



## Control No.

E129611

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Smith, George S.	s.22	(250) 387-1866
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Attorney General	Senior Ministerial Assistant	3

<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial Business	<b>Headquarters</b> Victoria
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P.O.Box 9044, Stn Prov Govt, Victoria, BC V8W 9E2

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 40.00		\$ 115.25	\$ 552.24	\$ 0.00	\$ 707.49

[illegible]

54.	\$ 707.49
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<p><b>56. Spending Authority Signature (See Audit Trail)</b>          - Certified correct pursuant to section 32 &amp; 33 of the Financial Administration Act and related policies.</p>	<p><b>Print Name</b></p>	<p><b>Date Signed</b></p>
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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) E129611 for Smith, George S

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/05 12:10:04	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S. George.Smith@gov.bc.ca	Saved	Smith, George S. George.Smith@gov.bc.ca
2018/09/05 12:10:24	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S. George.Smith@gov.bc.ca	Saved	Smith, George S. George.Smith@gov.bc.ca
2018/09/05 12:12:48	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S George.Smith@gov.bc.ca
2018/09/05 12:14:13	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S. George.Smith@gov.bc.ca
2018/09/05 12:14:41	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S George.Smith@gov.bc.ca
2018/09/05 12:27:18	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S. George.Smith@gov.bc.ca
2018/09/05 12:27:56	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S George.Smith@gov.bc.ca
2018/09/05 12:28:07	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Notified	Smith, George S George.Smith@gov.bc.ca
2018/09/05 12:28:15	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S George.Smith@gov.bc.ca
2018/09/05 12:31:06	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S George.Smith@gov.bc.ca	Saved	Smith, George S George.Smith@gov.bc.ca
2018/09/05 12:35:59	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Smith, George S. George.Smith@gov.bc.ca	Saved	Smith, George S. George.Smith@gov.bc.ca
2018/09/05 15:36:45	Smith, George S (IDIR\GEOSMITH) George.Smith@gov.bc.ca		Initiated	Eby, David David.Eby@gov.bc.ca
2018/09/10 13:26:15	Eby, David (IDIR\DEBY) David.Eby@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E129611 for Smith, George S.

1 note(s) returned.

Created On	Author	Note
2018/09/05 12:27:56	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	07/12/2018 Vic-Van-Vic Helijet Flight \$ from P-Card, Cab \$ 20.0  07/30/2018 Vic-Van-Vic Helijet Flight \$ from P-Card, Cab \$ 10.00  08/28/2018 Vic-Van HA Flight \$ from P-Card, Cab \$10.00, Per Diem \$30.50 (F-BL), Hotel \$552.24  08/29/2018 Van Cab \$10.00, Per Diem \$51.50 (F)  08/30/2018 Van-Vic HA Flight \$ from P-Card, Per Diem 33.25(F-D)

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## Addo, Wolfgang AG:EX

**From:** passengerservices@helijet.com  
**Sent:** Tuesday, August 7, 2018 12:18 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

George Smith

Company

Government Of Bc

### Bookings.22

Thursday, July 12, 2018

704

07:50 Victoria Harbour

08:25 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

George Smith, Female

[Add to Calendar](#)

Invoice #305730

FARE-YWH-Full\_Summer - 2018

\$219.05

+ GST

\$10.95

Billing

\$219.05

Taxes

\$10.95

Grand Total

\$230.00

Mastercard

\$230.00

Date / Time

July 12, 2018 @ 7:44:16 AM

Summary

s.17

Expiration

Authorization

145521

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

Travel Documentation:

## Addo, Wolfgang AG:EX

**From:** passengerservices@helijet.com  
**Sent:** Thursday, July 12, 2018 4:27 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

<b>Account</b>	<b>Customer #</b>	s.17
	<b>Name</b>	George Smith
	<b>Company</b>	Government Of Bc

### Booking s.22

**Thursday, July 12, 2018**

**725**  
**16:40 Vancouver Harbour**  
**17:15 Victoria Harbour**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**  
**George Smith, Female**

