



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129572

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

Name McLaren, Kenn				Employee ID s.22		Phone Number (250) 953-4120	
Client Organization Forests, Lands, Natural Resource Operations and Rural Dev				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/08/27		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters Victoria	
12. Mailing Address for Cheque PO BOX 9043 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates 2018 08/25	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination Vic to Parksv RT	Start 0800	End 1500	Km 330	Cost 178.20		Claim Cost 0.00
							22. Lodging Costs
							20. & 21. Miscellaneous
							Cost Describe
TOTALS OF COLUMNS				36. \$ 178.20	37. \$ 0.00	38. \$ 0.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 178.20		
48. Client Code 128 128 128 128	49. Resp. 71000	50. Service Line 40001	51. STOB 5702	52. Project 7100000	45. Supplier Code s.22		Amount \$ 178.20
Less Travel Advance 128							
						AMOUNT DUE TO EMPLOYEE	54. \$ 178.20
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

Audit Trail for Travel Voucher (Restricted Use) E129572 for McLaren, Kenn

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/27 11:32:33	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	McLaren, Kenn Kenn.McLaren@gov.bc.ca	Saved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/08/27 11:32:43	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	McLaren, Kenn Kenn.McLaren@gov.bc.ca	Saved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/08/27 11:34:07	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	McLaren, Kenn Kenn.McLaren@gov.bc.ca	Saved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/08/27 11:34:23	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	McLaren, Kenn Kenn.McLaren@gov.bc.ca	Saved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/08/27 11:34:30	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	McLaren, Kenn Kenn.McLaren@gov.bc.ca	Notified	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/08/28 11:43:17	McLaren, Kenn (IDIR\KENMCLAR) Kenn.McLaren@gov.bc.ca		Approved	Renneberg, Tim Tim.Renneberg@gov.bc.ca
2018/08/28 12:37:34	Renneberg, Tim (IDIR\TRENNEB) Tim.Renneberg@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129572 for McLaren, Kenn

1 note(s) returned.

Created On	Author	Note
2018/08/27 11:34:07	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	August 25 - Pick up Minister Victoria to Parksville RT, 330 km for Parksville Coastal Fire Centre.

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EM19EXEDIJ20



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129455

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Name Andrews, Scott J. ✓				Employee ID s.22		Phone Number (250) 387-4471																											
Client Organization Energy, Mines and Petroleum Resources				Job Title Ministerial Assistant		Travel Group Code 1 3																											
5. Date Completed 2018/08/08		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information																											
Type of Travel In Province		14. Reason for Travel Staffing the Minister				Headquarters Victoria																											
12. Mailing Address for Cheque PO Box 9060 Stn Prov Gov't																																	
16. Travel Dates 2018 08/03 Vic- 08/06 Van- /07	17. Places Travelled <table border="1"> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> <tr> <td>Vancouver (ferry)</td> <td>0800</td> <td>1200</td> </tr> <tr> <td>Victoria (HJ)</td> <td>0800</td> <td>1900</td> </tr> </table>		Destination	Start	End	Vancouver (ferry)	0800	1200	Victoria (HJ)	0800	1900	18. Personal Vehicle Use <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </table>		Km	Cost		0.00		0.00	19. Other Transport Costs 17.20 159.00	20. & 21. Meals <table border="1"> <tr> <th>Claim</th> <th>Cost</th> </tr> <tr> <td>L</td> <td>22.75 14.00</td> </tr> <tr> <td>LD</td> <td>41.00 38.00</td> </tr> </table>		Claim	Cost	L	22.75 14.00	LD	41.00 38.00	22. Lodging Costs	20. & 21. Miscellaneous <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> </table>		Cost	Describe
Destination	Start	End																															
Vancouver (ferry)	0800	1200																															
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Km	Cost																																
	0.00																																
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Cost	Describe																																
TOTALS OF COLUMNS			36. \$ 0.00	37. ✓ \$ 176.20	38. 63.75 \$ 62.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 228.20	239.95																								
48. Client Code 057 057 057 057	49. Resp. 27011 27011	50. Service Line 26700 26700	51. STOB 5711 5701	52. Project 2700000 2700000	45. Supplier Code s.22		Amount s.22 239.95																										
Less Travel Advance 057																																	
								54. 239.95 \$ s.22																									
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FIN 10 (EFI-F0012 v2.6.1)

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

Audit Trail for Travel Voucher (Restricted Use) E129455 for Andrews, Scott s.

11 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/08 13:48:36	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Saved	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/08/08 13:58:30	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Saved	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/08/08 13:58:41	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/08/08 14:03:20	Andrews, Scott s. (IDIR\SCOANDRE) Scott.Andrews@gov.bc.ca		Approved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/08/23 15:03:30	Sanderson, Melissa (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/09/07 10:13:21	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Recalled	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/09/07 10:16:10	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Saved	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/09/07 10:20:12	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Saved	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/09/07 10:32:07	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	Andrews, Scott s. Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott s. Scott.Andrews@gov.bc.ca
2018/09/07 10:38:17	Andrews, Scott s. (IDIR\SCOANDRE) Scott.Andrews@gov.bc.ca		Approved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/09/07 10:44:19	Sanderson, Melissa ✓ (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129455 for Andrews, Scott S

2 note(s) returned.

Created On	Author	Note
2018/08/08 13:58:30	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	s.22 08/06/2018-Van to Vic HJ LD
2018/09/07 10:20:12	Duncan, Kate (IDIR\KDUNCAN) Kate.Duncan@gov.bc.ca	08.03.18 walk on to ferries. claiming ferry fee now ✓

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From: [Duncan, Kate EMPR:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E129455 Scott Andrews
Date: September 20, 2018 11:03:15 AM

Hi Debra,

Yes the payment date for the BC Ferries claim was on August 3rd.

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall
Minister of Energy Mines and Petroleum Resources
T: 250-387-2201
E: kate.duncan@gov.bc.ca

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From: Janke, Debra FIN:EX
Sent: September 19, 2018 2:48 PM
To: Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>
Subject: E129455 Scott Andrews

Hi Kate,

Please confirm the adjustments to Scott's return date (per air invoice) and the meal per diems for the attached travel claim. The credit card statement does not indicate the payment date for the BC Ferries claim. Please confirm purchase was on August 3rd.

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

SUN, AUGUST 12, 2018

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Purchased on Aug 3/18 email confirmation, attached

BCF-SWB SELF SERVE TICKET

\$17.20

FRI, AUGUST 10, 2018

[REDACTED]

Andrews, Scott EMPR:EX

From: passengerservices@helijet.com
Sent: Friday, September 7, 2018 9:46 AM
To: Andrews, Scott EMPR: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 Scott Andrews
Company Government Of British Columbia

Booking s.22

Tuesday, August 7, 2018

729

17:45 Vancouver Harbour (Downtown)

18:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - FlashSale

Scott Andrews, Male

[Add to Calendar](#)

Invoice #312407

SALE - Seat Sale \$159 \$151.43

+ GST \$7.57

Billing \$151.43

Taxes \$7.57

Grand Total \$159.00

Visa **\$159.00**

Date / Time August 7, 2018 @ 4:16:23 PM

Summary s.17

Expiration

Authorization

085911

Non-refundable at time of booking.
Changeable for same-day travel, with upgrade
Does not qualify for combination with Kids Fly Free
promotions.

Any cancellations will result in a non-refundable cancellation
fee equal to the value of the one-way travel.

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

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

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. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

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: