRAND TOTAL (Canadian dollars)	\$464 <sup>23</sup>
--------------------------------	---------------------



## Booking Confirmation

Booking Reference: s.22

Date of issue: 09 May, 2018

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

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- Depart

Economy - Latitude

Friday  
25 May, 2018

07:10  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M



08:22  
**Castlegar**  
(YCG), BC

AC8246

1hr12  
Economy B  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## Passengers

**Paula Gunn**  
Ticket Number  
0142194500686

Seats  
AC8246 S.



## Purchase summary

### MasterCard

Amount paid: \$521.98

### Tax information

GST/HST no. 10009-2287 RT0001  
\$24.86

1 adult

### Air Transportation Charges

Base Fare	473.00
Surcharges	12.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	24.86
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options	\$521.98
--	----------

GRAND TOTAL (Canadian dollars)	\$521.98
--------------------------------	----------

Above CSA Rate  
Minister's Approval  
Required

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

Govt BC  
Ms Paula Gunn  
Parliment Buildings  
Victoria BC V  
Canada

Arrival : 05-24-18  
Departure : 05-25-18  
s.15

Date	Description	Additional Information		Charges	Credits
05-24-18	Room Charge			259.00	
05-24-18	Destination Marketing Fee			2.59	
05-24-18	Municipal Room tax			7.85	
05-24-18	Provincial Room tax			20.93	
05-24-18	Room GST			13.08	
05-25-18	Mastercard	XXXXXXXXXXXX	s.17 XX/XX		303.45
Total				303.45	303.45
Balance Due				0.00	

GST Summary  
Room : 13.08  
F&B : 0.00  
Other : 0.00  
Total : 13.08

s.15



## Booking Confirmation

Booking Reference **s.22**

Date of issue: 04 May, 2018

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

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### Depart

Economy Latitude

Saturday  
26 May, 2018

08:45  
**Castlegar**  
(YCG), BC



09:58  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

AC8247

1hr13  
Economy B  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Layover in Vancouver

1hr17

Saturday  
26 May, 2018

11:15  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M



11:45  
**Victoria**  
Victoria Intl. (YYJ), BC

AC8063

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

Total duration

3hr00

### Passengers

**Paula Gunn**  
Ticket Number  
0142194269388

Seats  
AC8247 **s.1**  
AC8063 **5**



## Purchase summary

MasterCard

\*\*\*\*\*s.17

Amount paid: \$532.48

Tax information

GST/HST no. 10009-2287 RT0001

\$25.36

1 adult

Air Transportation Charges

Base Fare

481.00

Surcharges

12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

25.36

Air Travellers Security Charge

7.12

Airport Improvement Fee - Canada

7.00

Total airfare and taxes before options

**\$532<sup>48</sup>**

GRAND TOTAL (Canadian dollars)

**\$532<sup>48</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**

minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**

minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

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

**15**

minutes

### Boarding gate deadline

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

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

May 26

YELLOW CAB  
817 FISGARD STREET VICTORIA BC  
21852400  
GH2185240037

|||| PURCHASE ||||

05-26-2018 12:29:17  
ACCL # \*\*\*\*\* s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: PAULA GUNN  
4000000041010 Master Card

Operator: 037  
Trace # 3715  
Inv. # 037  
Auth # 152917 RRN 001207003

Purchase \$55.40  
Tip s.22  
Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222



26-May-2018

Purchase

CASTLEGAR CHEVRON PAP CASTL-\$18.13

Other Reference # 2203546730526

Re: statement  
(\* Missing receipt)

s.15

s.15

s.15 Invoice #: s.22 Description: Guest Folio Page: 1

Mail To: Gunn

Res. No. : s.22

Arrive: 25/05/2018 09:41pm

Depart: 26/05/2018 07:08am

Room: s.15

Rate: .00

Group:

Guest: Paula Gunn

Bill To: Gunn

Date	Description	Voucher	Amount
25/05/2018	Room Revenue	s.15	105.00
25/05/2018	GST		5.25
25/05/2018	Provincial Room Tax		10.50
26/05/2018	Master Card	s.17	-120.75
		Balance:	.00

Bill To: Gunn

Total GST	5.25
-----------	------

GST Registration # s.15

s.15

1101 10: 6429132

SALE 100	000
SALE 100	000

## Completion

INV# : 000284015

1984年

Chen  
2019-07-10 10:10:11

notification label: Raster Card

\*\*\*\*\*s.17

Total:CAD\$ 120.75

APPROVED: 004235

60617-4

26-May-18

07:09:05

CUSTOMER COPY

Trade Year

s.15

**Renter:** GUNN, PAULA

BCD Number: A162000

**Company:** BC GOV

Credit Card: Master Card XXXXXXXXXXXX s.17

**Rental Rate Used:** E5I

Km Charge: 0.00 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	4	35.95	Unlimited	Regular
Day	5	End	65.95	Unlimited	Regular
Hour	25	End	11.87	Unlimited	Regular

Vehicle Class: Full Size

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 \$1.49 per litre).

Location Fee: 13.9% subject to taxes

VLF/ERF: 5.29 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Castlegar

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: \$135.62

**Vehicle Rented:**

Owner: a/Devon Transport

Unit #: 819881

Class: Intermediate SUV

Time Out: 25 May 2018 08:20

Licence: FF572V

Time In: 26 May 2018 07:58

Km Out: 7501

Location Out: Castlegar Airport

Km In: 7674

Location In: CASC

Km Driven: 173

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

**Charges:**

Item	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Upgrade	Day	1	53.84	2.69	3.77	0.00	
Vehicle Rental	Day	1	35.95	1.87	2.52	1.50	
Location Fee	13.9	1	14.40	0.72	1.01	0.00	
Additional Driver	Day	1	10.00	0.50	0.70	0.00	
VLF/ERF	Day	1	3.79	0.19	0.27	0.00	

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

**Payments & Refunds**

Total: 133.72

Type	Date	Amount	Exchange	Amount	Location
Master Card	26 May 2018 07:58			133.72	CASC
BD004S02	103001001003 XXXXXXXXXXXX s.17	112450	Purchase		
BD004C02	MasterCard APPROVED AID:A0000000041010 00-000 C				

**Amount Owning**

Net Charges &amp; Taxes:

133.72

Net Payment &amp; Refunds:

133.72

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

**Renter:** GUNN, PAULA

BCD Number: A162000

**Company:** BC GOV

Credit Card: Master Card XXXXXXXXXXXXs.17

**Rental Rate Used:** E5I

Vehicle Class: Full Size

Km Charge: 0.00 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	4	35.95	Unlimited	Regular
Day	5	End	65.95	Unlimited	Regular
Hour	25	End	11.87	Unlimited	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 \$1.48 per litre).

Location Fee: 13.9% subject to taxes

VLF/ERF: 5.29 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Castlegar

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: \$135.62

**Vehicle Rented:**

Owner: a/Devon Transport

Unit #: 819881

Class: Intermediate SUV

Time Out: 25 May 2018 08:20

Licence: FF572V

Time In: 26 May 2018 07:58

Km Out: 7501

Location Out: Castlegar Airport

Km In: 7674

Location In: CASCg

Km Driven: 173

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

## Charges:

Item	Unit	Qty	Total:	Charge	GST	PST	PVRT	Billed To
Upgrade	Day	1	53.84	2.69	3.77	0.00		
Vehicle Rental	Day	1	35.95	1.87	2.52	1.50		
Location Fee	13.9	1	14.40	0.72	1.01	0.00		
Additional Driver	Day	1	10.00	0.50	0.70	0.00		
VLF/ERF	Day	1	3.79	0.19	0.27	0.00		
Location Fee	13.9	1	-1.92	-0.10	-0.13	0.00		
VLF/AC Tax Recovery	Day	1	-3.79	-0.19	-0.27	0.00		
Additional Driver Charge	Day	1	-10.00	-0.50	-0.70	0.00		
Location Fee	Flat	1	-12.48	-0.62	-0.87	0.00		

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

## Payments & Refunds

Total: 102.15

Type	Date	Amount	Exchange	Amount	Location
Master Card	26 May 2018 07:58			133.72	CASCg
BD004S02	103001001003 XXXXXXXXXXXXXs.1	112450	Purchase		
BD004C02	MasterCard APPROVED AID:A0000000041010 00-000 C				
Master Card	05 Jun 2018 11:57			-31.57	NANRZ
BD021S13	001001001009 XXXXXXXXXXXXXs.1	11590R	M/C Return		
BD021C13	APPROVED 00-000 M				

## Amount Owning

Net Charges & Taxes:	102.15
Net Payment & Refunds:	102.15

Did it! got my

Statement

## Card Transactions

s.22

2018/05/04 to 2018/06/03

Gunn Paula s.22 s.17

## View Non-Posted Transactions

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl
s.22					
2018/05/03	Bluebird Cabs #80	No		2.66	24.80
s.22					

s.15

★ Attention:  
★ Saija

\$21.00 before taxes

please see travel claim 05/03

**From:** Morton, Kaitlin MCF:EX  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** FW: Paula Gunn Travel Claim needs approval  
**Date:** Tuesday, June 5, 2018 10:47:47 AM  
**Attachments:** FW Thank you for choosing to take off with Helijet!.msg

---

Hi Saija,

Please find below Minister Conroy's **approval for Paula's May 23rd/24th Hotel stay**

*re: above the posted CSA rate*

Attached: **Helijet Flight Van-Vic May 18<sup>th</sup>**

**I called Budget-** they are reimbursing those charges and have advised us that if we are booking online opposed to over the phone the Lowest price comes up and the Gov. rate isn't considered. I have let Emily know this so going forward, now she knows to call. When booking online she requested a medium/large sized car, not an SUV- let me know if you need to see a copy of this email! They may have been given the SUV upon arrival, typically Minister rents only medium/large unless the weather conditions are bad.

*I have requested the updated Budget invoice today- I will send as soon as I receive it.*

Thank you!☺

Kaitlin Morton  
Administrative Assistant  
Minister's Office- Children and Family Development  
Parliament Buildings, Victoria BC  
250 387-1977

-----Original Message-----

From: Conroy, Katrine MCF:EX  
Sent: Monday, June 4, 2018 4:55 PM  
To: Morton, Kaitlin MCF:EX  
Subject: Re: Paula Gunn Travel Claim needs approval

Approved

Sent from my iPhone

> On Jun 4, 2018, at 2:44 PM, Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca> wrote:

