



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129218

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 Milne, Gala		Employee ID s.22		Phone Number (250) 387-1866	
Client Organization Attorney General		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/07/19		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 9044 Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates 2018 07/18	17. Places Travelled *PCard Destination * Vic-Van-Vic Vic-Van(HJ) Van			18. Personal Vehicle Use Km Cost 0.00	19. Other Transport Costs 14.50
	Start 0600	End 1930		20. & 21. Meals Claim F-D	Cost 33.25
				22. Lodging Costs	
				20. & 21. Miscellaneous Cost	Describe
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 14.50
				38. \$ 33.25	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 47.75
48. Client Code 105 105 105 105	49. Resp. 15002	50. Service Line 10005	51. STOB 5701	52. Project 1500000	45. Supplier Code s.22
Less Travel Advance 105					Amount \$ 47.75
					54. \$ 47.75
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

Audit Trail for Travel Voucher (Restricted Use) E129218 for Milne, Gala

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/19 15:52:39	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/07/19 15:57:25	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/07/19 15:57:33	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2018/07/19 15:58:54	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/07/19 16:10:59	Milne, Gala (IDIR\GMILNE) Gala.Milne@gov.bc.ca		Initiated	Smith, George S. George.Smith@gov.bc.ca
2018/07/19 16:12:18	Smith, George S. (IDIR\GEOSMITH) George.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129218 for Milne, Gala

1 note(s) returned.

Created On	Author	Note
2018/07/19 15:57:25	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	07/18/2018 VIC-VAN Helijet Flight from P-Card, Cab to Helijet \$14.50, Per Diem (F-D) \$33.25 07/18/2018 VAN-VIC HA Flight from P-Card

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Addo, Wolfgang AG:EX

From: passengerservices@helijet.com
Sent: Thursday, July 19, 2018 3:07 PM
To: Addo, Wolfgang AG: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	Gala Milne

Booking **s.22**

Wednesday, July 18, 2018

Invoice #306903

702 **FARE-YWH-Full_Summer - 2018** **\$219.05**

07:00 Victoria Harbour **+ GST** **\$10.95**

07:35 Vancouver Harbour

Billing **\$219.05**

35 minutes **Taxes** **\$10.95**

Confirmed **Grand Total** **\$230.00**

1 Passengers - Off-Peak **Mastercard** **\$230.00**

Gala Milne, Female

Date / Time **July 18, 2018 @ 6:27:39 AM**

Summary **s.17**

Add to Calendar

Expiration

Authorization **152654**

Addo, Wolfgang AG:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Thursday, July 19, 2018 3:09 PM
To: Addo, Wolfgang AG:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Gala Milne

Company

Attorney General

Booking s.17

Wednesday, July 18, 2018

Flight #225A

18:10 Vancouver Harbour / Map

18:45 Victoria Harbour / Map

35 minutes

KK- Confirmed

Invoice: **s.17**

Air Transportation Charges

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

Taxes, Fees and Charges

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

Sked 200 : Carbon Offset **\$0.65**

Sked 200 : VHFC Terminal Fee **\$9.86**

+ Goods and Services Tax **\$9.85**

1 Passenger(s) - GoFlex**Gala Milne, Female****Add to Calendar****Billing** **\$197.15****Taxes** **\$9.85****Grand Total** **\$207.00****Master Card** **\$207.00****Date / Time** **July 18, 2018 @ 5:38:59 PM****Summary** **s.17****Expiration****Authorization** **153451****GoFlex Fare Conditions:**

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

(subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure**Baggage:****All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within 24hrs of
departur e**Booking Information****Domestic Flights**

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

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

BLUEBIRD CABS #8
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/07/18
TIME 5289 06:25:46
RECEIPT NUMBER
C85068532-001-383-001-0

PURCHASE
TOTAL

\$14.50

MasterCard
A0000000041010
43A3FE5202D879E6
0000008000-E800
E6ADF6956FF52306

APPROVED

AUTH# 063947 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129560

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Name Xia, Eveline ✓				Employee ID s.22		Phone Number (778) 679-5842	
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/08/23		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters MO -Victoria	
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4							
16. Travel Dates 2018 07/14	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination Vic to Van (HJ)	Start 1300	End 1800	Km	Cost 0.00	Costs 189.00	Claim Cost 0.00
							22. Lodging Costs
							20. & 21. Miscellaneous
							Cost 30.00
							Describe taxi x 2
TOTALS OF COLUMNS					36. \$ 0.00	37. ✓ \$ 189.00	38. \$ 0.00
					39. \$ 0.00	40. ✓ \$ 30.00	Claim Total \$ 219.00 ✓
48. Client Code 048 048 048 048	49. Resp. 29005	50. Service Line 64000		51. STOB 5701	52. Project 2900000		45. Supplier Code s.22
							Amount \$ 219.00
Less Travel Advance 048							
							54. \$ 219.00 ✓
AMOUNT DUE TO EMPLOYEE							
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed

Audit Trail for Travel Voucher (Restricted Use) E129560 for Xia, Eveline

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/23 09:45:56	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/08/23 09:46:17	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/09/05 14:48:57	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/09/14 08:23:59	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	Janke, Debra S Debra.Janke@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129560 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/08/23 09:45:56	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Travel to Vancouver on HeliJet to staff the Minister on Monday Cab to Heli Jet Cab from Heli to VCO

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Audit Trail for Travel Voucher (Restricted Use) E129560 for Xia, Eveline

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/23 09:45:56	Frampton, Caelie (IDIRVADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/08/23 09:46:17	Frampton, Caelie (IDIRVADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca

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Drew, Ashley ENV:EX

From: passengerservices@helijet.com
Sent: Wednesday, August 22, 2018 2:10 PM
To: Drew, Ashley ENV: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

Eveline Xia

Booking s.22

Saturday, July 14, 2018 ✓

Invoice #302469

788

SALE - Seat Sale \$189

\$180.00

16:30 Victoria Harbour

+ GST

\$9.00

17:05 Vancouver Harbour ✓

Billing

\$180.00

35 minutes

Taxes

\$9.00

Confirmed

Grand Total

\$189.00

1 Passengers - Sale

Mastercard

\$189.00

Eveline Xia, Female ✓

Date / Time

July 14, 2018 @ 3:43:14 PM

Summary

s.17

Add to Calendar

Expiration

Authorization

184314

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD 5587*****s.17
CARD TYPE MASTERCARD
DATE 2018/07/14 ✓
TIME 5047 17:23:00
CLERK ID 4444
INVOICE # 2439
RECEIPT NUMBER
C85000502-001-631-004-0

PURCHASE
TOTAL

\$22.00

MasterCard
A0000000041010
BA7F3BF37021B165
0000008000-E800
98928CF4ACE5EB52

APPROVED

AUTH# 202300 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

BLUEBIRD CABS #74
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/07/14 ✓
TIME 2191 15:40:53
RECEIPT NUMBER
C85055601-001-013-015-0

PURCHASE
TOTAL

\$8.00

MasterCard
A0000000041010
0E74DEB18AE8E38B
0000008000-E800
86DAD023395902DE

APPROVED

AUTH# 184053 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129190

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Name Dycke, Kassandra ✓		Employee ID s.22		Phone Number (250) 953-3547	
Client Organization Health		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/07/18		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel MA Meetings		Headquarters Victoria	
12. Mailing Address for Cheque Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
2018	Destination	Start	End	Km	Cost
07/04	Vic-Whitehorse(AC)	1030	1800	0.00	P/Car s.22
07/05	Whitehorse	0900	1500	0.00	81.05
07/06	Whitehorse	0900	1500	0.00	
07/09	Whitehorse-Vic(AC)	1000	2000	0.00	P/Car s.22
					55.80
				20. & 21. Meals	22. Lodging Costs
				Claim	Cost
				F-B	41.00
				F-BLD	12.25
				F-B	41.00
				F-	51.50
				20. & 21. Miscellaneous	
				Cost	Describe
TOTALS OF COLUMNS				36.	37.
				\$ 0.00	136.85 \$ 135.85
				38.	39.
				\$ 145.75	\$ 560.70
				40.	Claim Total
				\$ 0.00	\$ s.22 843.30
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
026 66001	026	44000 66001	5705	6660000	s.22
026					
026					
026					
Less Travel Advance					
026					
					54.
					843.30 \$ s.22
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.			Print Name		Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			Print Name		Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.			Print Name		Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

* 07/07 & 07/08 personal

Audit Trail for Travel Voucher (Restricted Use) E129190 for Dycke, Cassandra

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/18 08:52:53	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/07/18 08:54:09	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/07/18 08:55:46	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/07/19 10:57:42	Dycke, Cassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/07/24 11:37:14	Singh, Jasmyn (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Forwarded	Dix, Adrian Adrian.Dix@gov.bc.ca
2018/08/20 13:25:47	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Recalled	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/08/20 13:30:42	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/08/20 13:32:38	Dycke, Cassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/08/20 13:41:53	Singh, Jasmyn (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	Dix, Adrian Adrian.Dix@gov.bc.ca
2018/08/30 09:44:38	Dix, Adrian ✓ (IDIR\ADDIX) Adrian.Dix@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129190 for Dycke, Kassandra

3 note(s) returned.