**Add to Calendar**

**Invoice #305829**

**FARE-YWH-Full\_Summer - 2018** **\$219.05**

**+ GST** **\$10.95**

**Billing** **\$219.05**

**Taxes** **\$10.95**

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

**Mastercard** **\$230.00**

**Date / Time** **July 12, 2018 @ 4:26:02 PM**

**Summary** **s.17**

**Expiration**

Authorization 192601

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

Travel Documentation:

## Addo, Wolfgang AG:EX

**From:** passengerservices@helijet.com  
**Sent:** Tuesday, August 7, 2018 9:42 AM  
**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

George Smith

Company

Government Of Bc

### Booking

s.22

**Monday, July 30, 2018**

**704**

**07:50 Victoria Harbour**

**08:25 Vancouver Harbour**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**. George Smith, Female**

**Add to Calendar**

**Invoice #309777**

**FARE-YWH-Full\_Summer - 2018**

**\$219.05**

**+ GST**

**\$10.95**

**Billing**

**\$219.05**

**Taxes**

**\$10.95**

**Grand Total**

**\$230.00**

**Mastercard**

**\$230.00**

**Date / Time**

**July 30, 2018 @ 7:26:03 AM**

**Summary**

s.17

**Expiration**



Authorization 102602

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

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

Booking **s.22**

Monday, July 30, 2018

725

16:40 Vancouver Harbour

17:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Sale

George Smith, Female

Add to Calendar

Invoice #310485

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

**Grand Total \$189.00**

Mastercard \$189.00

Date / Time July 30, 2018 @ 3:56:07 PM

Summary s.17

Expiration

Authorization 185604

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

Does not qualify for combination with Kids Fly Free promotions.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

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

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

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

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](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

Travel Documentation:  
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.  
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

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; fare upgrade may be

## Addo, Wolfgang AG:EX

**From:** reservation@harbourair.com  
**Sent:** Wednesday, September 5, 2018 11:39 AM  
**To:** Addo, Wolfgang AG: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** George Smith  
**Company** Attorney General

### Booking s.17

**Tuesday, August 28, 2018**

#### Flight #2220A

**17:30 Victoria Harbour / Map**

**18:05 Vancouver Harbour / Map**

**35 minutes**

**KK- Confirmed**

#### Invoice s.17

##### Air Transportation Charges

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

##### Taxes, Fees and Charges

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

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

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

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

1 Passenger(s) - GoFlex

George Smith, Male

Add to Calendar

Billing \$197.15

Taxes \$9.85

**Grand Total \$207.00**

Master Card \$207.00

Date / Time August 28, 2018 @ 4:32:15 PM

Summary s.17

Expiration

Authorization 141758

**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)

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 # s.17

Thursday, August 30, 2018

Invoice s.17

Air Transportation Charges

Flight #2190/Twin Otter

15:40 Vancouver Harbour / Map 

Sked 200/300 : (St) GO Flex

\$186.64

**16:15 Victoria Harbour / Map**

**35 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

**George Smith, Male**

**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**

**Grand Total \$207.00**

**Master Card \$207.00**

**Date / Time August 30, 2018 @ 2:54:50 PM**

**Summary s.17**

**Expiration**

**Authorization 141758**

**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)**

**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**

July 12th  
Vic - Van - Viz

July 30th  
Vic - Van

BLUEBIRD CABS #39  
2612 QUADRA ST  
VICTORIA BC

CARD s.17  
CARD TYPE FLASH  
ACCOUNT TYPE DEFAULT  
DATE 2018/07/12  
TIME 5150 07:42:49  
RECEIPT NUMBER  
H85068941-001-366-002-0