>

> Hi Minister,

>

> Before processing Paula's travel claim, Finance needs your approval for the May 23rd, 24th Hotel  
>  
> The rate was slightly higher than the posted CSA rate.  
>  
> You can just reply back to me w/ approval please!  
>  
> Thank you😊😊  
>  
> Kaitlin Morton  
> Administrative Assistant  
> Minister's Office- Children and Family Development  
> Parliament Buildings, Victoria BC  
> 250 387-1977  
>  
>  
> From: Morton, Kaitlin MCF:EX  
> Sent: Tuesday, May 29, 2018 3:13 PM  
> To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
> Subject: Paula Gunn Travel Claim  
>  
> Please Find Paula Gunn's Travel Claim re: May 18th, May 23rd-26th  
>  
> + A taxi charge from May 3rd (Missing the receipt however Bank statement is provided)  
>  
> I have \*notified\* Paula  
>  
> Thank you!  
>  
> Kaitlin Morton  
> Administrative Assistant  
> Minister's Office- Children and Family Development  
> Parliament Buildings, Victoria BC  
> 250 387-1977  
>  
>  
> <GUNN, PAULA -E128837.pdf>

**MINISTRY OF FINANCE AND SUPPORTED ENTITIES**  
**REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES**

**INVOICE #**  
**MISC-GUN180522**

**FORM USAGE**

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

**CHEQUE INFORMATION**

Payee Name: Paula Gunn Vendor #: 1033813 vvv Loc. Code: \_\_\_\_\_

\* Cheque Mailing Address: PO Box 9057 Stn Prov Govt. Victoria BC V8W 9E2

**DESCRIPTION OF PURCHASE(S)**

Date of Purchase	Description	Amount
May 22nd /18	Iphone charger cord GST:\$1.25 PST:\$1.75	\$27.99

Cheque Total 27.99



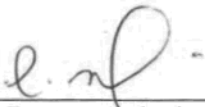
Signature of Individual Receiving Reimbursement

May 28 /18  
Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

**CODING**

Client: 039 Resp: 18YAA Service Line: 14001 STOB: 6508 Project: 1800000



Expense Authority Signature

May 28 /18  
Date

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.

Audited 2018 May 29  
SLP

FIN FSA 007 REV. 06/07

\* Rm. 134 Minister's office, Ministry of children + Families



s.15

May 22nd  
Paula G.

LOGIIX SYNC CHARGE 24.99 B  
\*\*\*\* TAX 3.00 BAL 27.99  
VF MasterCard 27.99  
XXXXXXXXXXXXs.17  
AUTH: 211402  
CHANGE .00  
(P)ST 1.75  
(G)ST 1.25  
5/22/18 18:14 0029 13 0461 58754  
(B)OTH = G.S.T. + P.S.T.

s.15

s.15

-----  
CREDIT CARD TRANSACTION RECORD  
-----

s.15

CASH REG.:013 EMPLOYEE: 58754 1

NO.: XXXXXXXXXXXXs.17

AMOUNT \$27.99

MASTERCARD PURCHASE

05/22/18 18:14:02 AUTH: 211402  
REFERENCE: 66272531 0010019350 C

APL: MasterCard

APN:

AID: A0000000041010

TVR: 0000008000

TSI: E800

01 APPROVED - THANK YOU 027

IMPORTANT:

Retain this copy for your records.

0029 013 754 0461

\*\*\* CARDHOLDER COPY \*\*\*



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E128862

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Russell, Shannon ✓		<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 387-9699	
<b>Client Organization</b> Citizens' Services		<b>Job Title</b> Senior Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/05/31		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Work		<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>		<b>18. 0.54 Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>
2018	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
05/02	Vic to PG (WJ)	1350	2000	28	15.12
05/03	Prince George	0900	1800		0.00
05/04	Pg to Vic (WJ)	1000	1830	32	17.28
05/14	Vic	1900	2030		0.00
05/16	Vic to Van-Vic	0630	1235		0.00
05/18	Vic to Van-Vic	0730	1750		0.00
05/23	Vic (HA)	0730	1230	24	** 12.96
04/20	Vic to Van-Vic (HA)	0630	1835		0.00
					27.00
					51.50
<b>TOTALS OF COLUMNS</b>		84 kms		<b>36. ✓</b> \$ 45.36	<b>37. 135.60</b> \$ 137.00
				<b>38. ✓</b> \$ 257.50	<b>39. ✓</b> \$ 269.12
				<b>40. ✓</b> \$ 151.67	<b>Claim Total</b> \$ s.22
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
112	32805	34610	5702	3200000	s.22
112	32805	34610	5701	3200000	
112	32805	34610	6501	3200000	
112	32805	34610			
<b>Less Travel Advance</b>					
112					
					<b>54. 859.25</b> \$ s.22
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					<b>Print Name</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					<b>Print Name</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.					<b>Print Name</b>
					<b>Date Signed</b>
					<b>Date Signed</b>
					<b>Date Signed</b>

FIN 10 (EFI-F0012 v2.6.1)

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

All flights paid by office pcard

\* less taxi tip

\*\* In-Town: Kms, Taxis and parking (not on travel status)

**Audit Trail for Travel Voucher (Restricted Use) E128862 for Russell, Shannon**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/05/31 15:58:15	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/05/31 15:58:21	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/05/31 18:59:54	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/06/01 16:36:23	Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E128862 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/05/31 15:58:15	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	May 2 - Traveled from Vic to Prince George for a tour. Half day per diem, 28 km from Leg to Airport in personal vehicle. Picked up rental car in PG. Vic to Van on West Jet, Van to PG on West Jet - paid with office P-card. May 3 - Full day per diem. May 4 - Full day per diem, dropped off rental car with gas, PG to Van on West Jet, Van to Vic on West Jet paid with office p-card, 32 km home in personal vehicle.

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**From:** [Janke, Debra FIN:EX](#)  
**To:** [Delaney-Spindler, Chelsea CITZ:EX](#)  
**Subject:** RE: TV#E128862 shannon Russell  
**Date:** Wednesday, June 13, 2018 1:41:24 PM

---

Hi Chelsea,

Yes, thank you!