Created On	Author	Note
2018/07/18 08:52:53	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	07/04 - Taxi to Victoria airport from home \$54.80 07/04 - Air Canada Flight #8052 Vic-Van at 1:05pm (PC) 07/04 - Air Canada Flight #8859 Van-Whitehorse at 2:45pm (PC) 07/04 - Baggage fee for carry on \$26.25 for flight #8859 07/04 - Lodging cost \$186.90 at the s.15 s.15 07/05 - Meetings and events all day, lodging cost \$186.90 07/06 - Breakfast was at event, lodging cost \$186.90
2018/07/18 08:54:09	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	07/07 - Personal 07/08 - Personal 07/09 - Air Canada Flight #88888 Whitehorse - Van delayed late till about 8:00pm (PC) 07/09 - Air Canada Flight #8069 Van - Vic, arrived about 10:00pm (PC) 07/09 - Taxi home 55.80
2018/07/18 08:55:46	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	07/07 - Personal 07/08 - Personal 07/09 - Air Canada Flight #88888 Whitehorse - Van delayed late till about 8:00pm (PC) 07/09 - Air Canada Flight #8069 Van - Vic, arrived about 10:00pm (PC) 07/09 - Taxi home 55.80

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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)

Ministry of Health

EMPLOYEE NAME

Kassandra Dycke

POSITION

Ministerial Assistant

BRANCH / LOCATION / REGION

Minister's Office

DATE DEPARTING

YYYY / MM / DD

2018/07/04

DATE RETURNING

YYYY / MM / DD

2018/07/08

NO. OF WORKDAYS AWAY

3 ✓

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N/A OR:

DESTINATIONS

Whitehorse, Yukon

METHOD OF TRAVEL

Airplane

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

23rd Ministerial Government Conference on Francophonie
PTFT Meeting

EMPLOYEE SIGNATURE

Minister Dix

DATE SIGNED

YYYY / MM / DD

Kassandra Dycke

110 July 18

SIGNATURES

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

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 950

Meals 154.5

Lodging 600

Overtime

Fees

Other taxi 100

SUB TOTAL 1,804.5

Loss Costs
paid by others

TOTAL COSTS 1,804.5

Reset Form

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.

Kassandra Dycke ✓

Victoria BC V8V 1X4
CANADA

Receipt

Invoice date 7/9/2018
Our reference s.22
GST Number s.15

Guest	Kassandra Dycke	Arrival	7/4/2018	Departure	7/7/2018	Room	s.15
Date	Description	Quantity	Unit Price	Total (CAD)			
7/4/2018	Room Charge	1	178.00	178.00			
7/4/2018	GST	1	8.90	8.90			
7/5/2018	Room Charge	1	178.00	178.00			
7/5/2018	GST	1	8.90	8.90			
7/6/2018	Room Charge	1	178.00	178.00			
7/6/2018	GST	1	8.90	8.90			
				Total invoice	560.70		
7/7/2018	MC #s.17	Auth: 204608					-560.70
				Total Paid	-560.70		
				Total Due	0.00 ✓		
Total GST		26.70					

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 _____

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240037

*** PURCHASE ***

07-09-2018 21:23:18
Acct # ***** s.17 C
Exp Date **/** Card Type MC
Name: KASSANDRA DYCKE
A0000000041010 MasterCard

Operator: 137
Trace # 4203
Inv. # 1450
Auth # 002318 RRN 001277000

Total

\$55.80

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

s.17

Bluebird Cabs

CAR #	JOB NO.		
50			
DRIVER	MONTH	DAY	YEAR
278	07	04	18
ORIGIN			
860 Viewport			
DESTINATION			
AIR Port			
AMOUNT			
54.80			
TIPS			
TOTAL			
54.80			

MINISTERS OFFICE

BLUEBIRD CABS

250-381-2222

669416

CUSTOMER COPY

Fullaway, Elijah HLTH:EX

From: Ticket copy and usage <tusage@aircanada.ca>
Sent: Wednesday, July 18, 2018 7:05 AM
To: Fullaway, Elijah HLTH:EX
Subject: RE: Air Canada Baggage Invoice

Thank you!

