



### Travel Voucher (Restricted Use)

Control No.

E129861

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

<b>Name</b> Hammond, Danika ✓				<b>Employee ID</b> s.22				<b>Phone Number</b> s.22				
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2018/10/12			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>			
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Assisting Minister						<b>Headquarters</b> Nelson			
<b>12. Mailing Address for Cheque</b> PO BOX 9060 Stn Prov Gov't												
<b>16. Travel Dates</b> 2018 10/01 10/02 10/03 10/04 10/05 10/06 10/10 09/30 ✓	<b>17. Places Travelled</b>			<b>18. 0.54 Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>	
	Vic	0800	1600		0.00		F-	51.50		174.56 to include	GST	
	Vic	0800	1600		0.00		F-	51.50		174.56		
	Vic	0800	1600		0.00		F-	51.50		174.56	22.40 Phone	
	Vic	0800	1600		0.00		F-	51.50		174.56		
	Vic	0800	1600		0.00		F-	51.50				
	Vic-Nelson (AC)	0800	1600		0.00	510.43		0.00		31.50	Baggage	
	Nelson-Dam	1200	1700	100	54.00		H-	25.75				
	Nelson-Vic-fly Cast- (AC)	0800	1200		0.00	510.43		0.00		221.43		
<b>TOTALS OF COLUMNS</b>				100 kms		<b>36. ✓</b> \$ 54.00	<b>37. ✓</b> \$ 1020.86		<b>38. ✓</b> \$ 283.25	<b>39. ✓</b> \$ 919.67	<b>40. ✓</b> \$ 53.90	<b>Claim Total</b> \$ 2331.68
<b>48. Client Code</b> 057 057 057 057		<b>49. Resp.</b> VIC 27011	<b>50. Service Line</b> 26700		<b>51. STOB</b> 5702	<b>52. Project</b> 2700000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 2331.68		
<b>Less Travel Advance</b> 057												
										<b>54.</b> \$ 2331.68		
<b>AMOUNT DUE TO EMPLOYEE</b>												
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>			<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>			

## Audit Trail for Travel Voucher (Restricted Use) E129861 for Hammond, Danika

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/12 13:14:48	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/16 16:12:06	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:17:51	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:18:15	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:19:09	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:46:11	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:57:06	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 15:43:42	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/11/13 10:10:01	Janke, Debra S (IDIR\CS ANKE) Debra.Janke@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Not Approved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/11/13 15:37:10	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Initiated	Pommelet, Lisa Lisa.Pommelet@gov.bc.ca
2018/11/13 15:42:45	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/11/15 13:46:18	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/11/23 14:42:19	Sanderson, Melissa ✓ (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E129861 for Hammond, Danika

2 note(s) returned.

Created On	Author	Note
2018/10/18 14:17:51	Pommelet, Lisa (IDIR\L\POMMELE) Lisa.Pommelet@gov.bc.ca	(K) = AC's PCard charged (D)= EA to be reimbursed Sept 30 Nelson-Vic flight (bottom of claim) \$510.43 (K) Vic hotel \$211.98 (K) Oct 1 FD (full-day) per diem, hotel \$167.11 (K) Oct 2 FD per diem, hotel \$167.11 (K) Oct 3 FD per diem, \$22.40 phone case (D), hotel \$167.11 (K) Oct 4 FD per diem, hotel \$167.11 (K) Oct 5 FD per diem, hotel room charge GST \$39.25 (K) Oct 6 HD (half-day) per diem, \$510.43 flight (K) + \$31.50 baggage (D) Oct 10 Nelson- K Dam 100 kms, HD per diem (D)
2018/11/13 10:10:01	Janke, Debra S (IDIR\LS\IANKE) Debra.Janke@gov.bc.ca	NOT APPROVED: CANNOT APPROVE YOUR OWN TRAVEL CLAIM: PLEASE INITIATE TO EXPENSE AUTHORITY FOR APPROVAL. THANKS.

Production \*\*\* Copyright © Government of British Columbia

**From:** Pommelet, Lisa EMPR:EX  
**To:** Janke, Debra FIN:EX  
**Cc:** Hammond, Danika S EMPR:EX  
**Subject:** E129861 Hammond  
**Date:** December 13, 2018 12:56:01 PM

---

Hi Debra,

Danika Hammond has decided to defer reimbursement for future travel claims until the \$1940.53 from travel claim E129861 has been absorbed. Sorry for not catching that earlier and the extra hassle it brought you. And thank you for your assistance on this!

