



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129070

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 Russell, Shannon		Employee ID s.22		Phone Number (250) 387-9699	
Client Organization Citizens' Services		Job Title Senior Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/07/05		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 9068 Stn Prov Gov Victoria, BC V8W 9E2					
16. Travel Dates	17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs
2018	Destination	Start	End	Km	Cost
06/21	Vic to Kamloops(AC)*	0700	2000	33	17.82
06/22	Kamloops	0700	1400		0.00
06/24	Kamloops to Vic (AC)*	0700	1300	33	17.82
06/25	Leg-Ogden Point	1230	1240		0.00
* PCard					
				20. & 21. Meals	22. Lodging Costs
				Claim	Cost
				F-	51.50
				H-	25.75
				H-	25.75
					0.00
				20. & 21. Miscellaneous	Cost
					✓ 68.09
					✓ 21.95
					✓ 12.50
					Describe
					Parking/rental car
					Parking
					parking
TOTALS OF COLUMNS				36. \$ 35.64	37. \$ 11.00
				38. \$ 103.00	39. \$ 161.24
				40. \$ 102.54	Claim Total \$ 413.42
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
112	32805	34610	5702	3200000	s.22
112	↓	↓	6501	↓	
112					
112					
Less Travel Advance					
112					
AMOUNT DUE TO EMPLOYEE					54. \$ 413.42
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) E129070 for Russell, Shannon

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/05 12:20:46	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
2018/07/05 12:22:22	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
2018/07/09 12:35:16	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/07/09 13:46:24	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) E129070 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/07/05 12:20:46	Delaney-Spindler, Chelsea (IDIR\CHDELANE) Chelsea.DelaneySpindler@gov.bc.ca	06/21 - Vic to Kamloops, 33 KM in personal vehicle to airport, \$12.50 airport parking, flights paid on office P-Card, \$46.14 daily rental car, \$9.45 hotel parking, full day per diem. 06/22 - In Kamloops, \$9.45 hotel parking, \$12.50 airport parking, half day Per Diem. *Hotel and rental car not claimed.* 06/24 - Kamloops to Vic, flights paid on office P-Card, \$12.50 airport parking, 33 km in personal vehicle from airport. 06/25 - Leg to Ogden Point, taxi to Cable Innovator Ship Tour

Claiming half day meal per diems as
SMA was supporting Minister. SMA
does not wish to claim for additional car
rental days only parking.

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

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

Renter: RUSSELL, SHANNON S.

Vehicle Rented: Owner: a/Devon Transport Unit #: 821067

D Number: A162000

Company: CITIZEN SERVICES

Credit Card: Master Card XXXXXXXXXX S.17

Class: Full Size

Time Out: 21 Jun 2018 14:36

Time In: 24 Jun 2018 08:43

Location Out: Kamloops Airport

Location In: KAMKA

Licence: GG629F

Km Out: 5045

Km In: 5122

Km Driven: 77

Rental Rate Used: PRG-KA-16 - A

Vehicle Class: Full Size

Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	39.79	200	Regular
Week	1	End	236.75	1400	Regular
Year	25	999	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 \$1.42 per litre).

Must be Provincial Govt employee or authorized representative

Registration Fee: 13.9% subject to taxes

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

Contract close subject to final vehicle inspection

Noted In Kamloops

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

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	3	119.37	6.19	8.36	4.50	

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

Payments & Refunds

Total: 138.42

Type	Date	Amount	Exchange	Amount	Location
Master Card	24 Jun 2018 08:49			138.42	KAMKA
BD012S01	019001001004 XXXXXXXXXXXX S.1	173641	Purchase		
BD012C01	MasterCard APPROVED AID:A0000000041010 00-000 C				

Amount Owning

Net Charges & Taxes:	138.42
Net Payment & Refunds:	138.42

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

Taxes 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

Incidents must be reported to Budget within 24 hours.

Contract close subject to final audit.

Remarks:

Estimated Charges: \$138.42

Claiming one day of rental

\$46.14/day

Reservation # s.22

Send To Russell, Shannon

., BC, ., CA

Phone .

Guest Name Russell, Shannon

Arrival Date
06/21/2018Departure Date
06/24/2018

Group Name BC Government Caucus

Room Information s.15,s.22

Bill To Russell, Shannon

., BC, ., CA

Folio Number s.22

Trans Date	Description	Voucher	Amount
------------	-------------	---------	--------

Charges

06/21/2018	Room Charge	s.15	139.00
06/21/2018	MRDT		4.17
06/21/2018	GST 5%		6.95
06/21/2018	PST - 8% Accommodation		11.12
06/21/2018	Outdoor Parking		9.00
06/21/2018	GST 5%		.45
06/22/2018	Room Charge		139.00
06/22/2018	MRDT		4.17
06/22/2018	GST 5%	Minister approved claim	6.95
06/22/2018	PST - 8% Accommodation		11.12
06/22/2018	Outdoor Parking		9.00
06/22/2018	GST 5%		.45
06/23/2018	Room Charge		139.00
06/23/2018	MRDT		4.17
06/23/2018	GST 5%		6.95
06/23/2018	PST - 8% Accommodation		11.12
06/23/2018	Outdoor Parking	-	9.00
06/23/2018	GST 5%	-	.45
Total Charges			512.07

Payments

06/24/2018	Mastercard		-512.07
Total Payments			-512.07

I have received the goods and/or services in the amount shown hereon. I agree that my liability for this bill 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 or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature

Reservation #

s.22

Send To

Russell, Shannon

.

., BC, ., CA

Phone

.

Guest Name

Russell, Shannon

Arrival Date

06/21/2018

Departure Date

06/24/2018

Group Name

BC Government Caucus

Room Information

s.15,s.22

Bill To

Russell, Shannon

.

., BC, ., CA

.

Folio Number	s.22			
Trans Date	Description	Voucher	Amount	
		Balance Due	0.00	

I have received the goods and/or services in the amount shown hereon. I agree that my liability for this bill in 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 or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature

VICTORIA
INTERNATIONAL AIRPORT
LANE: Long Term Exit 2-11

Paid On: 2018/06/24 12:01
Ticket #: 283245923
Paid: \$ 50.00
GST: \$ 2.38

CC: VISA: 4504 0622
THANK YOU
Transaction: Approved
CST# 10456-12761801
***** s.17 Swiped
VISA
Purchase 18/06/24 12:01:44
Seq# 016974 005
Auth# 043062
APPROVED

\$12.50 per day

BLUEBIRD CARS #30
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/25
TIME 0389 12:38:48
RECEIPT NUMBER
C85018493-001-045-009-0

PURCHASE
TOTAL

\$11.00

MasterCard
A0000000041010
8D5ED48A088585C2
0000008000-E800
9E0CFCC1E349FD60

APPROVED

AUTH# 153848 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

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: Shannon Russell
E-mail: CHELSEA.DELANEYSPINDLER@GOV.BC.CA
Payment: CCCAXXXXXXXXXXX s.17
 CC CAXXXXXXXXXXX

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
AC8062	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Standard (U)	Confirmed
<i>Operated by:</i>	Thu 21-Jun 2018	Thu 21-Jun 2018			
<i>Air Canada Express-Jazz</i>	10:55	11:23 - TERMINAL M -MAIN			
AC8194	Vancouver (YVR)	Kamloops (YKA)	DH3	Economy Standard (U)	Confirmed
<i>Operated by:</i>	Thu 21-Jun 2018	Thu 21-Jun 2018			
<i>Air Canada Express-Jazz</i>	12:50 - TERMINAL M -MAIN	13:45			
AC8191	Kamloops (YKA)	Vancouver (YVR)	DH3	Economy Latitude (B)	Confirmed
<i>Operated by:</i>	Sun 24-Jun 2018	Sun 24-Jun 2018			
<i>Air Canada Express-Jazz</i>	09:35	10:30 - TERMINAL M -MAIN			

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8063	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Latitude (B)	Confirmed
<hr/>					
Operated by:	Sun 24-Jun 2018	Sun 24-Jun 2018			
Air Canada Express- Jazz	11:15 - TERMINAL M -MAIN	11:45			

Passenger Information

Passenger: 1 Shannon Russell
Ticket number: 014 2196 015886

Purchase Summary

Passenger: 1 Ticket number 014 2196 015886

Date of issue	11-Jun 2018
Fare Amount in Canadian dollars: (including <i>navigational & other charges</i>)	806.00
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	17.45
Total Fare in Canadian dollars:	366.45A
Options	
Change fee in Canadian dollars	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.00
Change fee in Canadian dollars	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.00

Ticket particularities:
 CAD433.00 NONREF-BG:AC

*Fare calculation:
 20JUN18YYJ AC X/YVR AC YKA Q12.00R301.00AC X/YVR Q12.00AC YYJ
 R481.00CAD806.00 END ROE1.00 PD14.25CA24.81XG25.00SQ

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.



Control No.

E129585

Name	Employee ID	Phone Number
Talbot, Sarena	s.22	(250) 356-0179
Client Organization	Job Title	Travel Group Code
Advanced Education, Skills and Training	Senior Ministerial Assistant	3

5. Date Completed 2018/08/30	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel staffing Minister	Headquarters Victoria	

12. Mailing Address for Cheque

PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport	20. & 21. Meals		22. Lodging	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Describe
2018	*PCard										
06/06	* Ottawa (AC)	1000	2359	27	14.58	32.41	F-BL	30.50	233.86		
06/07	* Victoria (WJ)	0700	2359		0.00	58.70	F-L	41.00		43.39	printing
06/20	* Vic/Van/Vic(HA)	1000	1600		0.00			0.00			
07/13	* Vancouver (HA)	1400	2359		0.00			0.00			
07/14	Vancouver	0700	2359		0.00			0.00			
07/15	Vancouver	0700	2359		0.00			0.00			
07/16	Vancouver	0700	2359	15	8.10	12.59	F-B	41.00		31.65	personal residence
07/17	* Victoria (HA)	0700	1700		0.00	2.30	F-BD	22.75			

[illegible]

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	019	11001	18000	5701	1100000	s.22	\$ 118.39
	019	11001	18000	5705	1100000		\$ 454.44
	019						
	019						

[illegible]

		\$ 572.83
	AMOUNT DUE TO EMPLOYEE	54.
		\$ 572.83

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
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Audit Trail for Travel Voucher (Restricted Use) E129585 for Talbot, Sarena

14 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/30 09:57:42	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 10:00:26	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 10:24:56	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 10:33:27	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/12 10:35:22	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 11:08:39	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 12:43:13	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 15:23:20	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Talbot, Sarena Sarena.Talbot@gov.bc.ca	Saved	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/14 15:24:44	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 15:25:21	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 15:58:44	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 15:59:20	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 09:36:33	Talbot, Sarena (IDIR\STALBOT) Sarena.Talbot@gov.bc.ca		Initiated	Flesh, Cindy Cindy.Flesh@gov.bc.ca
2018/09/17 09:40:33	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) E129585 for Talbot, Sarena

1 note(s) returned.

Created On	Author	Note
2018/09/14 15:25:21	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	see attached for notes

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Travel Voucher E129585

Sarena Talbot

June 6, 2018 – personal ride to airport Vic/Ottawa (AC pd by p/c) – Blue Line Taxi to hotel – o/n

June 7, 2018 – printing cost (pd by m/c) - share ride to meetings – share ride to airport Ottawa/Vic (WJ pd by p/c)
– Yellow cab to home.

June 20, 2018 – walk to Harbour Air Vic/Van (pd by p/c) – shuttle to meetings – personal ride to Harbour Air
Van/Vic (pd by p/c) – walk home.

July 13, 2018 - walk to Harbour Air Vic/Van (pd by p/c) – personal ride to personal residence – o/n

July 14, 2018 – personal

July 15, 2018 – personal

July 16, 2018 – personal ride to event – Car 2 Go to meetings and to personal residence – o/n

July 17, 2017 – skytrain to meetings – walk to Harbour Air Van/Vic (pd by p/c) – walk home.

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI11AB.COM
TAXI11AB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID: 324 300 862
MERCHANT ID: 4325520A
VEHICLE ID: 1311
DRIVER ID: 00051883

TRIP NUMBER: 7326
PASSENGERS: 1

06-06-2018
START: 23:40 END: 23:41

FARE AMOUNT: \$ 32.41

TIP AMOUNT: \$ 2.22

TOTAL: \$

MASTER CARD SALE: \$ 1.17

APPROVAL NUMBER: 234129

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI11AB.COM
TAXI11AB



YELLOW CAB
817 FISCARD STREET V8W1R9
VICTORIA BC
21852400
GM2185240054

**** PURCHASE ****

06-08-2018 00:13:35

Acct # *****s.17 C

Exp Date **/** Card Type MC

Name: SARENA TALBOT

A0000000041010 MasterCard

Trace # 14063

Inv. # 869

Auth # 031335 RRN 001349003

Purchase \$58.70

Tip \$ 2.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLUE LINE TAXI

(613) 238 - 1111

Merchant ID: 4325520A

Driver ID: 51883

Record Num.: 0002

Sale

Application Label: MasterCard

XXXXXXXXXXXXs.17

AID: A0000000041010

MASTERCARD

Entry Method: Chip

Amount: \$ 32.41

Tip: \$ 2.22

Total: CAD\$

2018/06/06

23:41:29

Resp Code: 00

TVR: 0000000000
TSI: 6800

Inv#: 001341

Appr Code: 234129

Apprvd: Online

Batch#: 001326

TRN Ref #:

MCBRST7XD0606

DESCRIPTION:

s.15

Room/Chambre : s.15
Folio # : s.22
Invoice # :
Cashier/Cassier # : 95771
Page # : 1 of 1

Reference No.

Ms Sarena Talbot
n/a
Victoria
Canada

Arrival/Arrivée : 06-06-18
Departure/Départ : 06-07-18
s.15

Date	Description	Additional Information/Supplémentaire	Charges	Credits
06-06-18	Room Charge		199.00	
06-06-18	Municipal Accommodation Tax (7.96	
06-06-18	Room HST (13%)		26.90	
06-07-18	MasterCard	XXXXXXXXXXXXXs.17 XX/XX		233.86
Total			233.86	233.86

Balance Due/Solde 0.00

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	26.90
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
Total	0.00	Total	26.90

s.15

s.15

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

s.15



Booking Confirmation

Booking Reference: s.22

Date of issue: 01 Jun, 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](#) 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](#) 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](#) directly.



Depart

Economy - Standard

Wednesday
06 Jun, 2018

12:05
Victoria
Victoria Intl. (YYJ), BC



19:35
Toronto
Pearson Intl. (YYZ), ON
Terminal 1

AC1680

4hr30
Economy Q
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

Layover in Toronto

1hr55

ⓘ AC1680 This flight is operated by Air Canada Rouge. You'll want to [learn more](#) about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Wednesday
06 Jun, 2018

21:30
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



22:30
Ottawa
Ottawa Intl. (YOW), ON

AC476

1hr00
Economy Q
Operated by: Air Canada | A320-200 |
Wi-Fi
Air Canada Bistro

Total duration

7hr25

Passengers

Sarena Talbot

Ticket Number
0142195580819

Seats
AC1680 -
AC476 -



Purchase summary

MasterCard

***** S.1

Amount paid: \$527.55

Tax information

GST/HST no. 10009-2287 RT0001

\$24.91

GST/HST no. 10009-2287 RT0001

\$0.52

1 adult

Base Fare

453.00

Surcharges

23.00

Goods and Services Tax - Canada no. 100092287 RT0001

24.91

Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)

0.52

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

19.00

Total airfare and taxes before options

\$527⁵⁵

GRAND TOTAL (Canadian dollars)

\$527⁵⁵



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

minutes¹

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.



eTicket Receipt

Prepared For
TALBOT/SARENA MISS

RESERVATION CODE	s.22
ISSUE DATE	01Jun18
TICKET NUMBER	8382137170133
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
ISSUING AGENT LOCATION	CAMBRIDGE BAY NU, CANADA

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07Jun18	WESTJET WS 613	OTTAWA ON, CANADA Time 6:55pm	CALGARY INTL AB, CANADA Time 9:14pm	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LC03JK Not Valid Before 07JUN18 Not Valid After 07JUN18
07Jun18	WESTJET WS 195	CALGARY INTL AB, CANADA Time 11:00pm	VICTORIA BC, CANADA Time 11:29pm	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LC03JK Not Valid Before 07JUN18 Not Valid After 07JUN18

Allowances

Baggage Allowance

YOW to YYJ - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 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

YOW to YYC , YYC to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

YOW to YYC , YYC to YYJ - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment

CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX

Fare Calculation Line	YOW WS X/YYC WS YYJ483.00CAD483.00END
Fare	CAD 483.00
Taxes/Fees/Carrier-Imposed Charges	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 23.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 66.71 RC (HARMONIZED SALES TAX (HST))
	CAD 2.99 RC2 (HARMONIZED SALES TAX (HST))
Total Fare	CAD 605.82

Other Charges

SEAT ASSIGNMENT # 8381501099443 (YOW-YYC / QTY 1, YYC-YYJ / QTY 1)	CAD 36.00
Taxes	CAD 4.68
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Total	CAD 40.68
Total Fare and Other Charges	CAD 646.50

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

s.22

Statement

Account Name:	TALBOT, SARENA	Card Number:	XXXX-XXXX-XXXX-S.17
Company Name:	PROVINCE OF BC TRAVEL	Account Limit:	s.22
Employee ID:	s.22	Available Credit:	
Statement Date (MM/DD/YYYY):	07/03/2018	Currency:	
Payment Due Date (MM/DD/YYYY):	08/02/2018	Past Due Balance:	
		New Account Balance:	

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:
 Payments:
 Adjustments:
 Net Purchases:
 Cash Advance:
 Fees:
 Other Charges:
 New Account Balance:

Interest Charges and rates:

Item	Purchase/Other	Cash Advances
Interest charges on this statement (\$)	s.22	
Annual interest rate next period (%)		
Daily interest rate next period (%)		

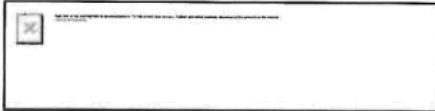
Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
06/06	06/06 229097122	PAYMENT - THANK YOU / VERSEMENT - MERCI	s.22		
06/06	06/08 229701589	BLUE LINE 1311 TAXITAB OTTAWA ON			
06/08	06/08 229701588	s.15 OTTAWA ON			
06/08	06/11 230021719	YELLOW CAB VICTORIA BC			
06/09	06/11 230021718	s.15 OTTAWA ON	\$ 38.40 234440	\$ 4.99 (e)	\$ 43.39
TOTAL CREDITS			XXXX-XXXX-XXX s.17		s.22
TOTAL DEBITS			XXXX-XXXX-XXX		

printing

Flesh, Cindy AEST:EX

From: reservation@harbourair.com
Sent: August 28, 2018 1:36 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 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

Wednesday, June 20, 2018

Flight #2080

10:30 Victoria Harbour / Map

11:05 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
Sarena Talbot, Female

Billing \$197.15

Taxes \$9.85

[Add to Calendar](#)

Grand Total \$207.00

Master Card \$207.00

Date / Time June 20, 2018 @ 10:14:27 AM

Summary s.17

Expiration

Authorization 131426

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

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.

Flesh, Cindy AEST:EX

From: Hubley, Holly AEST:EX
Sent: August 28, 2018 1:38 PM
To: Flesh, Cindy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

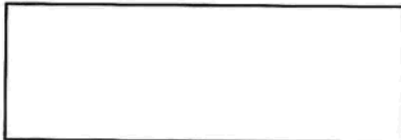
Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: Hubley, Holly AEST:EX
Sent: Wednesday, June 20, 2018 12:16 PM
To: Talbot, Sarena AEST:EX
Cc: Flesh, Cindy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Done, Booked for 3pm, leaving Vancouver, flight is non refundable.
I'm currently calling harbour air to cancel for you.

Have a safe flight!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, June 20, 2018 12:15 PM
To: Hubley, Holly AEST: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	Sarena Talbot

Wednesday, June 20, 2018

721

15:00 Vancouver Harbour

15:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Sarena Talbot, Female

[Add to Calendar](#)

Invoice #300237

FARE-YWH-Full_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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 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 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



car2go NA, LLC • 1717 West 6th Street • Austin, TX 78703

Ms.
Sarena Talbot
s.22

Service Overview

Customer login: s.22
Customer number:
Document No:
Date of invoice: 07/16/2018
Period from: 07/16/2018
to: 07/16/2018

Dear Ms. Talbot,

Thank you for using our services and those of our partners in the period from **07/16/2018** to **07/16/2018**. Over the following pages, you will find a detailed overview of your journeys, broken down into the mobility services you have used.

The total amount of outstanding invoices is: **\$ 12.59**

car2go N.A. LLC will charge the total amount to your credit card with the number XXXXXXXXXXXX ^{s.1}₇ within the next few days.

If you have any questions about the individual invoices, please always state the invoice number concerned as well as the document number above. If you have any questions about your journeys, please contact the relevant mobility provider.

Kind regards,
Your car2go N.A. LLC Team



Service Provider / Fournisseur de service:
car2go Canada, Ltd • 321 Water Street Ste. 330 • Vancouver, BC V6B 1B8

Invoice / Facture

Miss / Mademoiselle Sarena Talbot
s.22

Customer / Client S.22
Customer number
Invoice number/Numéro de
facture:
Date/Date: 07/16/2018
Period from/Période du: 07/16/2018
To/Au: 07/16/2018
E-Mail/Courriel: accounting.na@car2go.com

	Net	Sales Tax Amount / Montant des taxes de vente		Total Amount / Montant total
	\$	%	\$	\$
	11.24	12.00	1.35	12.59
Grand Total	11.24		1.35	12.59

The total amount reflected in this invoice is due to car2go N.A. LLC and is for the services rendered by the service provider referenced in this invoice. Payment will be collected from the credit card on file on the next payment processing day.

Le montant total reflété dans cette facture est dû à car2go N.A. LLC pour les services rendus par le fournisseur de service auquel cette facture fait référence. Le paiement sera recueilli sur la carte de crédit au dossier lors de la prochaine journée de traitement des paiements.

Flesh, Cindy AEST:EX

From: Hubley, Holly AEST:EX
Sent: July 11, 2018 3:26 PM
To: Talbot, Sarena AEST:EX
Cc: Flesh, Cindy AEST:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Follow Up Flag: Follow up
Flag Status: Flagged

From: Harbour Air, Whistler Air & Saltspring Air [mailto:reservation@harbourair.com]
Sent: Wednesday, July 11, 2018 3:26 PM
To: 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 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

Friday, July 13, 2018

Flight #2200

16:30 Victoria Harbour / Map ☐

17:05 Vancouver Harbour / M!

ap ☐

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

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

Booking s.17

Tuesday, July 17, 2018

Invoice s.17

Flight #221/Twin Otter**16:00 Vancouver Harbour / Map** ☐**16:35 Victoria Harbour / Map** ☐**35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Sarena Talbot, Female**[Add to Calendar](#)**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**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

Booking Information**Domestic Flights**

Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your card order history page.

Transactions made online appear after you've tapped your Compass Card at a card reader.

Transaction filters:

All

Start date:

Jul-12-2018

End date:

Aug-12-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Jul-17-2018 05:16 PM	Tap in at Bus Stop 50406 Stored Value	-\$2.30	\$20.80
Jul-17-2018 08:30 AM	Tap in at Bus Stop 61809 Stored Value	-\$2.30	\$23.10



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		Transportation		1,450	
Ministry of Advanced Education, Skills and Training				13		Meals		101	
EMPLOYEE NAME				EMPLOYEE ID.		Lodging		500	
Sarena Talbot				S.22		Overtime			
POSITION				BARGAINING UNIT / GROUP NO.		Fees			
Ministerial Assistant				OIC		Other		150	
BRANCH / LOCATION / REGION									
Minister's office									
DATE DEPARTING YYYY / MM / DD		DATE RETURNING YYYY / MM / DD		NO. OF WORKDAYS AWAY		ESTIMATED OVERTIME CLAIM			
2018/06/06		2018/06/07		2		HOURS			
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS									
<input type="checkbox"/> N/A, OR: N/A								SUB TOTAL	2,207
DESTINATIONS								Less Costs paid by others	
Ottawa								TOTAL COSTS	2,207
METHOD OF TRAVEL				SIGNATURES					
Air				Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY					
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. staffing Minister - Minister Mark attending Canadian Commission for UNESCO Symposium on Indigenous Languages in her capacity as Chair of Council of Ministers of Education Canada (CMEC).				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					
[Signature]				2018/06/01					
MINISTER									
APPROVED		NOT APPROVED		DATE SIGNED YYYY / MM / DD					
[Signature]				MAY 31 2018					
EMPLOYEE'S SIGNATURE				DATE SIGNED YYYY / MM / DD		DATE SIGNED YYYY / MM / DD			
[Signature]				MAY 31 2018		MAY 31 2018			

FIN 99WEB Rev. 2008/10/08

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

CF19EXECDM2



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128922

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 Gunn, Paula s				Employee ID s.22		Phone Number s.22		
Client Organization Children and Family Development				Job Title Ministerial Assistant		Travel Group Code 3		
5. Date Completed 2018/06/12		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Ministerial Buisness				Headquarters Victoria		
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2								
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	
2018	Destination	Start	End	Km	Cost	Costs	Claim Cost	
06/03	Vic-Van-Harrison (HJ)*	0900	1159	40	21.60	✓ 5.70	F-BLI 18.25	
06/04	Harrison Hot Sp	0900	1159		0.00		F-LI 28.75	
06/05	Van-Vic (AC)*	0900	1159		0.00		F-L 41.00	
06/06	Vic-Kamloops (AC)*	0900	1159		0.00		F-BLD 12.25	
06/07	Kamloops-Vic (AC)*	0900	1159		0.00		F-BDI 10.50	
	*Pcard						** Includes 2 nights and parking	
TOTALS OF COLUMNS				36. \$ 21.60	37. \$ 5.70		38. \$ 110.75	
							39. \$ 476.88	
							40. 127.80 \$ s.22	
							Claim Total \$ s.22 742.73	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code			Amount
039	18YAA	14001	5704 2	1800000	s.22			742.73 \$ s.22
039								
039								
039								
Less Travel Advance								
039								
								54. 742.73 \$ 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)

Production *** Copyright © Government of British Columbia

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

Audited CDM July 6/18

Audit Trail for Travel Voucher (Restricted Use) E128922 for Gunn, Paul s.2

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/12 12:08:54	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s.2 Paula.Gunn@gov.bc.ca
2018/06/12 16:45:16	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s. Paula.Gunn@gov.bc.ca
2018/06/13 11:05:34	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s. Paula.Gunn@gov.bc.ca
2018/06/13 11:45:22	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s.2 Paula.Gunn@gov.bc.ca
2018/06/13 11:46:45	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s. Paula.Gunn@gov.bc.ca
2018/06/13 11:47:06	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s. Paula.Gunn@gov.bc.ca
2018/06/13 11:51:03	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paul s. Paula.Gunn@gov.bc.ca
2018/06/13 12:07:14	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paul s. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paul s.2 Paula.Gunn@gov.bc.ca
2018/06/13 15:24:58	Gunn, Paul s. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/06/19 09:46:24	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) E128922 for Gunn, Paula S.

0 note(s) returned.

Created On	Author	Note

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EXPENSES – Paula Gunn June

Home: s.22

MILEAGE from home: 7.9 km to Harbour Air AND to BC Leg; 10 K to Helijet

Nanaimo Departure Bay to Home is 120 km

HAS #s.17

DATE	TYPE OF EXPENSE	HOW PAID	REASON	Amount	CLAIMED?	PAID?
Fraser Valley Tour			Child and Youth in Care Week			
03-06-2018	Mileage to Helijet	N/A		20 k (There an back as J drove me)		
	Helijet	Emily's Pcard		N/A		
	Skytrain to YVR to meet MKC	My Pcard		\$5.70		
	Rental car - MKC	N/A		N/A		
	Supper					
	Charger for phone	My Pcard	Phone keeps dying travel days	39.69	seperate form	
04-06-2018	Breakfast					
	Dinner					
05-06-2018	Hotel bill – s.15	My PCard		\$343.48		
	Breakfast					
	Rental car to YVR	N/A		N/A		
	Dinner					
	AC Flight to Vic	Emily's PCard		N/a		
	Taxi home from YYJ	My Pcard		\$53.80		
Kamloops			Metis Agreement Signing			
06-06-2018	Cord for charger	My Pcard	My regular iPhone card didn't work with new Iphone charger	22.39	seperate form	

06-06-2018	Taxi to YYJ	My Pcard		48.40		
	AC to Kamloops	Emily's PCard				
	Taxi to Hotel	My PCard		28.60		
07-06-2018	Hotel – s.15 s.15 (with breakfast)	My PCard		133.40		
	AC Flight to Vlc	Emily's PCard				
	Lunch					
	Ride home with Allison	N/A		N/A		
END OF TRIP						

June 3rd

RECEIPT
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Sta
10001111
Sun 03 Jun 18 12:26PM

Payment Type: **MASTERCARD**
Purchase: 1 Zone Ticket
Product Price: \$ **2.95**

Compass Ticket #: s.22

Credit Card #: s.17

Auth #: 1234567890
Ref #: 0004572225000
Receipt #: 172014

Card Entry: Chip
AID: A00000000041010
TVR: 0000000000000000
IS1: 1000

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

June 3rd

RECEIPT
* NOT VALID FOR TRAVEL *

TransLink
980 CANADA LINE
King Edward Stn
10005111
Sun 03 Jun 18 03:00PM

Payment Type: **MASTERCARD**
Purchase: 1 Zone Ticket
Product Price: \$ **2.95**

Compass Ticket #: s.22

Credit Card #: s.17

Auth #: 180850
Ref #: 70D7472225000
Receipt #: 34501

Card Entry: Chip
AID: A00000000041010
TVR: 0000000000000000
IS1: 1000

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

June 5th

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240007

**** PURCHASE ****

06-05-2018 21:31:26
Acct # ***** s.17 C
Exp Date **/** Card Type MC
Name: PAULA GUNN
A0000000041010 MasterCard

Operator: 107
Trace # 13187
Inv. # 761
Auth # 003126 RRN 001229004

Purchase **\$53.80**
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Morton, Kaitlin MCF:EX

From: passengerservices@helijet.com
Sent: Monday, May 28, 2018 11:07 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

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

Booking s.22

Sunday, June 3, 2018

786

14:30 Victoria Harbour

15:05 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Sale

Paula Gunn, Female

[Add to Calendar](#)

Invoice #293912

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

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

FOLIO NO.	ROOM NO.	GUEST NO.
s.22	s.15	s.22

RATE/PACKAGE	NO. IN PARTY	DEPOSIT REC'D.
149.00	1	343.48

RATE/PACKAGE DESCRIPTION
Best Available Rate

NAME AND ADDRESS
Gunn, . Paula Room 154 501 Belleville S Victoria, BC V8V 1X4 CA

ARRIVAL DATE	DEPARTURE DATE
06/03/18	06/05/18

ADDITIONAL INFORMATION
\$139

DATE	DESCRIPTION	CHARGES	PAYMENTS
06/03/18	PROOM 1 Best Available Rate	-- 139.00	
06/03/18	PXPST 1 PST - Provincial Tax	-- 11.12	
06/03/18	PRKING 1 Parking	-- 10.00	
06/03/18	PXGST 1 GST - Federal Tax	-- 6.95	
06/03/18	PXPSTR 1 Municipal & Hotel Rm Tax	-- 4.17	
06/03/18	PXGST 1 GST - Federal Tax	-- 0.50	
06/04/18	PROOM 1 Best Available Rate	-- 139.00	
06/04/18	PXPST 1 PST - Provincial Tax	-- 11.12	
06/04/18	PRKING 1 Parking	-- 10.00	
06/04/18	PXGST 1 GST - Federal Tax	-- 6.95	
06/04/18	PXPSTR 1 Municipal & Hotel Rm Tax	-- 4.17	
06/04/18	PXGST 1 GST - Federal Tax	-- 0.50	
06/05/18	BCD 1 XXXXs.17	PM	343.48

GST # s.15

G.S.T. Total : 14.90

Subtotals

\$	343.48	343.48
----	--------	--------

PAID IN FULL --- THANK YOU!



I agree that my liability for this bill 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 or the full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charges must be made within five days after my departure.

SIGNATURE



Booking Confirmation

Booking Reference: s.22

Date of issue: 29 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.



Economy - Latitude

Tuesday
05 Jun, 2018

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



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

AC8081

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

Passengers

Paula Gunn
Ticket Number
0142195395699

Seats
AC8081 S.