The travel claim has been paid, today.

Debra

---

**From:** Delaney-Spindler, Chelsea CITZ:EX  
**Sent:** Wednesday, June 13, 2018 1:23 PM  
**To:** Janke, Debra FIN:EX  
**Subject:** RE: TV#E128862 shannon Russell

Hi Debra,

Unfortunately I don't. I only completed the May 2-4 portion of the TV, and Shannon completed the rest. Usually I will do the entire TVs.22 . . . Going through the calendar and a few of her personal notes I gathered the following information:

04/20: Vic to Van, Harbour Air, paid on AC's credit card, taxi to meeting location, taxi to VCO, full day per diem, Van to Vic, Harbour Air, paid on Ac's credit card

05/14: Taxi to reception event, taxi back to Leg.

05/16: Taxi to HeliJet, Vic to Van, HeliJet, paid on Ac's credit card, Van to Vic, HeliJet, paid on AC's credit card, half day per diem

05/18: Vic to Van, Harbour Air, paid on AC's credit card, taxi to Surrey, received a ride from Dean Skinner ADM to airport in his rental vehicle, full day per diem, Vic to Van, Harbour Air, paid on AC's credit card.

05/23: drove personal car from leg – 4000 Seymour – 4464 Markham, parking at 4000 Seymour, drove personal car from Markham st. to Leg. Parking at 4000 Seymour.

I hope this helps!

Kindly,

**Chelsea Delaney-Spindler**  
*Administrative Assistant*  
Ministry of Citizens' Services  
250-387-9699

**From:** Janke, Debra FIN:EX  
**Sent:** Wednesday, June 13, 2018 12:05 PM  
**To:** Delaney-Spindler, Chelsea CITZ:EX  
**Subject:** TV#E128862 shannon Russell

Hi Chelsea,

Notes are from May 2-4/18. Do you have additional notes to cover May 14-23 and April 20<sup>th</sup>?

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](mailto:Debra.Janke@gov.bc.ca)  
**Website:** <http://www.min.fin.gov.bc.ca>  
Serving all Ministers' Offices and the Office of the Premier

Shannon Russell ✓  
s.22

Invoice

Invoice date 5/4/2018  
Invoice number s.22  
Our reference s.15  
GST Number s.15

CSA approved single rate, ok ✓

Guest Ms Shannon Russell Arrival 5/2/2018 Departure 5/4/2018 Room s.15

Date	Description	Quantity	Unit Price	Total ()
✓ 5/2/2018	Room Charge	1	116.00	116.00
5/2/2018	GST Taxes	1	5.80	5.80
5/2/2018	Hotel Room Tax 8%	1	9.28	9.28
5/2/2018	Municipal Room Tax 3%	1	3.48	3.48
5/3/2018	s.22			
5/3/2018				
✓ 5/3/2018	Room Charge	1	116.00	116.00
5/3/2018	GST Taxes	1	5.80	5.80
5/3/2018	Hotel Room Tax 8%	1	9.28	9.28
5/3/2018	Municipal Room Tax 3%	1	3.48	3.48

134.56 ✓

134.56

5/4/2018	MC ***s.17 Auth: 131530	Total invoice	s.22
		Total Paid	
		Total Due	0.00 ✓
Total GST	12.17		

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 \_\_\_\_\_



Car and Truck Rental

GST Reg No 101370930 RT 0001

www.bcbudget.com

HEAD OFFICE &amp; ADMINISTRATION

2501 Kenworth Road  
Nanaimo, BC V9T 3M4

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

Contract # s.22

Reservation #: s.22

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

**Renter:** RUSSELL, SHANNON s. ✓

BCD Number: A162000 ✓

**Company:** CITIZEN SERVICES

Credit Card: Master Card XXXXXXXXXXXX s.17

**Rental Rate Used:** PRG-XS-16 - A

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	43.79 ✓	200	Regular
Week	1	End	260.55	1400	Regular
Hour	25	End	19.91	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: 14.9% subject to taxes

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

Contract close subject to final vehicle inspection

Rented In Prince George

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

Vehicle Class: Intermediate

**Vehicle Rented:**

Owner: a/Devon Transport

Unit #: 816844

Class: Full Size

MVA #: SNOW-pfw

Time Out: 02 May 2018 19:14

Licence: DR855J

Time In: 04 May 2018 14:25 ✓

Km Out: 33881

Location Out: Prince George Airport

Km In: 33937

Location In: PRGXS

Km Driven: 56 ✓

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

Item	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Vehicle Rental	✓ Day	2	87.58	4.53	6.13	3.00	

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

**Payments & Refunds**

Total: 101.24

Type	Date	Amount	Exchange	Amount	Location
Master Card	04 May 2018 15:31			101.24	PRGXS
BD029S02	081001001022	XXXXXXXXXXXX s.1	221555	Purchase	
BD029C02	MasterCard	APPROVED AID:A0000000041010	00-000	C	

**Amount Owning**

Net Charges &amp; Taxes: 101.24

Net Payment &amp; Refunds: 101.24

**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: \$101.24

Contract Copy: #3

Print Date &amp; Time: 04 May 2018 15:31

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

Page 1 of 1

Customer Copy

Page 124 of 143 FIN-2019-92121



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

Renter: RUSSELL, SHANNON S

BCD Number: A162000

Company: CITIZEN SERVICES

Credit Card: Master Card XXXXXXXXXXXX S.17

Authorized Drivers: Renter is Authorized to Drive

Company (CITIZEN SERVICES): ALL COMPANY, PERSONNEL

Authorized to drive from: 02 May 2018 19:14 to: 04 May 2018 15:00

Renter is responsible for ensuring that all drivers employed by the above company have a valid driver's licence and meet the minimum age requirements for the vehicle being rented.

