



## Control No.

E129639

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Dick, Jolleen	s.22	(250) 953-4844
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Indigenous Relations and Reconciliation	Executive Assistant	3

<b>5. Date Completed</b> 2018/09/10	<b>6. Fiscal Year</b> 2019	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> meetings	<b>Headquarters</b> Port Alberni	

**12. Mailing Address for Cheque**  
PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
08/27	Port Alberni/Vic	1800	2359	197	106.38			0.00	244.86	17.85	Parking @ hotel
08/28	Victoria	0600	2359		0.00		F-	51.50	244.86	17.85	Parking @ hotel
08/29	Victoria	0600	2359		0.00		F-	51.50	244.86	17.85	Parking @ hotel
08/30	Victoria	0600	2359		0.00		F-	51.50	244.86	17.85	Parking @ hotel
08/31	Vic/Port Alberni	0600	2359	197	106.38		F-DI	21.00			

[illegible]

<b>48.</b>	<b>Client Code</b> 120 120 120 120	<b>49.</b>	<b>Resp.</b> 0794A	<b>50.</b>	<b>Service Line</b> 52000	<b>51.</b>	<b>STOB</b> 5702	<b>52.</b>	<b>Project</b> 0700000	<b>45.</b>	<b>Supplier Code</b> s.22	<b>Amount</b> \$ 1439.10
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[illegible]

				\$ 1439.10
				<b>AMOUNT DUE TO EMPLOYEE</b>
				<b>54.</b>

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
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<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>
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57. <b>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>
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**Audit Trail for Travel Voucher (Restricted Use) E129639 for Dick, Jolleen**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/10 13:44:52	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/09/10 13:45:00	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/09/11 10:55:12	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommended	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2018/09/11 10:56:19	Sam, Anne-Marie (IDIR\AMSAM) AnneMarie.Sam@gov.bc.ca		Approved	Laird, Patricia s. Patricia.Laird@gov.bc.ca
2018/09/11 10:58:26	Laird, Patricia s. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca		Forwarded	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2018/09/11 11:02:41	Sam, Anne-Marie (IDIR\AMSAM) AnneMarie.Sam@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E129639 for Dick, Jolleen**

2 note(s) returned.

Created On	Author	Note
2018/09/10 13:44:52	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Aug.27: Port Alberni/Victoria (prs.mlge); overnight Aug. 28: Victoria; overnight Aug. 29: Victoria; overnight Aug. 30: Victoria; overnight Aug. 31: Victoria/Port Alberni (prs.mlge)
2018/09/11 10:58:26	Laird, Patricia S. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca	Can you forward the approval to the FIN FSA box please not to my personal e-mail. Just put FIN FSA in the last name then search.

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Ms Jolleen Dick  
s.22

Room No. : s.15  
Arrival : 08/27/18  
Departure : 08/31/18  
Folio No. :  
Conf. No. : s.22

Date	Description	Charges	Credits
08/27/18	Room	209.00	244.86
08/27/18	Parking Fee	17.00	17.85
08/28/18	Room	209.00	244.86
08/28/18	Parking Fee	17.00	17.85
08/29/18	Room	209.00	244.86
08/29/18	Parking Fee	17.00	17.85
08/30/18	Room	209.00	244.86
08/30/18	Parking Fee	17.00	17.85
08/30/18	Destination Marketing Fee 1%	8.36	
08/30/18	Provincial Hotel Tax 8%	67.56	
08/30/18	Municipal Hotel Tax 3%	25.32	
08/30/18	Goods and Service Tax 5%	45.60	
08/31/18	Mastercard		1,050.84
		<b>Total Charges</b>	<b>1,050.84</b>
		<b>Total Credits</b>	<b>✓ 1,050.84</b>
		<b>Balance</b>	<b>✓ 0.00</b>
			<b>CAD</b>

<b>Net Amount</b>	<b>904.00</b>
<b>Destination Marketing Fee 1%</b>	<b>8.36</b>
<b>Provincial Hotel Tax 8%</b>	<b>92.88</b>
<b>Goods and Service Tax 5%</b>	<b>45.60</b>
	<b>0.00</b>
	<b>0.00</b>
<b>Total Charges</b>	<b>0.00</b>
	<b>CAD</b>