Purchase summary

MasterCard

***** s.1
Amount paid: \$412.78

Tax information

GST/HST no. 10009-2287 RT0001
\$19.66

1 adult

Airfare Charges

Base Fare	369.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	19.66
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options	\$412.78
--	----------

GRAND TOTAL (Canadian dollars)	\$412.78
--------------------------------	----------



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.

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Economy - Latitude

Wednesday
06 Jun, 2018

19:00
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



19:52
Kamloops
(YKA), BC

AC8196

0hr52
Economy B
Operated by: Air Canada Express -
Jazz | Dash 8-300

Passengers

Paula Gunn
Ticket Number
0142194717814

Seats
AC8196 s.1

Purchase summary

Air Transportation Charges

	Additional Charges adult	Refund adult
Base Fare	0.00	8.00
Goods and Services Tax - Canada no. 100092287 RT0001	0.00	0.90
Airport Improvement Fee - Canada	0.00	10.00
Total Additional Fare - per passenger	0.00	18.90
Extras (Change Fee)		
Change Fee	0.00	0.00
Total Extras (Change Fee) - per passenger	0.00	0.00
Total (per passenger)	0.00	18.90

Seat selection

PAULA Gunn		
AC8196 s. Standard Seat (Window)	0.00	
GRAND TOTAL (Canadian dollars)	\$0.00	\$18.90

paula gunn
134-501 Belville
Victoria, BC V8V 1X4

Folio #: s.22
Room Number: s.15
Rate: \$115.00
Pay Method: s.17

Arrival Date: Wednesday, June 06, 2018
Departure Date: Thursday, June 07, 2018

s.15

Information:

Date	Department	Reference	Voucher	Room	Debit	Credit
6/6/2018	ROOM CHARGE	Auto Posted		s.15	\$115.00	
6/6/2018	G.S.T. ROOM	Auto Posted			\$5.75	
6/6/2018	HOTEL ROOM TAX	Auto Posted			\$9.20	
6/6/2018	3% MRDT	Auto Posted			\$3.45	
6/7/2018	MASTER CARD	CHECKED-OUT	s.17			\$133.40

I agree that my liability for all charges is not waived.
gst/hst # 1s.15

Tax Summary	
G.S.T. ROOM	\$5.75
HOTEL ROOM	\$9.20
3% MRDT	\$3.45

Signature _____

Balance: \$0.00

June 6

BLUEBIRD CABS #39
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/06
TIME 0968 20:45
RECEIPT NUMBER
C85068941-001-313-001-0

PURCHASE

AMOUNT

TIP

TOTAL

s.22

\$

MasterCard
A0000000041010
2A1784874CC3A0BE
0000008000-E800
4EDA116EB66A37B7

APPROVED

AUTH# 234522 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

June 7th

s.15 HOTEL
IT W
KAMLOOPS BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/07
TIME 4684 07:16 39
CLERK ID 3
INVOICE # 314
RECEIPT NUMBER
M84158364-001-348-030-0

PRE-AUTH COMPLETION
TOTAL

\$133.40

APPROVED

AUTH# 023540 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT

KAMI CABS CAR #33
209 LEIGH ROAD V2B2L7
KAMLOOPS BC
20838821
GH2083882101

PURCHASE

7-2018

00:06

***** s.17

Date **/** Card Type

PAULA GUNN

0000041010

Master

6283

7167

030603

RRN 0011

ase

s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

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.

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- Depart

Economy - Latitude

Thursday
07 Jun, 2018

12:10
Kamloops
(YKA), BC

13:04
Vancouver
Vancouver Intl. (YVR), BC
Terminal M


AC8193

0hr54
Economy B
Operated by: Air Canada Express -
Jazz | Dash 8-300

Layover in Vancouver

1hr01

Thursday
07 Jun, 2018

14:05
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

14:35
Victoria
Victoria Intl. (YYJ), BC


AC8069

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

Total duration

2hr25

Passengers

 **Paula Gunn**

Ticket Number
0142195348214

Seats

AC8193 S.
AC8069 1

GUNN PAULA

LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT0142195481943

Frequent Flyer/Voyageur assidu Cab

Flight/Vol Date From/De Destination Flight
AC 8198 06JUN VANCOUVER KAMLOOPS

Boarding Time/Heure d'embarquement **22:25** Gate/Porte Seat/Place s.15
Ren

Departure Time/Heure de depart 22:55 s.22

Airline Use/A usage interne 0020 KYYJ1760

Boarding Pass | Carte d'accès à bord

GUNN PAULA

ZONE 2

LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT0142195348214

Frequent Flyer/Voyageur assidu

Cabin/Cabine
Y

Flight/Vol Date From/De Destination
AC 8069 07JUN VANCOUVER VICTORIA

Flight/Vol
**AC 8069
VICTORIA**
Seat/Place

Boarding Time/Heure d'embarquement **13:35** Gate/Porte Seat/Place s.15

Departure Time/Heure de depart 14:05 s.22

Airline Use/A usage interne 0022 YKA700425

Boarding Pass | Carte d'accès à bord

Remarks/Observations

AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE

CF19EXESLP12



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129112

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 Gunn, Paula s.				Employee ID s.22				Phone Number (250) 356-0163							
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2018/07/10			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information						
Type of Travel In Province			14. Reason for Travel Ministerial Buisness						Headquarters Victoria						
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2															
16. Travel Dates		17. Places Travelled *PCard				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		* Vic-Van-Vic(HJ)		0900	1159	20	10.80			F-BDI	10.50				
06/20		* Vic-Van (HJ)		0900	1159		0.00	27.80		F-B	41.00			s.22	
06/26		* Van-Vic (HJ)		0900	1159		0.00	26.90		F-BDI	10.50	386.57		4.10	Skytrain
06/27		* Van-Vic (HJ)		0900	1159		0.00			F-BD	22.75			64.00	Taxi
07/06		* Vic-VanRtn(HJ)		0900	1159	20	10.80								
TOTALS OF COLUMNS						36.	37.			38.	39.	40.	Claim Total		
						\$ 21.60	\$ 54.70			\$ 84.75	\$ 386.57	\$ s.22	\$ s.22		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount			
039		18YAA		14001		5701		1800000		s.22		\$ s.22			
039															
039															
039															
Less Travel Advance															
039															
												54.			
												\$			
												615.72			
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 1050-06Audited 2018Jul11
SLP

Audit Trail for Travel Voucher (Restricted Use) E129112 for Gunn, Paula s.

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/10 11:43:36	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
2018/07/10 15:39:47	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
2018/07/10 15:55:38	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
2018/07/10 16:00:41	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s Paula.Gunn@gov.bc.ca
2018/07/10 16:02:36	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca
2018/07/10 16:02:58	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
2018/07/10 16:07:33	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/07/10 16:08:15	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
2018/07/10 16:09:16	Gunn, Paula s. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/07/11 08:19:09	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) E129112 for Gunn, Paula^{S.}

0 note(s) returned.

Created On	Author	Note

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VANCOUVER JUNE 20th						
20-06-2018	Mileage home to Helijet	N/A	Meetings with MKC			
20-06-2018	helijet	Emily's PCard				
20-06-2018	Lunch	N/A				
20-06-2018	Mileage home from Helijet	N/A				
		Note - no bills to submit				
Vancouver June 26-27			Meetings with MKC			
26-06-2018	Taxi to Helijet	My Pcard		27.80		
	Helijet	Emily's Pcard		N/A		
	Lunch, Dinner	N/A				
27-06-2018	Hotel, Breakfast included/paid by MKC	My Pcard		386.57		
	Skytrain	My Pcard		4.10		
	Lunch	N/A				
	helijet	Emily's Pcard				
	Taxi home	My debit card by error		26.90		
July 6			Childcare BC New Spaces Announcement			
06-07-2018	Mileage from home to Helijet	N/A				
	Helijet	Emily's Pcard				
	Taxi from pre-brief to event location	My PCard		8.00		
	Taxi back to VCO	My PCard		56.00		
	Lunch	n/A				
	Helijet home	Emily's Pcard				
	Mileage from Helijet home	N/A				
END OF TRIP End of claim						

Home.^{s.22}

MILEAGE from home: 7.9 km to Harbour Air AND to BC Leg, 10 K to Helijet

From: Morton, Kaitlin MCF:EX
To: Poldrugovac, Saija FIN:EX
Subject: FW: Thank you for choosing to take off with Helijet!
Date: Wednesday, July 11, 2018 2:55:30 PM

This should be it! Both of them on this one ☺

Thanks Saija

[Redacted]

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	Paula Gunn
Company	Ministry Of Children & Family Development

Booking s.22

Wednesday, June 20, 2018

710

09:35 Victoria Harbour

10:10 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak
Paula Gunn, Female

[Add to Calendar](#)

Invoice #298746

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 June 20, 2018 @ 9:13:49 AM

Summary s.17

Expiration

Authorization 121348

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

Wednesday, June 20, 2018

731

18:45 Vancouver Harbour

19:20 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

• Paula Gunn, Female

[Add to Calendar](#)

Invoice #298747

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 June 20, 2018 @ 6:16:34 PM

Summary **s.17**

Expiration

Authorization 211632

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

Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 282
Page # : 1 of 1

Ms Paula Gunn
Parliment Buildings
Victoria BC V
Canada

Arrival : 06-26-18
Departure : 06-27-18
s.15,s.22

Date	Description	Additional Information	Charges	Credits
06-26-18	Room Charge - Provincial Govt		329.00	
06-26-18	Destination Marketing Fee		4.25	
06-26-18	Hotel Room Tax		36.66	
06-26-18	Room GST		16.66	
06-27-18	Mastercard	XXXXXXXXXXXX s.17 XX/XX		386.57
Total			386.57	386.57
Balance Due			0.00	

GST Summary

Room : 16.66
F&B : 0.00
Other : 0.00
Total : 16.66

HST Summary

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

s.15



Gunn, Paula MCF:EX

From: passengerservices@helijet.com
Sent: Friday, June 22, 2018 10:48 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

Account	Customer #	s.17
	Name	Paula Gunn
	Company	Ministry Of Children & Family Development

Booking s.22

Tuesday, June 26, 2018

710

09:35 Victoria Harbour

10:10 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak
Paula Gunn, Female

[Add to Calendar](#)

Invoice #301023

FARE-YWH-Full_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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

Gunn, Paula MCF:EX

From: passengerservices@helijet.com
Sent: Monday, June 25, 2018 9:57 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

Account	Customer #	s.17
	Name	Paula Gunn
	Company	Ministry Of Children & Family Development

Booking

Wednesday, June 27, 2018

723

16:00 Vancouver Harbour

16:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

Invoice #301637

FARE-YWH-Full_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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

June 27

June 26

June 27

TRANSACTION RECORD

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240053

**** PURCHASE ****
06-27-2018 17:01:58
Acct # ***** s.17 C
Account Chequing Card Type DP
s.17 Interac

Operator: 053
Trace # 5254
Inv. # 053
Auth # 613182 RRN 001294001

Purchase \$26.90
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLUEBIRD-CABS #53
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/26
TIME 2323 08:51:50
RECEIPT NUMBER
C85068553-001-360-001-0

PURCHASE
AMOUNT \$27.80
TIP s.22
TOTAL \$

MasterCard
A0000000041010
01E9358D559AEA06
0000098000-E800
6769881A9402F415

APPROVED

AUTH# 115150 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

* RECEIPT *
* NOT VALID FOR TRAVEL *

Translink
999-EXPLO SKYTRAIN
Langford Stn
10M41111
Wed 27 Jun 18 11:47AM

Payment Type: MASTERCARD
Purchase: 2 Zone Ticket
Product Price: \$ 4.10

Compass Ticket #: s.22
Credit Card #: s.17
Auth #: 144740
Ref #: TUA09721994K
Receipt #: 110551

Card Entry: Chip
AID: A0000000041010
FIR: 8000000000
F51: 1800

Retain for your records
View Translink Policies
at www.translink.ca

Thank You!

Morton, Kaitlin MCF:EX

From: passengerservices@helijet.com
Sent: Tuesday, July 3, 2018 9:02 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

Account	Customer #	s.17
	Name	Paula Gunn
	Company	Ministry Of Children & Family Development

Booking s.22

Friday, July 6, 2018

702

07:00 Victoria Harbour

07:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

Invoice #303427

FARE-YWH-Full_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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

July 6

pre-event

DUPLICATE

YELLOW CAB #183
1441 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/07/06
TIME 03:13 08:12:53
CLERK ID 1
RECEIPT NUMBER
C85021323-001-486-531-0
PURCHASE
AMOUNT \$8.00
TIP s.22
TOTAL
\$

MasterCard
A0000000041010
9DE7AC921E81F878
0000000000-E800
690EC94422D68429

APPROVED

AUTH# 111253 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

CST105762447RT0001

postevent

BEL AIR TAXI
2121 HARTLEY AVENUE
COQUITLAM BC V3K 6Z3
6045241111

SALE

Server #: 004018

REF#: 00000002

Batch #: 010

SEQ: 010001001002

07/06/18

10:46:32

APPR CODE: 134632

MASTERCARD

*****s.17

AMOUNT
TIP
TOTAL

\$56.00
s.22

00 - APPROVED - 001

Master Card

AID: A0000000041010

TVR: 00 00 00 80 00

TSI: E8 00

Thank You
Please Come Again
BEL AIR TAXI #036
COQUITLAM BC

CUSTOMER COPY

Morton, Kaitlin MCF:EX

From: passengerservices@helijet.com
Sent: Tuesday, July 3, 2018 2:26 PM
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

Account	Customer #	s.17
	Name	Paula Gunn
	Company	Ministry Of Children & Family Development

Booking s.22

Friday, July 6, 2018

725

16:40 Vancouver Harbour

17:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

Invoice #303568

FARE-YWH-Full_Summer-2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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



Control No.

E128956

Name	Employee ID	Phone Number
Perry, Alisma	s.22	(250) 387-1978
Client Organization	Job Title	Travel Group Code
s.22, Children & Family Dev.	Ministerial Assistant	3

Type of Travel In Province	14. Reason for Travel Ministerial Business	Headquarters Victoria
--------------------------------------	--	---------------------------------

16. Travel Dates	17. <div>Places Travelled</div> <div>*PCard</div>	18. <div>Personal Vehicle Use</div> <div>Km Cost</div>	19. <div>Other Transport Costs</div>	20. & 21. <div>Meals</div>	22. <div>Lodging Costs</div>	20. & 21. <div>Miscellaneous</div>			
	Destination	Start	End		Claim	Cost		Cost	Describe
2018	* Vic-Van (HJ)	0900	1159		F-BD	22.75		43.30	Taxi
05/11	* Van-Vic (HJ)	0900	1159			0.00			
05/13	* Vic-Van (HJ)	0900	1159		F-B	41.00	248.58	24.50	Taxi
06/06	* Van	0900	1159		F-	51.50	248.58		
06/07	* Van-Vic (HJ)	0900	1159		F-D	33.25	s.22	25.00	Taxi
06/08									

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 0.00		\$ 148.50	\$ 497.16	\$ 92.80	\$ 738.46

48.	Client Code 039 032 034 034	49.	Resp. 18YA/s.22	50.	Service Line 14001	51.	STOB 5701	52.	Project 1800000	45.	Supplier Code s.22	Amount \$ 738.46
-----	---	-----	--------------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	---------------------

[illegible][illegible]

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) E128956 for Perry, Alisma

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/15 12:44:21	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/15 16:11:13	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/15 16:13:14	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/15 16:16:45	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/15 16:24:20	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/18 10:33:56	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/18 10:35:15	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/18 10:37:22	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Notified	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/06/18 10:40:35	Perry, Alisma (IDIR\APERRY) Alisma.Perry@gov.bc.ca		Initiated	Gunn, Paula s Paula.Gunn@gov.bc.ca
2018/06/18 10:43:24	Gunn, Paula s. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128956 for Perry, Alisma

0 note(s) returned.

Created On	Author	Note

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Alisma's Expenses

DATE	TYPE OF EXPENSE	HOW PAID	REASON	Amount	CLAIMED?	PAID?
			Child & Youth in Care Week Events - Vancouver			
06-06-2018	Taxi to Helijet	My MC		7.60		
	Helijet Vic-Van					
	Lunch					
	Taxi from VCO to event (with MKC)	My MC		16.90		
	Transit from event to hotel					
	Dinner					
07-06-2018	Breakfast					
	Transit to and from event in Surrey					
	Lunch					
	Dinner					
08-06-2018	Hotel (2 nights)	My MC		591.16 499.16		
	Breakfast					
	Transit to and from event					
	Lunch					
	Taxi to Helijet	My MC		9.90		
	Helijet Van-Vic					
	Taxi home	My MC		15.10		

May 11th - Alisma took Helijet → Burnaby
 re: Youth Custody week stayed w/
 s.22 → flew home on May 13th
 → claiming lunch



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	Katrine Conroy
	Company	Ministry Of Children And Family Development

Booking # s.22	
Friday, May 11, 2018	Invoice #285281
710	FARE-YWH-Full_Winter17-18 \$300.00
09:35 Victoria Harbour	+ GST \$15.00
10:10 Vancouver Harbour	
35 minutes	Billing \$300.00
	Taxes \$15.00
Confirmed	Grand Total \$315.00
1 Passengers - Full-Fare	
Alisma Perry, Female	Mastercard \$315.00
Add to Calendar	Date / Time May 11, 2018 @ 9:20:07 AM
	Summary s.17
	Expiration
	Authorization 122006
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	

May 11 2018

YELLOW CAB #03
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/05/11
TIME 14:11:46:07
CREF ID 1
RECEIPT NUMBER
C959478 -001-001-925-0

PURCHASE
AMOUNT \$43.35
TIP s.22
TOTAL

\$

MasterCard
A000F000C41010
11F7A18900BF5B2
0000008000-E800
6172BC88661B184F

APPROVED

AUTH# 081752 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Name	Katrine Conroy
Company	Ministry Of Children And Family Development

Booking s.22	
Sunday, May 13, 2018	Invoice #287016
783	SALE - Seat Sale \$189 \$180.00
10:00 Vancouver Harbour	+ GST \$9.00
10:35 Victoria Harbour	
35 minutes	Billing \$180.00
Confirmed	Taxes \$9.00
1 Passengers - Sale	Grand Total \$189.00
Alisma Perry, Female	
<u>Add to Calendar</u>	
	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 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:

June 6th 2018

June 6th 2018

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/06
TIME 5227 14
CERK ID 10047
INVOICE #
RECEIPT NUMBER
35023788-001-964-155
PURCHASE
AMOUNT \$16.80
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
497C 54206808172
000008000-E800
5B4956850E24D3B0

APPROVED

AUTH# 017542 01-02
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #174
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/06
TIME 2896 09:11 16
RECEIPT NUMBER
CB506876-001-117-001-0
PURCHASE
AMOUNT \$7.60
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
BEF22A926EE46812
000008000-E800
F9AE700CD3CE6888

APPROVED

AUTH# 034812 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250-382-2222

Booking s.22

Friday, June 8, 2018

717

13:20 Vancouver Harbour

13:55 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Alisma Perry, Female

[Add to Calendar](#)

Invoice #294752

FARE-YWH-Full_Summer - 2017

\$219.05

+ GST

\$10.95

Billing

\$219.05

Taxes

\$10.95

Grand Total**\$230.00**

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 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 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

Morton, Kaitlin MCF:EX

From: White, Emily MCF:EX
Sent: Friday, June 15, 2018 3:43 PM
To: Morton, Kaitlin MCF:EX
Subject: FW: Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, May 30, 2018 1:19 PM
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

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

Booking s.22

Wednesday, June 6, 2018	Invoice #294751	
710	FARE-YWH-Full_Summer - 2017	\$219.05
09:35 Victoria Harbour	+ GST	\$10.95
10:10 Vancouver Harbour		
	Billing	\$219.05
35 minutes	Taxes	\$10.95
Confirmed	Grand Total	\$230.00

s.15

06-12-18

Alisma Perry	Folio No.	s.22	Room No.	s.15
501 Bellville St	A/R Number	:	Arrival	06-06-18
Victoria BC V8V 1X4	Group Code	:	Departure	06-08-18
Canada	Company	Government of Canada	Conf. No.	s.22
	s.15	:	Rate Code	s.22
Custom Ref	Invoice No.	:	Page No.	1 of 1

Date	Description	Charges	Credits
06-06-18	Room Charge	209.00	
06-06-18	DMF - 1.293%	2.70	
06-06-18	Eco Fee	2.86	
06-07-18	Room Charge	209.00	
06-07-18	DMF - 1.293%	2.70	
06-07-18	Eco Fee	2.86	
06-07-18	MRDT - 3%	12.70	
06-07-18	GST - 5%	21.46	
06-07-18	PST - 8%	33.88	
06-08-18	MasterCard		497.16
		Total	497.16
		Balance	0.00

Guest Signature: _____

s.15

1 Passengers - Off-Peak
Alisma Perry, Female

[Add to Calendar](#)

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

Thursday, June 7, 2018

717

13:20 Vancouver Harbour

13:55 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak
Alisma Perry, Female

[Add to Calendar](#)

Invoice #294752

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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 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.

TRANSACTION RECORD

YELLOW CAB
817 FISGARD STREET VICTORIA
VICTORIA BC
21852400
GH2185240010

**** PURCHASE ****
06-08-2018 14:15:59
ACCT # *****s.17 C
Account Chequing Card Type OF
A0000002771010 Interac

Operator: 010
Trace # 8554
Inv. # 481
Auth # 215946 RRN 001190110

Purchase \$15.10
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

s.17

CARD
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
E 2018/06/08
ME 0077 13:00:28
CLERK ID 1732
INVOICE # 1
RECEIPT NUMBER
5060030-001-441-012-0

PURCHASE
AMOUNT \$9.90
TOTAL

\$

ac
02771010
E55CCA3DEF0
00-00-6900
B3. AD46C06

APPROVED

AUTH# 762822 01
THANK YOU

CARDHOLDER COPY

CF19EXESLP17



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129139

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 Perry, Alisma				Employee ID s.22				Phone Number (250) 387-1978																																																																																															
Client Organization s.22 Children and Family Dev.				Job Title Ministerial Assistant				Travel Group Code 3																																																																																															
5. Date Completed 2018/07/12			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																																																																																																							
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>*PCard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/19</td> <td>*Vic-Van (HA)</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td>20.00</td> <td>F-BDI</td> <td>22.73 s.22</td> <td>304.62</td> <td>s.22</td> <td></td> </tr> <tr> <td>06/20</td> <td>*Van-Penticton(AC)</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-I</td> <td>39.25</td> <td>146.05</td> <td></td> <td></td> </tr> <tr> <td>06/21</td> <td>Kelowna</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-BDI</td> <td>10.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/26</td> <td>* Penticton-Vic(AC)</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td>63.40</td> <td>F-BLD</td> <td>12.25</td> <td>s.22</td> <td></td> <td></td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. 83.40 \$s.22</td> <td></td> <td>38. 84.75</td> <td>39. 450.67</td> <td>40.</td> <td>Claim Total</td> </tr> </tbody> </table>											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	*PCard											06/19	*Vic-Van (HA)	0900	1159		0.00	20.00	F-BDI	22.73 s.22	304.62	s.22		06/20	*Van-Penticton(AC)	0900	1159		0.00		F-I	39.25	146.05			06/21	Kelowna	0900	1159		0.00		F-BDI	10.50				06/26	* Penticton-Vic(AC)	0900	1159		0.00	63.40	F-BLD	12.25	s.22			TOTALS OF COLUMNS					36. \$ 0.00	37. 83.40 \$s.22		38. 84.75	39. 450.67	40.	Claim Total
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48. Client Code 039 s.22 034 034 034		49. Resp. 18YAA039		50. Service Line 14001		51. STOB 570102		52. Project 1800000		45. Supplier Code s.22		Amount \$s.22																																																																																											
Less Travel Advance 034																																																																																																							
										54. \$																																																																																													
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 1050-06Audited 2018Jul17
SLP

Audit Trail for Travel Voucher (Restricted Use) E129139 for Perry, Alisma

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/12 14:42:10	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/07/13 11:09:40	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/07/13 11:18:06	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/07/13 11:47:27	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Notified	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/07/13 12:21:00	Perry, Alisma (IDIR\APERRY) Alisma.Perry@gov.bc.ca		Initiated	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/07/13 12:30:43	Gunn, Paula S. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129139 for Perry, Alisma

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

Alisma's Expenses

Lower Mainland / Penticton with Minister June 19 – 26, 2018

[illegible]

Morton, Kaitlin MCF:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Tuesday, June 5, 2018 3:43 PM
To: White, Emily MCF: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	Katrine Conroy

Booking s.17	
Tuesday, June 19, 2018	Invoice s.17
Flight #502	Air Transportation Charges
08:20 Victoria Harbour / Map 	Sked 500 : (St) GO Gold \$185.07
08:50 South Vancouver (YVR) / Map 	Taxes, Fees and Charges
30 minutes	All Skeds - Baggage : Checked Baggage Fee \$0.00
KK- Confirmed	Sked 500 : Carbon Offset \$0.65
	+ Goods and Services Tax \$9.28

1 Passenger(s) - GoGold
Alisma Perry, Female

Billing	\$185.72
Taxes	\$9.28
Grand Total	\$195.00

Add to Calendar

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

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.

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

Govt BC
 Ms Alisma Perry
 501 Belleville St.
 Room 134
 Victoria BC V8V 1X4
 Canada

Arrival : 06-19-18
 Departure : 06-20-18

Date	Description	Additional Information	Charges	Credits
06-19-18	Room Charge		260.00	
06-19-18	Destination Marketing Fee		2.60	
06-19-18	Municipal Room tax		7.88	
06-19-18	Provincial Room tax		21.01	
06-19-18	Room GST		13.13	
06-20-18	Mastercard	s.17 XX/XX		304.62
Total			304.62	304.62
Balance Due			0.00	

GST Summary

Room : 13.13
 F&B : 0.00
 Other : 0.00
 Total : 13.13

s.15

RICHMOND TAXI #77
2440 SHELL RD V6X2P1
RICHMOND BC
20123398

PURCHASE

06-19-2018 17:46:37
Acct # s 1-7 C
Exp Date ... Card Type MC
Name: ALISMA PERRY MasterCard
A000000041010

Trace # 990001 Operator 277
FB2012339801
Inv. # 277
Auth # 01036Z RRM 001046001

Purchase \$20.00
Tip
Total \$22

(00) APPROVED - THANK YOU

Retain this copy for your records
Customer copy

604-272-1114
Book online
Book your Taxi through
Smart Phone/iPhone/Android
Free App download available

Hope you have a nice ride

PERRY ALISMA

LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT0142195731629

Frequent Flyer/Voyageur assidu

ZONE 2

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8354 20JUN VANCOUVER

Destination
PENTICTON

Flight/Vol
AC 8354
PENTICTON

Boarding Time/Heure d'embarquement 17:45 Gate/Porte C36 Seat/Place s.15

Seat/Place
s.15


Departure Time/Heure de depart 18:15 s.22

Airline Use/A usage interne 0051 KYVR1067

Boarding Pass | Carte d'accès à bord

Remarks/Observations

 **AIR CANADA**

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE 



Booking Confirmation

Booking Reference: s.22

Date of issue: 05 Jun, 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 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 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 directly.

- Depart

Economy - Latitude

Wednesday
20 Jun, 2018

16:45
Victoria
Victoria Intl. (YYJ), BC



17:13
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8074

0hr28
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

1hr02

Wednesday
20 Jun, 2018

18:15
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



19:10
Penticton
(YYF), BC

AC8354

0hr55
Economy B
Operated by: Air Canada Express -
Jazz | Dash 8-300

Total duration

2hr25

Passengers

Alisma Perry

Ticket Number
0142195731629

Seats

AC8074 S.
AC8354 15



Purchase summary

MasterCard

XXXXXXXXXX S. 17

Amount paid* \$532.48

Tax information

GST/HST no. 10009-2287 RT0001

\$25.36

1 adult

Airline transportation tax

Base Fare

473.00

Surcharges

12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

25.36

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options

\$532.48

GRAND TOTAL (Canadian dollars)

\$532.48



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

minutes¹

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.

s.15

PERRY ALISMA

VICTORIA, BRITISH COLUMBIA

FED OF COMMUNITY SOCIAL SERV

Room # s.15 Invoice # s.22
Arrive 06/20/18 Depart 06/21/18

Date	Clerk	Department	Description	Reference	Amount
06/20/18	SDB	2-Room Charg			127.00
06/20/18	SDB	3-Room Tax			12.70
06/21/18	LJM	93-Mastercard			-146.05
			GST On Room Charge		6.35
			Tax Reg. # s.15		

s.15

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/21
TIME 5461 12:12:02
CLERK ID 556
INVOICE # 699313
RECEIPT NUMBER
C84046975-001-301-040-0

PRE-AUTH COMPLETION
TOTAL

\$146.05

MasterCard
===== A0000000041010 =====

APPROVED

AUTH# 00623Z 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Balance: 0.00

I agree that my liability for this bill 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 or the full amount of these charges.
Signature: _____

From: Morton, Kaitlin MCF:EX
To: Poldrugovac, Saija FIN:EX
Subject: FW: Please reply back approval-- Alismas travel expense- re: Hotel approval
Date: Thursday, July 19, 2018 3:18:33 PM
Attachments: [Hotel approval E129139.pdf](#)

Hi Saija!

Here's the approval for Travel claim # **E129139**

Thanks for your patience,

Kaitlin

From: Conroy, Katrine MCF:EX
Sent: Thursday, July 19, 2018 2:46 PM
To: Morton, Kaitlin MCF:EX
Subject: Re: Please reply back approval--Urgent- Alismas travel expense- re: Hotel approval

Approved

Sent from my iPhone

On Jul 19, 2018, at 2:41 PM, Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca> wrote:

Hi Minister,

Please **reply back approval** for these two Hotels Alisma stayed at which were not on the approved list.

Thank you!

Kaitlin

<Scan_20180719.pdf>

TRANSACTION RECORD

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240072

PURCHASE

06-26-2018 14:35:10
Acct # ***** C
Account Chequing Card Type DP
A0000002771010 Interac

Operator: 072
Trace # 10904
Inv. # 072
Auth # 331018

Purchase

Tap

Total

\$63.40

s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

PERRY ALISMA

ATTITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT0142195731775

Frequent Flyer/Voyageur assidu

ZONE 2

Cabin/Cabine

Y

Flight/Vol Date From/De

Destination

Flight/Vol

C 8085 26JUN

VANCOUVER

VICTORIA

AC 8085
VICTORIA

Seat/Place

Boarding Time/Heure d'embarquement 12:20 Gate/Porte C38 Seat/Place s.15

Remarks/Observations

Departure Time/Heure de depart 12:50 s.22

Airline Use/A usage interne 0035 KYLW615



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DE L'ALLIANCE STAR

Boarding Pass | Carte d'accès à bord

PERRY ALISMA

LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT0142195731775

Frequent Flyer/Voyageur assidu

ZONE 2

Cabin/Cabine

Y

Flight/Vol Date From/De

Destination

Flight/Vol

AC 8399 26JUN

KELOWNA

VANCOUVER

AC 8399
VANCOUVER

Seat/Place

Boarding Time/Heure d'embarquement 10:25 Gate/Porte 5 Seat/Place s.15

Remarks/Observations

Departure Time/Heure de depart 10:55 s.22

Airline Use/A usage interne 0041 KYLW615



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DE L'ALLIANCE STAR

Boarding Pass | Carte d'accès à bord



Booking Confirmation

Booking Reference: s.22

Date of issue: 05 Jun, 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 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 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 directly.



– Depart

Economy - Latitude

Tuesday
26 Jun, 2018

10:55
Kelowna
(YLW), BC



11:51
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8399

0hr56
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

0hr59

Tuesday
26 Jun, 2018

12:50
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



13:21
Victoria
Victoria Intl. (YYJ), BC

AC8085

0hr31
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Total duration

2hr26

Passengers

Alisma Perry

Ticket Number
0142195731775

Seats
AC8399 s.1
AC8085 5



Purchase summary

MasterCard

Amount paid: \$471.58

Amount paid: \$471.58

Tax information

GST/HST no. 10009-2287 RT0001

\$22.46

1 adult



Base Fare

415.00

Surcharges

12.00



Goods and Services Tax - Canada no. 100092287 RT0001

22.46

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options

\$471.58

GRAND TOTAL (Canadian dollars)

\$471.58



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

minutes¹

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.