## Remarks:

/Estimated Charges: \$101.24

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.

Vehicle shall not be operated on highway or roads not maintained by Municipal, Provincial or Federal Authorities. Not allowed to Travel to Alaska, Mexico & Yukon

Unless otherwise noted, the rented vehicle is only authorized for travel within British Columbia. Towed vehicles are not covered by Budget insurance as per clause 13 on the contract jacket. Renter is responsible for all damage and/or mechanical repairs to the rented vehicle while travelling off paved highways, even though similar damage could have been caused while travelling on paved highways. Overnight Returns - Renter is responsible for any damages or theft of vehicle returned after office hours until such vehicle is inspected by Budget Representative.

Any additional licences or permits required by provincial or state authorities are the responsibility of the renter. In the event of breakdowns or weather related delays, Devon Transport is not responsible for: loss of time, wages, inconvenience, loss of use of the vehicle or other consequential damage or experience.

Renter agrees to pay Budget an appropriate cleaning charge if the Renter returns the vehicle in an excessively dirty or soiled condition. This includes animal pet hair and/or dirt.

## Authorized Drivers:

I agree that there will be no other drivers unless agreed to and stated herein by Budget.

Renter and Named Drivers Initials: X

## Loss/Damage Waiver(LDW)

RENTER DECLINES LDW AND ACCEPTS FINANCIAL RESPONSIBILITY FOR ALL LOSS OR DAMAGE TO THE RENTED VEHICLE REGARDLESS OF FAULT.

DECLINES: \_\_\_\_\_ Responsibility: Full Replacement Value of Vehicle

## PROTECTION PACKAGE

BY SIGNING, RENTER DECLINES THE PROTECTION PACKAGE WHICH MAY HAVE COVERED RENTER'S DEDUCTIBLE, LOSS OF USE AND ADMINISTRATION FEES IN THE EVENT OF AN ACCIDENT.

DECLINES: \_\_\_\_\_

## RENTER'S OWN INS. COVERAGE TO APPLY

BY SIGNING, RENTER AGREES THAT RENTER'S OWN INSURANCE COVERAGE OR PREMIUM CARD COVERAGE IS PRIMARY. BUDGET DOES NOT ACCEPT ANY RESPONSIBILITY FOR KNOWLEDGE OF COVERAGE THAT RENTER CLAIMS TO HAVE. IF RENTER'S COVERAGE DECLINES TO PAY FOR DAMAGES AND LOSSES, RENTER ACCEPTS PERSONAL RESPONSIBILITY TO PAY BUDGET FOR ALL DAMAGES AND LOSSES. DEDUCTIBLE WAIVER IS NOT INSURANCE.

## Personal Accident Insurance (PAI) / Personal Effect Coverage (PEC)

BY INITIALLING, RENTER DECLINES PAI & PEC FOR ACCIDENTAL LOSS OF LIFE, MEDICAL COVERAGE, PERSONAL EFFECTS COVERAGE AND EMERGENCY ROAD HAZARD COVERAGE FOR THE RENTER AND EACH PASSENGER.

DECLINES: \_\_\_\_\_

## ROAD SAFETY NET (RSN)

BY INITIALLING, RENTER DECLINES RSN (ROADSIDE SAFETY NET) DETAILS OF WHICH WERE MADE AVAILABLE AT THE RENTAL COUNTER.

DECLINES: \_\_\_\_\_

## Excess Liability Insurance (ELI)

BY INITIALLING, RENTER DECLINES TO PURCHASE EXCESS LIABILITY INSURANCE. IF THE RENTAL VEHICLE IS IN AN ACCIDENT, RENTER ACKNOWLEDGES THAT RENTER IS FINANCIALLY RESPONSIBLE FOR ALL LIABILITY (PL AND/OR PD) CLAIMS IN EXCESS OF \$1,000,000.00 (ONE MILLION DOLLARS).

DECLINES: \_\_\_\_\_

I have read and agree to the terms on this rental agreement and the contract jacket I have been given. When I present my credit card for payment; all charges, including parking tickets expenses, toll fees and costs, traffic violations, vehicle impoundment and vehicle damage costs can be charged to the presented credit card. My signature below considers to have been made on the applicable credit card voucher. I understand that only drivers authorized in writing by Budget may operate the vehicle.

Renter's Signature: \_\_\_\_\_ Budget Representative Signature: \_\_\_\_\_

## Vehicle Rented:

Class: Full Size

Time Out: 02 May 2018 19:14

Due Back: 04 May 2018 15:00

Rent From: Prince George Airport

Owner: a/Devon Transport

Unit #: 816844

MVA #: SNOW-pfw

Licence: DR855J

Km Out: 33881

Return To: 4141 Airport Rd, Prince George Airport

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

Maximum 5000 kilometers per rental. Excess mileage will be charged.

Rates are applicable within BC

Rental Rate Used: PRG-XS-16 - A

Vehicle Class: Intermediate

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	43.79	200	Regular
Week	1	End	260.55	1400	Regular
Hour	25	End	19.91	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.

Must be Provincial Govt employee or authorized representative

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

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

## Preauthorization

Type	Date	Auth #	Amount	Location
Master Card	02 May 2018 19:15	221555	401.24	PRGXS
BD029S02 079001001025 XXXXXXXXXXXX S. 221555 Pre-Authorization				
BD029C02 MasterCard APPROVED AID:A0000000041010 00-001 C				

Vehicle rental company third party liability in British Columbia is limited to a maximum of \$1,000,000.00 (one million dollars) X

## Privacy Statement

By my signature, I acknowledge receipt of all notices that appear on this rental document, agree to the terms and conditions on the separate rental documents jacket provided and agree to be bound by your Privacy Policy available from you.

PRIVACY: By signing this form: I consent (1) to you "Budget" collecting, using and disclosing my personal information (PII) for the purpose of servicing & administering my rentals and related purposes as stated in Budget Privacy Policy, including Budget's business management, development & protection; and (2) to Budget using and disclosing my PII to send me information about products and services provided by Budget, Budget licensor, affiliates, & Budget System licensees. Budget may also use (but not disclose) my PII to offer me Budget System program partner organizations products & services.

By checking here, I specify that I do not wish to receive information about the above products & services. If you check this box, please return form to agent at rental counter

Contract Copy: #1

Print Date &amp; Time: 02 May 2018 19:18

Page 1 of 1

Customer Copy

05/04

Gas for rental car

Husky



Want great rewards? Visit myHuskyRewards.ca

RANGE RD HUSKY  
2511 RANGE RD  
PRINCE GEORGE BC  
V2N 4G8  
(250) 562-8020  
GST# 835212549  
Retailer ID 4969002  
Rct:43693 3115-5  
Batch:3322-54

18/05/04 14:04:09

ump# 5  
8.7 GAS \$18.43  
1.786 L @ \$1.330/L  
AMOUNT \$18.43  
T(Inc Pump) \$0.50

Pr. Auth Completion  
MasterCard

ATL A00000000041010

\*\*\*\*\*S.17 C

Exp: \*\*/\*\*

Date: 05/04/2018 ✓

Time: 14:04:09

CODE:170253 311505EC

001001004 00 000

0000000000 TSI: E800

Approved



PLEASE TELL US  
HOW WE DID?

myHusky.ca/feedback

Parking at YYJ airport

VICTORIA  
INTERNATIONAL AIRPORT  
LANE:Long Term Exit 1-10

aid Bu:2018/05/04 18:17  
icket#:27894598  
aid:\$ 38.00  
ST:\$ 1.81

CC:MASTERCARD:5587-0622

THANK YOU

Transaction Approved

ST#10456 7681001

\*\*\*\*\*S.17 Swiped

ASTER CARD

urchase 18/05/04 18:17:51

eq# 000005 004

uth# 211747

PPROVED

BLUEBIRD CABS #18  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/14 ✓  
TIME 0162 19:11:50  
RECEIPT NUMBER  
C85068911-001-231-002-0

PURCHASE  
TOTAL

**\$9.00**

MasterCard  
A0000000041010  
97185BCCDE2A81C1  
0000008000-E800  
563B02E376901C4D

**APPROVED**

AUTH# 221151 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE.250.382.2222

BLUEBIRD CABS #93  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/14 ✓  
TIME 5459 20:29:03  
RECEIPT NUMBER  
C85040481-001-118-005-0

PURCHASE  
TOTAL

**\$9.00**

MasterCard  
A0000000041010  
BF474DFD86707868  
0000008000-E800  
B191CEB9600946E8

**APPROVED**

AUTH# 232903 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**\*DUPLICATE\***

BLACKTOP & CHECKER  
CABS#53  
777 PACIFIC ST  
VANCOUVER BC

**\*DUPLICATE\***

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/05/16 ✓  
TIME 0903 11:27:35  
CLERK ID 1  
RECEIPT NUMBER  
C85011997-001-900-007-0

PURCHASE  
AMOUNT  
TIP  
TOTAL

**\$5.60**

s.22

\$

MasterCard  
A0000000041010  
D3A7F2F77DB038FE  
0000008000-E800  
D70E3E1A1913DE78

**APPROVED**

AUTH# 142736 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**\*DUPLICATE\***

RICHMOND TAXI #66  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20123182

|||| PURCHASE ||||

05-18-2018 09:42:52  
Acct # \*\*\*\*\*s.17 C  
Exp Date ''/'' Card Type MC  
Name: SHANNON RUSSELL  
A0000000041010 MasterCard

Trace # 070002 Operator 166  
FB2012318201  
Inv. # 166  
Auth # 124252 RRN 001970002

Total **\$85.00**  
( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

WESTPARK - THANK YOU

WESTPARK - THANK YOU

WESTPARK

WestPark Lot 702  
4000 SEYMOUR

THIS IS YOUR RECEIPT  
Meter: Lot 702  
Trans: 001108  
Paid: **\$2.00**  
Purchase Time:  
7:50AM MAY 23, 2018  
License plate:  
s.22

Card: \*\*\*\*\*s.17  
Auth: 105156

Expires:

**MAY 23  
11:50AM**

PARKING RECEIPT

PARKING RECEIPT

PARKIN

\*DUPLICATE\*

BLACK TOP & CHECKERS  
CABS #381  
777 PACIFIC ST  
VANCOUVER BC

\*DUPLICATE\*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/04/20  
TIME 4821 07:54 38  
CLERK ID 1  
RECEIPT NUMBER  
C85007381-001-415-005-0

PURCHASE  
TOTAL

**\$13.00**

MasterCard  
A0000000041010  
B428A16E5121466C  
0000008000-E800  
1CCB737A852CC0A8

APPROVED

AUTH# 105438 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/04/20  
TIME 0220 10:18:34  
CLERK ID 2222  
INVOICE # 32267  
RECEIPT NUMBER  
C85062724-001-312-005-0

PURCHASE  
TOTAL

**\$14.00**

MasterCard  
A0000000041010  
C2F2CD273383DAEF  
0000008000-E800  
03D5CEDAE5EBCA6A

APPROVED

AUTH# 131834 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



## eTicket Receipt

Prepared For  
RUSSELL/SHANNON MRS ✓

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

s.22

26Apr18

8382136174065

WESTJET

WestJet/SDX

**COPY**

May 2  
Vic to Van  
on  
AC's cc

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 02May18	WESTJET WS 3356	VICTORIA BC, CANADA	VANCOUVER BC, CANADA	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VAL Not Valid After 02MAY19
	Operated by: WESTJET ENCORE	Time 3:40pm	Time 4:09pm Terminal MAIN TERMINAL	

## Allowances

### Baggage Allowance

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

### Carry On Charges

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

## Payment/Fare Details

### Form of Payment

CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX  
s.17

### Fare Calculation Line

YYJ WS YVR228.00CAD228.00END

### Fare

CAD 228.00

### Taxes/Fees/Carrier-Imposed Charges

CAD 12.00 YQI (OTHER AIR TRANSPORTATION)

	CHARGES)
	CAD 12.36 XG8 (XG8)
	CAD 7.12 CA4 (CA4)
	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.75 XG9 (XG9)
Total Fare	CAD 275.23

## Positive identification required for airport check in

### Notice:

### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

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



## eTicket Receipt

Prepared For  
RUSSELL/SHANNON MRS ✓

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

s.22

26Apr18

8382136174198

WESTJET

WestJet/SDX

**COPY**

May 2  
Van to Prince George  
& on AC's cc

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 02May18	WESTJET WS 3297	VANCOUVER BC, CANADA	PRINCE GEORGE BC, CANADA	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VAL Not Valid After 02MAY19
	Operated by: WESTJET ENCORE	Time 5:35pm Terminal MAIN TERMINAL	Time 6:48pm	

## Allowances

### Baggage Allowance

YVR to YXS - 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

YVR to YXS - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

### Form of Payment

CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX  
s.17

### Fare Calculation Line

YVR WS YXS531.00CAD531.00END

### Fare

CAD 531.00

### Taxes/Fees/Carrier-Imposed Charges

CAD 12.00 YQI (OTHER AIR TRANSPORTATION



	CHARGES)
	CAD 27.51 XG8 (XG8)
	CAD 7.12 CA4 (CA4)
	CAD 5.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.25 XG9 (XG9)
Total Fare	CAD 582.88

## Positive identification required for airport check in

### Notice:

### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

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- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
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- [Seat selection](#) (Seat maps, seats in Plus)

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COPY

May 4/18  
Prince George to Vanc  
Billed on HES CC

## eTicket Receipt

Prepared For  
RUSSELL/SHANNON MRS ✓

RESERVATION CODE	s.22
ISSUE DATE	26Apr18
TICKET NUMBER	8382136174666
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 04May18	WESTJET WS 3284	PRINCE GEORGE BC, CANADA	VANCOUVER BC, CANADA	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis BAL Not Valid After 04MAY19
	Operated by: WESTJET ENCORE	Time 3:05pm	Time 4:22pm Terminal MAIN TERMINAL	

## Allowances

### Baggage Allowance

YXS to YVR - 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

YXS to YVR - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

### Form of Payment

CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX  
s.17

### Fare Calculation Line

YXS WS YVR438.00CAD438.00END

### Fare

CAD 438.00

### Taxes/Fees/Carrier-Imposed Charges

CAD 12.00 YQI (OTHER AIR TRANSPORTATION)

	CHARGES)
	CAD 22.86 XG8 (XG8)
	CAD 7.12 CA4 (CA4)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (XG9)
Total Fare	CAD 506.23

## Positive identification required for airport check in

### Notice:

### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

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- [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)
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- [ID requirements](#)
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**COPY**  
May 4, 2018  
Van to V.C  
Billed on AC's CC

## eTicket Receipt

**Prepared For**  
RUSSELL/SHANNON MRS ✓

RESERVATION CODE  
ISSUE DATE  
TICKET NUMBER  
ISSUING AIRLINE  
ISSUING AGENT

s.22

26Apr18  
8382136175148  
WESTJET  
WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 04May18	WESTJET WS 3183	VANCOUVER BC, CANADA	VICTORIA BC, CANADA	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VAL Not Valid After 04MAY19
	Operated by: WESTJET ENCORE	Time 5:30pm Terminal MAIN TERMINAL	Time 6:01pm	

## Allowances

### Baggage Allowance

YVR 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

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/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER  
INTERNET,ETC

### Carry On Allowances

YVR to YYJ - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

### Form of Payment

CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX  
s.17

### Fare Calculation Line

YVR WS YYJ228.00CAD228.00END

### Fare

CAD 228.00

### Taxes/Fees/Carrier-Imposed Charges

CAD 12.00 YQI (OTHER AIR TRANSPORTATION)

## CHARGES)

CAD 12.36 XG8 (XG8)

CAD 7.12 CA4 (CA4)

CAD 5.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 0.25 XG9 (XG9)

Total Fare

CAD 264.73

## Positive identification required for airport check in

### Notice:

### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

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- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
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Van <sup>W/HY 16</sup> Harb. to V.C Harb.