PURCHASE  
TOTAL  
  
\$10.00

Interac  
A0000002771010  
DF9300D4D853EE80  
8080008000-

APPROVED  
AUTH# 104249 00-001  
THANK YOU

CARDHOLDER COPY

TRANSACTION RECORD

YELLOW CAB  
817 FISGARD STREET V8W1H0  
VICTORIA BC  
21852400  
GH21852400Z1

\*\*\*\* PURCHASE \*\*\*\*  
07-12-2018 17:30:4  
Acct # \*\*\*\*\*s.17  
Card Type D  
A0000002771010 Intern  
Operator: 222  
Trace # 9397  
Inv. # 222  
Auth # 2030

Total \$10.00

(001) APPROVED - THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcab.ca  
250-381-2222

BLUEBIRD CABS #22  
2612 QUADRA ST  
VICTORIA BC

s.17  
CARD  
CARD TYPE FLASH  
ACCOUNT TYPE DEFAULT  
DATE 2018/07/30  
TIME 3661 07:24:40  
RECEIPT NUMBER  
H85068556-001-236-004-0

PURCHASE  
TOTAL  
  
\$10.00

Interac  
A0000002771010  
6A198D9AE4C6B783  
8080008000-

APPROVED  
AUTH# 102440 00-001  
THANK YOU

CARDHOLDER COPY

PHONE.250.382.2222

Aug 28 → 30

Viz - Van - Viz

28<sup>th</sup> - Dinner

29<sup>th</sup> - Full per diem

30 - Full minus dinner

\*DUPLICATE\*

BLACK TOP & CHECKERS  
CABS #383  
777 PACIFIC ST  
VANCOUVER BC

\*DUPLICATE\*

CARD s.17  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/08/29  
TIME 5051 08:33:49  
CLERK ID 1  
RECEIPT NUMBER  
C85014180-001-684-001-0

PURCHASE  
TOTAL

\$10.00

Interac  
A0000002771010  
C8826EBBF4B0FF86  
8080008000-6800  
279F23C4B8673005

APPROVED

AUTH# 113349 00-001  
THANK YOU

CARDHOLDER COPY

\*DUPLICATE\*

**George Smith****Canada**

Company Name: Provincial Government

Group Name:

Room No. s.15  
 Arrival : 08-28-18  
 Departure : 08-30-18  
 Folio No. :  
 Conf. No. : s.22  
 Cashier No. : 127  
 Custom Ref. :

Date	Description	Charges	Credits
08-28-18	Room Charge	235.00	
08-28-18	DMF	3.04	
08-28-18	PST	19.04	
08-28-18	GST	11.90	
08-28-18	AHRT	7.14	
08-29-18	Room Charge	235.00	
08-29-18	DMF	3.04	
08-29-18	PST	19.04	
08-29-18	GST	11.90	
08-29-18	AHRT	7.14	
08-30-18	Visa		552.24
	s.17		
<b>Total Charges</b>		<b>552.24</b>	
<b>Total Credits</b>			<b>552.24</b>
<b>Balance</b>			<b>0.00</b>



George Smith


Canada

Company Name: Provincial Government

Group Name:

Room No. s.15  
 Arrival : 08-28-18  
 Departure : 08-30-18  
 Folio No. :  
 Conf. No. s.22  
 Cashier No. : 127  
 Custom Ref. :

Date	Description	Charges	Credits
08-28-18	Room Charge	235.00	
08-28-18	DMF	3.04	
08-28-18	PST	19.04	
08-28-18	GST	11.90	
08-28-18	AHRT	7.14	
08-29-18	Room Charge	235.00	
08-29-18	DMF	3.04	
08-29-18	PST	19.04	
08-29-18	GST	11.90	
08-29-18	AHRT	7.14	
08-30-18	Visa		552.24
	s.17		
Total Charges		552.24	
Total Credits			552.24
Balance			0.00

Minister Signature 

Page No. 1 of 1



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129589

**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> Spilker, Robyn ✓		<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 952-7627	
<b>Client Organization</b> Finance		<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/08/30		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b> EFT	
<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> Minister's Office Room 153, Parliament Buildings Victoria, BC V8V 1X4					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<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>
08/21	Victoria-Nanaimo	0700	2359		0.00
08/22	Nanaimo-Victoria	0700	2359		0.00
	Travelled w/Minister via car				
	X Ref TV#E129580				
				<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>
				<b>Claim</b>	<b>Cost</b>
				F-B	41.00
				F-	51.50
				<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> \$ 0.00
				<b>38.</b> ✓ \$ 92.50	<b>39.</b> ✓ \$ 197.75
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 290.25 ✓
<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>
022	32001	34000	5743	3200000 2714737	s.22
022					
022					
022					
<b>Less Travel Advance</b>					
022					
					<b>54.</b> \$ 290.25 ✓
<b>AMOUNT DUE TO EMPLOYEE</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>
<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) E129589 for Spilker, Robyn**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/30 10:59:52	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	Spilker, Robyn Robyn.Spilker@gov.bc.ca	Saved	Spilker, Robyn Robyn.Spilker@gov.bc.ca
2018/08/30 11:06:53	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	Spilker, Robyn Robyn.Spilker@gov.bc.ca	Saved	Spilker, Robyn Robyn.Spilker@gov.bc.ca
2018/08/30 11:23:39	Spilker, Robyn (IDIR\RSPILKE) Robyn.Spilker@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2018/08/30 11:24:16	Reid, Heidi ✓ (IDIR\HREID) Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E129589 for Spilker, Robyn**

1 note(s) returned.

Created On	Author	Note
2018/08/30 11:06:53	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	<p>Aug 21 - Victoria to Nanaimo to staff Minister's meetings (via Minister's private vehicle) Lunch &amp; Dinner p/diem Hotel for 1 night @ \$197.75</p> <p>Aug 22 - Nanaimo to Victoria (via Minister's private vehicle) All Day p/diem Stuck on the Malahat due to accident and hwy closure - late arrival home after accident cleared and highway finally re-opened</p>

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**From:** [Janke, Debra FIN:EX](#)  
**To:** [Reid, Heidi FIN:EX](#)  
**Subject:** E129589 Robyn Spilker  
**Date:** August 31, 2018 10:20:00 AM

---

Hi Heidi,

s.15 exceeds the CSA approved single rate of \$125.00 plus taxes, per night.  
Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and return.

For your records, I have changed the stob to 5702 and the project number to 3200000.

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

Robyn Spilker ✓

501 Belville St Rm 153  
Victoria, BC

Page #

1

Res. #

s.22

Checked in

Tue Aug 21/18 - 3:12pm

Checked out

Wed Aug 22/18 - 7:01am

Nights

1 ✓

Room Rate

165.00

Promo Code

Room

s.15

Date	Description	Reference	Charges	Credits
✓ Aug21	Room Charges - Government	exceeds the CSA approved single rate of \$125.00 plus taxes, per night	165.00	
Aug21	Parking	email sent to AC on Aug 31 requesting Ministers approval	8.00	
Aug21	GST		8.25	
Aug21	PST		13.20	
Aug21	BC Municipal / Regional Tax		3.30	
Aug22	PAID BY MASTERCARD - Thank you			197.75
			0.00	197.75
				<u>197.75</u>

Thank you for staying with us.  
We look forward to seeing you again!

s.15

Our G.S.T. # s.15

s.15

Charge Summary:

GST	8.25
PST	13.20
BC Municipal / Regional	3.30

Mercha  
Term ID: 016  
Clerk ID: 10

Ref #: 033

## Pre-Auth Compl

XXXXXXXXXX s.17

MASTERCARD

Entry Method: Chip

08/22/18

07:00:49

Inv #: 000000

Appr Code: 021493

Apprvd

Batch#: 000006

Original Pre-Auth Amount: \$ 400.00

Total: \$ 197.75

I agree to pay above total amount  
according to card issuer agreement  
(Merchant agreement if credit voucher).  
Retain this copy for statement  
verification.

Application Label: Credit  
AID: A0000000041010  
TVR: 00 00 00 00 00  
ISI: E8 00

Customer Copy