Electronic Ticket		AIR CANADA		2196130081	
ENDORSEMENTS / RESTRICTIONS CAD659.00 NONREF-BG AC		DATE OF ISSUE 13Jun18		ORIGIN / DESTINATION YYT/YYT - SITI	
PASSENGER NAME DYCKE/KASSANDRA		NOT TRANSFERABLE		ISSUED IN EXCHANGE FOR AC014219608789691234	
AIR CANADA		WOODWARD AVENUE		SAINT JOHN, NB	
6399027		YSIT			
ORIGIN	FROM	CARRIER	FLIGHT	CLASS	DATE
X	VICTORIA/YYT	AC	8052	U	4Jul18
	TO VANCOUVER/YVR	AC	8859	U	4Jul18
X	TO WHITEHORSE/YXY	AC	8888	S	9Jul18
	TO VANCOUVER/YVR	AC	8069	R	9Jul18
	TO VICTORIA/YYT				
TIME	STATUS	FARE BASIS / TICKET DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLO
13:05:00	OK	U0ZHC TG	13Jun18	13Jun19	
14:45:00	OK	U0ZHC TG	13Jun18	13Jun19	
11:05:00	OK	BOCLT		13Jun19	
14:05:00	OK	R0CLT		13Jun19	
FARE		FARE CALCULATION		PIECES ALLOWED	
CAD	412.00	04JUL18YYT AC X/YVR AC YXY		YI RS16.00AD1117.00 END ROE1.00 PD14.25	
EQUIV. FARE PAID		6.71XG15.0050			
TAX	20.60				
TAX					
TAX					
TOTAL FARE	CAD 432.60	FORM OF PAYMENT		APPROVAL CODE	
ADCO	432.60	Cis.17		135152	
014/		CPM AIRLINE CODE		TOUR CODE	
		014 2196130081 5			
DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE					

From: Fullaway, Elijah HLTH:EX [mailto:Elijah.Fullaway@gov.bc.ca]
Sent: 17 July, 2018 11:12 AM
To: Ticket copy and usage <tusage@aircanada.ca>
Subject: RE: Air Canada Baggage Invoice

The 13 digit ticket number is 014 2196 130081.

Thanks,

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



Control No.

E129212

Name	Employee ID	Phone Number
Dycke, Kassandra	s.22	(250) 953-3547
Client Organization	Job Title	Travel Group Code
Health	Ministerial Assistant	3

5. Date Completed 2018/07/19	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Hospital Tours	Headquarters Victoria	

Room 567, Minister of Health Office 567 Belleville St Victoria, BC V6V 1X4	16. Travel Dates 2018 07/18	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
		Vic-Comox-Vic	0700	2240	473	255.42		F-B	41.00			

[illegible]

48.	Client Code 026 026 026 026	49.	Resp. 026	50.	Service Line 66001	51.	STOB 5794	52.	Project 666000000000	45.	Supplier Code s.22	Amount \$ 296.42
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025	
Less Travel Advance	
026	

AMOUNT DUE TO EMPLOYEE

54.	\$ 296.42
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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) E129212 for Dycke, Kassandra

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/19 11:17:22	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/07/19 11:19:03	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/07/19 11:52:07	Dycke, Kassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/07/19 14:14:51	Singh, Jasmyn (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129212 for Dycke, Kassandra

1 note(s) returned.

Created On	Author	Note
2018/07/19 11:17:22	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	07/18 - Left home at 7:10am, returned at 10:40pm with 2.5 hours personal time in Comox. 07/18 - Drive included construction delays and a long detour off-highway 07/18 - Vic - Nanaimo - Comox 232km, Comox - Vic 241km.

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Fullaway, Elijah HLTH:EX

From: Dycke, Kassandra HLTH:EX
Sent: Thursday, July 19, 2018 10:53 AM
To: Fullaway, Elijah HLTH:EX
Cc: Hansen, Lucy HLTH:EX
Subject: Travel Claim

Hi Elijah,

Details for a travel claim for my hospitals tour 18 July 18:

Left home @ 7:10am; returned home 10:40pm (2.5 hours personal time in Comox)

Drive – (included construction delays and a long detour off-highway due to an accident)

Victoria to Nanaimo to Comox – 232 km

Comox to Victoria – 241km

Meals: Lunch + Dinner + Incidentals (parking \$3.50)

Thanks ☺

kass

Kassandra Dycke

Ministerial Assistant to

Hon. Adrian Dix, Minister of Health

Room 337 | Parliament Buildings, Victoria, BC | V8W 9V1

Office 250-953-3584 | Cell 778-678-3776

kassandra.dycke@gov.bc.ca