**Delaney-Spindler, Chelsea CITZ:EX**

**From:** passengerservices@helijet.com  
**Sent:** Wednesday, May 16, 2018 11:30 AM  
**To:** Delaney-Spindler, Chelsea CITZ:EX  
**Subject:** Thank you for choosing to take off with Helijet!

Fyi- **COPY**  
Billed on AC's cc



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.22

Name

Shannon Russell

Company

B.C. Govt - Leg Assistant

**Booking** s.22

**Wednesday, May 16, 2018**

**715**

**12:00 Vancouver Harbour** ✓

**12:35 Victoria Harbour**

**35 minutes**

**Confirmed**

**2 Passengers - Full-Fare**

**Jinny Sims, Female** ✓

**Shannon Russell, Female**

[Add to Calendar](#)

Invoice #283968

FARE-YWH-Full\_Winter17-18

\$600.00

+ GST

\$30.00

Billing

\$600.00

Taxes

\$30.00

**Grand Total**

**\$630.00**

Mastercard

\$630.00

Date / Time

May 16, 2018 @ 11:29:07 AM

Summary

s.17

Expiration

AC's cc

Authorization 130938

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)

**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](http://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.

Aircraft Type:  
Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

May 18  
YVR to V.C  
FYI-COPY  
x Billed on AC's cc

## Harbour Air Seaplanes

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

Toll-free 1-800-665-0212  
Website: www.harbourair.com  
18/05/2018 4:06:35 PM  
GST: 84295 5858 RT0001

C U S T O M E R   C O P Y

Booking <sup>s.17</sup>

Shannon Russell (Minsitry Of Citizen S...)  
Friday, May 18, 2018 ✓  
1 Passenger(s)

Flight #511  
Departs 17:20 PM @ South Vancouver (YVR)  
Arrives 17:50 PM @ Victoria Harbour ✓

s.17

### Invoice #:

1x All Skeds - Baggage : Chec \$0.00 CDN  
1x Sked 500 : Carbon Offset \$0.65 CDN  
1x Sked 500 : (Pk) GO Flex \$159.35 CDN

Goods and Services Tax \$8.00 GST

Grand total \$168.00 CDN

#### Payment Information:

Master Card \$168.00 CDN

Date/Time 18/05/2018 4:06:34 PM  
Station HYVRCS02  
Terminal ID HYVRCC02  
Action Pre-Auth Completion  
Card Type M/C  
Card Number \*\*\*\* \*s.17 M  
Amount \$168.00 *123 ce*  
Authorization 203942  
Trace Number 095001001038  
Response 00-000/APPROVED 203942

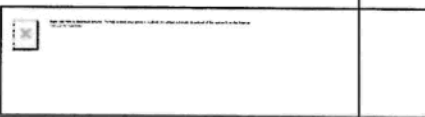


May 18  
Vic to YVR

**Fleurant, Kathleen CITZ:EX**

**From:** Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>  
**Sent:** Friday, June 1, 2018 4:19 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** Harbour Air Flight Itinerary. Thanks for booking!

**FA COPY**  
to Billed on Ac's cc



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

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

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

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

Harbour Air Team

Customer Information		
Account	HAS #	s.17
	Name	Shannon Russell
	Company	Minsitry Of Citizen Services

Booking <span>s.17</span>		
Friday, May 18, 2018 ✓	Invoice s.17	
Flight #502	Air Transportation Charges	
08:20 Victoria Harbour /	Sked 500 : (St) GO Flex	\$151.73
08:50 South Vancouver (YVR) /	Taxes, Fees and Charges ✓	
Map	All Skeds - Baggage : Checked Baggage Fee	\$0.00
30 minutes	Sked 500 : Carbon Offset	\$0.65
	+ Goods and Services Tax	\$7.62

**KK- Confirmed****1 Passenger(s) - GoFlex****Shannon Russell, Female** ✓[Add to Calendar](#)

Billing	\$152.38
Taxes	\$7.62
<b>Grand Total</b>	<b>\$160.00</b>

Master Card	\$160.00
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Date / Time	May 18, 2018 @ 7:57:32 AM
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Summary	s.17
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Expiration

Authorization	203942
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**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

APR 20 11  
Vic Harbour to Van Harb  
& Van Harbour to Vic Harb

FYE-COPY  
& Bikedmde's cc

Shannon Russell ✓  
Friday, April 20, 2018  
1 Passenger(s)

Flight #2130  
Departs 12:30 PM @ Vancouver Harbour ✓  
Arrives 13:05 PM @ Victoria Harbour ✓

## Harbour Air Seaplanes

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

Toll-free 1-800-665-0212  
Website: www.harbourair.com  
20/04/2018 11:58:47 AM  
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Shannon Russell  
Friday, April 20, 2018  
1 Passenger(s) ✓

Flight #202/Twin Otter  
Departs 07:00 AM @ Victoria Harbour ✓  
Arrives 07:32 AM @ Vancouver Harbour ✓

Invoice #: s.17

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

Invoice #: s.17

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

Goods and Services Tax \$19.70 GST

Grand Total \$414.00 CDN

Payment Information:

Master Card \$414.00 CDN

Date/Time 20/04/2018 6:35:20 AM ✓  
Station HYWHCS05  
Terminal ID HYWHCC05  
Action Pre-Auth Completion  
Card Type M/C  
Card Number \*\*\*\* \* s.17  
Amount \$414.00  
Authorization 115912  
Trace Number 067001001003  
Response 00-000/APPROVED 115912

CUSTOMER COPY

Free WIFI Password: hague99