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

INVOICE #
MISC-GUN180606

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 Loc. Code: _____

Cheque Mailing Address: Rm. 134- 501 BellevilleSt PO 9057 Stn Prov Govt Victoria BC V8W 9E2

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
06/03/18	Cell Phone Charger GST: \$1.75 PST: \$2.45	39.69
06/06/18	Adreama lightning Cable GST: \$1.00 PST: \$1.40	22.39

Cheque Total 62.08



Signature of Individual Receiving Reimbursement

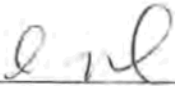
2018/06/12

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

2018/06/12

Date

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

s.15

SALE
REF#: 00000030
Batch #: 479 SEQ: 479001001030
06/03/18 15:4155
APPR CODE: 184155
MASTERCARD
***** s.17 **/**

AMOUNT \$39.69

00 - APPROVED - 001

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSt: E8 00

Thank You!

CUSTOMER COPY

s.15

SALESPERSON # 50605

PSTN MINI PRPL 61854075000
34.99 tPG
EHF-ACCESS/MISC ELEC 10108436000
0.50

SUBTOTAL	\$35.49
PST02	\$2.45
GST	\$1.75
TOTAL	\$39.69
MASTERCARD	\$39.69

RETURNS/EXCHANGES CAN BE DONE WITHIN
30 DAYS OF PURCHASE WITH ORIGINAL
STORE RECEIPT. ALL APPLE ITEMS MUST BE
RETURNED WITHIN 14 DAYS. WE RESERVE
THE RIGHT TO DENY ANY RETURN. FOR FULL
RETURN POLICY DETAIL, VISIT

s.15

RETOURS/ECHANGES DANS UN DELAI DE 30
JOURS AVEC RECU DE CAISSE ORIGINAL
RETOUR DES PRODUITS. APPLE DAN LES 14
JOURS. NOUS NOUS RESERVONS LE DROIT DE
REFUSER UN RETOUR POUR LA POLITIQUE
DE RETOUR COMPLETE: s.15

s.15

CUSTOMER COPY

ITEMS 2
06/03/2018 03:41PM
000848 01 50605

4223

s.15

Tendered On: 06-Jun-2018 02:47 PM
Sales Person: Amal P
Tendered By: Amal P
Tendered At: s.15

Bill To: No Customer

Product SKU	Product Name	Tracking #	Qty	Your Price	Your Total
ACCHAD000335	Adreama Lightning Cable 1.5M, White		1	\$19.99	\$19.99
Payment:				Subtotal:	\$19.99
MasterCard	\$22.39	Approval #:174745		BC PST:	\$1.40
***** s.17				GST :	\$1.00
Entry Type:	Chip			Total:	\$22.39
Change:	\$0.00				

Comments:



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128921

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 Harrison, Veronica S				Employee ID s.22				Phone Number (250) 356-2178			
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/06/12			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Accompanying Minister on travel						Headquarters Victoria		
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2											
16. Travel Dates 2018 06/11	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Port Alberni	Start 0630	End 2100	Km	Cost 0.00		Claim F-L	Cost 41.00		Cost 96.18	Describe Car rental + gas
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00		38. \$ 41.00	39. \$ 0.00	40. \$ 96.18	Claim Total \$ 137.18
48. Client Code 010 010 010 010	49. Resp. 22001	50. Service Line 06000		51. STOB 5702		52. Project 220000		45. Supplier Code s.22		Amount \$ 137.18	
Less Travel Advance 010											
										54. \$ 137.18	
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) E128921 for Harrison, Veronica S.

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/12 12:06:40	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
2018/06/12 15:44:09	Harrison, Veronica S. (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/06/18 08:26:17	Fleming, Rob (IDIR\ RFLEMIN) Rob.Fleming@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128921 for Harrison, Veronica S.

1 note(s) returned.

Created On	Author	Note
2018/06/12 12:06:40	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	June 11: - Accompanied Minister Fleming on travel to Nanaimo and Port Alberni for meetings and tours - Lunch provided - 6:46 a.m. Car Rental pick up - \$43.75 gas purchase - 9pm Car Rental drop off

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Rental Agreement # s.22

Invoice # s.22

Renter Information

Renter Name

VERONICA HARRISON

Renter Address
VICTORIA, BC V9A 5Z4
CAN
Contract

PROVINCIAL GOVERNMENT OF BC

Rental Credits

1 credit has been awarded for this rental

Vehicle Information

FORESTER 2.5I TOURING

License #: 697LLN

State/Province: BC

Vehicle Class Driven

Intermediate SUV 4-Door/Automatic/Air

Vehicle Class Charged

Full Size 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 6,392 Ending: 6,801

Total: 409

Trip Information

Pickup

Mon, Jun 11 2018 6:46 A.M.

Start Charges

Mon, Jun 11 2018 7:11 A.M.

VICTORIA DWTN DOUGLAS ST

767 DOUGLAS STREET

VICTORIA, BC V8W2B4

CAN

Return

Tue, Jun 12 2018 7:00 A.M.

VICTORIA DWTN DOUGLAS ST

767 DOUGLAS STREET

VICTORIA, BC V8W2B4

CAN

Rental Charges

Rental Rate	Excess Distance Charge 209 Distance at 0.05 CAD	
	/ Distance	10.45 CAD
	Free Distance	Included
	Time & Distance 1 Day at 34.95 CAD / Day	34.95 CAD
Taxes and Fees	Provincial Sales Tax (7.00%)	3.18 CAD
	Veh Lic Fee Recovery 1.50/day	Included
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Goods And Services Tax (5.00%)	2.35 CAD
Total		52.43 CAD
(Subject to audit)		
	Amount charged on Jun 12 2018 to MASTERCARD s.17	(52.43 CAD)
Amount Due		0.00 CAD

Thank you for renting with
National Car Rental

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please do
not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently Asked
Questions or send us a secured message
by visiting our [Support Center](#)

PETRO-CANADA
2670 DOUGLAS ST.
VICTORIA
BC V8T 4M1
(250) 386-2312

GST 871743571
PST 10022185
PC0543470:9120001
TERMINAL: 019120056
PAYPOINT: 019120001

2018-06-11 20:30

PUMP 06
REGULAR
LITRES L 28.799
PRICE/L \$ 1.519
FUEL SALES \$ 43.75*

TOTAL OWED \$ 43.75

TOTAL PAID
CREDIT CARD \$ 43.75

* GST INCL. \$ 2.08

MASTERCARD
*****S.17 C
AUTH 00442S
PURCHASE
C 0010010010 00 027

CAPITAL ONE
A0000000041010
0000000000
E000
INVOICE 119332

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO
SAVE 3 CENTS/L
EVERYDAY AT
PETRO-CANADA.CA/RBC

SURVEY? EARN POINTS
& CHANCE TO WIN GAS
PETRO-CANADA.CA/HERO



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128989

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 Harrison, Veronica S.				Employee ID s.22		Phone Number (250) 356-2178	
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/06/20		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Accompanying Minister on travel				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2							
16. Travel Dates 2018 06/18 06/19	17. Places Travelled			18. Personal Vehicle Use Km Cost	19. Other Transport Costs ✓ 11.30 ✓ 87.90	20. & 21. Meals Claim Cost F-BL 30.50 F-D 33.25	22. Lodging Costs 386.57
	Destination Vic- Vancouver-Heli Vancouver-Heli-Vic	Start 1530 0700	End 1800 1700				20. & 21. Miscellaneous Cost Describe
	PCard						
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 99.20	38. \$ 63.75	39. \$ 386.57
				40. \$ 0.00	Claim Total \$ 549.52		
48. Client Code 040 062 040 040 040	49. Resp. 22001	50. Service Line 06000	51. STOB 5701	52. Project 220000	45. Supplier Code s.22	Amount \$ 549.52	
Less Travel Advance 010							
AMOUNT DUE TO EMPLOYEE							54. \$ 549.52
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) E128989 for Harrison, Veronica S.

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/06/20 13:14:53	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
2018/06/20 15:23:20	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
2018/06/21 10:04:37	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
2018/06/21 10:35:50	Harrison, Veronica S. (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/06/21 10:52:54	Fleming, Rob (IDIR\ RFLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E128989 for Harrison, Veronica S.

2 note(s) returned.

Created On	Author		Note
2018/06/20 13:14:53	Hahn, Andra (IDIR\AHAHN)	Andra.Hahn@gov.bc.ca	June 18: Veronica accompanying Minister to Vancouver -\$11:30 cab from Legislature to Victoria Heliport terminal or Veronica and Minister June 19: -taxi receipts from hotel to speaking event to VCO for Treasury Board and meetings, announcement, lunch, to Vancouver Heliport terminal and from Vic Heli to home June 18-19: Accompanied Minister on travel from Victoria to Vancouver return via Heliport for meetings, speech and announcement Taxi receipts provided from Legislature to Vic Heli and to and from hotel to events and meetings while in Vancouver

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JUNE 18.
VH

Vic Legislature to Heel

BLUEBIRD CABS #29
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/18
TIME 1159 15:22:56
RECEIPT NUMBER
H85069251-001-131-008-0

PURCHASE
TOTAL

\$11.30

CAPITAL ONE
A0000000041010
8DA64D76A59DE58D
0000008000-

APPROVED

AUTH# 07705S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Wednesday, June 20, 2018 12:53 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

Monday, June 18, 2018

722

15:50 Victoria Harbour

16:25 Vancouver Harbour

35 minutes

Confirmed

2 Passengers - Off-Peak

• Robert Fleming, Male

• Veronica Harrison, Female

[Add to Calendar](#)

Invoice #296078

FARE-YWH-Full_Summer - 2018 \$438.10

+ GST \$21.90

Billing \$438.10

Taxes \$21.90

Grand Total \$460.00

Mastercard \$460.00

Date / Time June 18, 2018 @ 3:23:20 PM

Summary s.17

Expiration

Authorization 182319

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

Room : s.15
Folio # :
Invoice # :
Cashier # : 10090
Page # : 1 of 1

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

Arrival : 06-18-18
Departure : 06-19-18
s.15

Date	Description	Additional Information	Charges	Credits
06-18-18	Room Charge - Provincial Govt		329.00	
06-18-18	Destination Marketing Fee		4.25	
06-18-18	Hotel Room Tax		36.66	
06-18-18	Room GST		16.66	
Total			386.57	0.00
Balance Due			386.57	

GST Summary

Room : 16.66
F&B : 0.00
Other : 0.00
Total : 16.66

HST Summary

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

s.15

Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 195
Page # : 1 of 1

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

Arrival : 06-18-18
Departure : 06-19-18
s.15

Date	Description	Additional Information	Charges	Credits
06-18-18	Room Charge - Provincial Govt		329.00	
06-18-18	Destination Marketing Fee		4.25	
06-18-18	Hotel Room Tax		36.66	
06-18-18	Room GST		16.66	
06-19-18	Mastercard	XXXXXXXXXX s.17 XX/XX		386.57
Total			386.57	386.57

Balance Due 0.00

GST Summary		HST Summary	
Room :	16.66	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	16.66	Total :	0.00

s.15

Hotel to event
to speak

Event to VCO
For meetings

JUNE 19
VH - Vancouver
VCO to Announcements

YELLOW CAB #307
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/19
TIME 2603 08:11:41
CLERK ID 1
RECEIPT NUMBER
H85059856-001-005-985-0

PURCHASE
TOTAL

\$11.40

CAPITAL ONE
A0000000041010
CFB264E5EE055162
0000008000-

APPROVED

AUTH# 04252S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

BLACKTOP & CHECKER
CABS#8
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/19
TIME 1704 09:21:58
CLERK ID 1
RECEIPT NUMBER
C85012017-001-812-009-0

PURCHASE
AMOUNT
TIP
TOTAL

s.22

\$6.30

\$

CAPITAL ONE
A0000000041010
D6F4D6F19BB9569C
0000008000-E800
69C84B91627E005A

APPROVED

AUTH# 04776S 01-027
THANK YOU

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DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/06/19
TIME 5476 13:40:04
CLERK ID 4444
INVOICE # 1
RECEIPT NUMBER
H85047104-001-955-007-0

PURCHASE
AMOUNT
TIP
TOTAL

s.22

\$18.30

CAPITAL ONE
A0000000041010
6FD841648588CE09
0000008000-

APPROVED

FF/DT 00
AUTH# 00132S 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

Announcement
to DOWNTOWN

Downtown to
Helijet VAN

JUNE 19 VH
VANCOUVER
Vic Helijet to home

DUPLICATE

BLACKTOP & CHECKER CABS
#145
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/19
TIME 2207 15:03:42
CLERK ID
RECEIPT NUMBER
C85003152-001-028-016-0

PURCHASE
AMOUNT \$19.40
TIP s.22
TOTAL

CAPITAL ONE
A0000000041010
4A644ECDC6BB77B0
0000008000-E800
23F2F6EF1B049881

APPROVED

AUTH# 00296S 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 2018/06/19
TIME 1334 15:36:58
CLERK ID 999
RECEIPT NUMBER
H85026153-001-394-004-0

PURCHASE
TOTAL

\$10.00

CAPITAL ONE
A0000000041010
BD8660C3A9140098
0000008000-

APPROVED

AUTH# 09771S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB
817 FISGARD STREET V8W1K9
VICTORIA BC
21852400
GH2185240064

**** PURCHASE ****
06-19-2018 17:00:53
Acct # *****s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 064
Trace # 5681
Inv. # 064
Auth # 01605S RRM 001186009

Total **\$22.50**

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Tuesday, June 19, 2018 3:39 PM
To: Hahn, Andra EDUC:EX
Subject: RECEIPT - June 19 - MRF & VH - 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

Tuesday, June 19, 2018

723

16:00 Vancouver Harbour

16:35 Victoria Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

2 Passengers - Sale

• Robert Fleming, Male

• Veronica Harrison, Female

Invoice #296666

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

Grand Total \$378.00

Mastercard \$378.00

Date / Time June 19, 2018 @ 3:38:36 PM

Summary s.17

Expiration

Authorization 183834

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

ED19EXECDM1



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129045

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 Harrison, Veronica S				Employee ID s.22		Phone Number (250) 356-2178				
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant		Travel Group Code 3				
5. Date Completed 2018/07/03		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Accompanying Minister on travel				Headquarters Victoria				
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings 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	
2018	Destination	Start	End	Km	Cost		Claim	Cost		Cost
06/28	Vic- Vancouver-Heli	1500	2100		0.00	✓ 21.40	F-BL	30.50	✓ 274.04	
06/29	Vancouver-Heli -Vic HJ-Pcard	0700	1230		0.00	✓ 23.00	F-LD	22.75		
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total
				\$ 0.00	\$ 44.40		\$ 53.25	\$ 274.04	\$ 0.00	\$ 371.69
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount		
040 062 040 040 040	22001	06000		5701	220000	s.22		\$ 371.69		
Less Travel Advance										
010										
						AMOUNT DUE TO EMPLOYEE			54.	\$ 371.69
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

Audited CDM July 5/18

Audit Trail for Travel Voucher (Restricted Use) E129045 for Harrison, Veronica S

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/03 10:53:15	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
2018/07/03 15:14:54	Harrison, Veronica S (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/07/03 15:53:38	Fleming, Rob ✓ (IDIR\RFLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129045 for Harrison, Veronica S.

1 note(s) returned.

Created On	Author	Note
2018/07/03 10:53:15	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	June 28: Accompanied Minister to Vancouver for meeting. Taxi from Legislature to Victoria Helijet and from Vancouver Helijet to hotel June 29: Helijet from Vancouver to Victoria, and taxi from Victoria Hel jet terminal to home

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Legislature to
Vic Heli

Van. heli
to Hotel

VH
JUNE 28
5701

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240071

**** PURCHASE ****

06-28-2018 15:18:50
Acct # *****s.1 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 171
Trace # 15305
Inv. # 171
Auth # 05522S RRN 001320004

Total \$10.40

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/28
TIME 9974 16:36:24
CLERK ID 333
RECEIPT NUMBER
C85038966-001-128-001-0

PURCHASE
TOTAL

\$11.00

CAPITAL ONE
A0000000041010
08A1A62547728AFC
0000008000-E800
4F1520A9AE1E3592

APPROVED

AUTH# 08745S 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

JUNE 28
VH. 5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Thursday, June 28, 2018 3:21 PM
To: Hahn, Andra EDUC:EX
Subject: June 28 - VH - 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

Thursday, June 28, 2018

722

15:50 Victoria Harbour

16:25 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Sale

Veronica Harrison, Female

[Add to Calendar](#)

Invoice #302274

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Mastercard \$189.00

Date / Time June 28, 2018 @ 3:20:12 PM

Summary s.17

Expiration

Authorization 182011

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

Reservation # s.22

Send To Harrison, Veronica
x
x, CA

Phone x

Guest Name Harrison, Veronica

Arrival Date
06/28/2018

Departure Date
06/29/2018

Company Name Provincial Government

Room Information s.15,s.22

Bill To Harrison, Veronica
x
x, CA
x

Folio Number s.22

Trans Date	Description	Voucher	Amount
Charges			
06/28/2018	Room Charge w/8	Provincial Government Rate s.15	229.00
06/28/2018	Good & Service Tax		11.85
06/28/2018	Room Tax		25.19
06/28/2018	Facility Fee		8.00
Total Charges			274.04
Payments			
06/29/2018	Mastercard	xxxxxxxxxxxx; s.17 002624	-274.04
Total Payments			-274.04

Balance Due **0.00**

I have received the goods and / or services in the amount shown here on. I agree that my liability for this bill 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 or the full amount of these charges. If charging to a credit card, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature _____

5701 VH
JUNE 29

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Friday, June 29, 2018 9:57 AM
To: Hahn, Andra EDUC:EX
Subject: June 29 - VH & MRF - 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

Friday, June 29, 2018

715

12:35 Vancouver Harbour

13:10 Victoria Harbour

35 minutes

Confirmed

2 Passengers - Off-Peak

• Robert Fleming, Male

• Veronica Harrison, Female

[Add to Calendar](#)

Invoice #301845

FARE-YWH-Full_Summer - 2018 \$438.10

+ GST \$21.90

Billing \$438.10

Taxes \$21.90

Grand Total \$460.00

Mastercard \$460.00

Date / Time June 29, 2018 @ 9:56:44 AM

Summary s.17

Expiration

Authorization 125643

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

VH
JUNE 29
5701

Vic heli to home

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240098

**** PURCHASE ****

06-29-2018 12:28:36
Acct # *****s.17 RF
Card Type MC
A0000000041010 CAPITAL ONE

Operator: 198
Trace # 1099
Inv. # 1183
Auth # 05080S RRN 001120005

Total \$23.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

CF19EXESLP21



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129251

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 Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767						
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3						
5. Date Completed 2018/07/25			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministrial Business						Headquarters Victoria					
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4														
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 F-D	Cost			Cost	Describe
2018														
06/26		Vancouver	1030	1041		0.00				33.25			14.00	s.22
06/26		Vancouver	1800	1819		0.00				0.00			17.60	Taxi
06/29		Van>Burn	0910	0943		0.00				0.00			24.30	Taxi
06/29		Burn>Van	1148	1218		0.00				0.00			32.00	Taxi
TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 0.00		38. \$ 33.25	39. \$ 0.00	40. \$ 87.90	41. \$ s.22	Claim Total 121.15	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
039		18YAB		14001		57026504		1800000		s.22		\$ s.22 121.15		
039														
039														
039														
Less Travel Advance														
039														
AMOUNT DUE TO EMPLOYEE												54. \$ s.22 121.15		
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 1050-06Audited 2018Aug15
SLP

Audit Trail for Travel Voucher (Restricted Use) E129251 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/25 15:10:02	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/07/27 16:27:57	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2018/07/27 16:32:25	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129251 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/07/25 15:10:02	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	06/26/18 Took a Taxi to meeting in Vancouver from home 06/26/18 Took Taxi home from meeting in Vancouver 06/29/18 took Taxi from home Van>Burn to meeting 06/29/18 Took taxi from meeting Burn>Van back home

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BLACK TOP AND CHECKERS

238

777 PACIFIC ST
VANCOUVER BC

CARD

s.17

CARD TYPE MASTERCARD

DATE 2018/06/26

TIME 5100 10:41:01

CLERK ID 1

RECEIPT NUMBER

C85016509-001-062-007-0

PURCHASE

AMOUNT \$14.00

TIP s.22

TOTAL

\$

MasterCard

A0000000041010

C5ACAA25A136F9BF

0000008000-E800

44A513A001C131DF

APPROVED

AUTH# 134101

01-027

THANK YOU

VERIFIED BY PIN

MERCHANT COPY

MACLURE'S CAB 19
1275 75TH AVE W
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/06/26
TIME 0401 18:19:35
CLERK ID 2
RECEIPT NUMBER
C85042440-001 652-001-0

PURCHASE
AMOUNT \$17.60
TIP s.22
TOTAL

MasterCard
A60000000041010
250FCD3B69815A57
0000008000-E800
FFBB528D74088EF8

APPROVED

AUTH# 211935 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLACKTOP & CHECKER

CABS#120

777 PACIFIC ST

VANCOUVER BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/06/29
TIME 0253 09:43:21
CLERK ID 1
RECEIPT NUMBER
C85054236-001-034-004-0

PURCHASE

AMOUNT \$24.30

TIP s.22

TOTAL

\$

MasterCard

A0000000041010

6D9245273FCDD3D5

0000008000-E800

8EB7C67C0ACA986B

APPROVED

AUTH# 124321 01-027

THANK YOU

CARDHOLDER COPY

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BONNY'S TAXI B154
5759 SIDLEY ST
BURNABY BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/06/29
TIME 0718 12:18:30
CLERK ID 01
RECEIPT NUMBER
C85043070-001-001-002-0

PURCHASE
AMOUNT \$32.00
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
504A5D52C3B1A430
0000008000-E800
7DCDE46AAEFC4867

APPROVED

AUTH# 151830 01-027
THANK YOU

CARDHOLDER COPY

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