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

**From:** [Pommelet, Lisa EMPR:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Cc:** [Duncan, Kate EMPR:EX](#)  
**Subject:** RE: Hammond expenses  
**Date:** December 13, 2018 11:06:33 AM

---

Hi Debra,

The only reason we paid for it on our AC's PCard was because Danika was brand new to our office and didn't have a work credit card yet. s.22

s.22 We were in a bind, otherwise we wouldn't charge it to our anyone's PCard.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

---

**From:** Janke, Debra FIN:EX  
**Sent:** December 13, 2018 11:01 AM  
**To:** Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>  
**Subject:** RE: Hammond expenses

Hi Lisa,

Following up on our phone conversation, this morning. For future reference, Hotel for employees are not to paid by the Office Purchase Card (Ministers, only). Please note restrictions below, from Core Policy

**The purchasing card must not be used:**

- if the purchase exceeds the cardholder's per transaction or monthly limit (this information is recorded on the *Request for Card/Card Detail Change* form and is available from the purchasing card coordinator);
- to purchase goods and services from Merchant Category Code blocked suppliers.
- to purchase any goods or services presently made with the Motor Vehicle Charge Card;
- for repairs to general fleet plan vehicles (Classes A to P);
- **for individual travel related expenses such as hotel accommodation, car rentals and meals where the employee would normally be reimbursed through a claim processed on a travel voucher (note that the purchasing card can be used for travel expenses normally directly booked and paid by the ministry or organization, such as convention expenses and assured loading passes);**
- to obtain cash advances, even if related to government business;

for training that is a taxable benefit to the employee;

- to pay for intra-governmental purchases that are made by manual or electronic accounting transfers;
- for printing including copying, duplicating, typesetting and supplies, unless prior authorization is obtained from Queen's Printer; and
- with suppliers known to be legally encumbered (e.g., garnishing orders, third party demand notes, etc. filed against them).

## Travel Expenses

**The purchasing card must not be used for individual travel related expenses (e.g., hotel accommodation, car rentals and meals where the individual is to be reimbursed). Note:** Invoices for direct billed taxi charges associated with travel can be paid by the Purchase Card. For further information click on [direct billed taxi invoices](#).

The purchasing card can be used to purchase airfare. Identify the traveler's name, employee number, flight dates, and departure/return location on the receipt in case cross-referencing to the employee's travel voucher is ever required.

When an employee travels by air, the travel expenses are recorded in the Public Accounts against the employee number and not against the actual vendor number (i.e. Air Canada).

---

**From:** Pommelet, Lisa EMPR:EX  
**Sent:** December 13, 2018 9:02 AM  
**To:** Janke, Debra FIN:EX  
**Subject:** Hammond expenses

Hi Debra,

It turns out that Danika was overpaid for some travel awhile back and that was totally my fault. Some of her expenses went onto our AC's PCard and some were paid out of pocket by Danika, but I didn't notice that the Mastercard digits were different on a couple of receipts. s.22

s.22 . Should she cut a cheque to FIN? Or is there another way to go about it?

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

**From:** Pommelet, Lisa EMPR:EX  
**To:** Janke, Debra FIN:EX  
**Subject:** FW: Air Canada - Receipt - Baggage Fee  
**Date:** November 28, 2018 12:01:46 PM  
**Attachments:** [Phone Case Receipt 2018-10-03.pdf](#)

---

Hi Debra,

Here is the baggage receipt and the phone case receipt for E129861 Danika Hammond's travel claim. Sorry it took us so long to get these to you!

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

---

**From:** Hammond, Danika S EMPR:EX  
**Sent:** Wednesday, November 28, 2018 11:55 AM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** FW: Air Canada - Receipt - Baggage Fee

Hello Lisa

Here is the receipt from my baggage fee from October 6<sup>th</sup> and attached is the phone case receipt.

Thanks

Danika

**From:** Danika S.2 Hammond [mailto:s.22  
**Sent:** Thursday, October 11, 2018 1:04 PM  
**To:** Hammond, Danika S EMPR:EX  
**Subject:** Fwd: Air Canada - Receipt - Baggage Fee

----- Forwarded message -----

**From:** **Air Canada** <[confirmation@aircanada.ca](mailto:confirmation@aircanada.ca)>  
**Date:** Sat, Oct 6, 2018 at 10:06 AM  
**Subject:** Air Canada - Receipt - Baggage Fee  
**To:** <s.22 >

Your fees have been successfully collected.

Departure Date: 2018-10-06

Passenger: DANIKA HAMMOND  
Departure city: VICTORIA YYJ

Destination city: CASTLEGAR YCG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAI: 31.50 CAD

Form of payment used: MasterCard XXXXXXXXXXXX<sup>s.22</sup>

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!

Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:

<https://mymessages.aircanada.com/en/kACNLPxtBuE9UN8SkWDKQ>

\*\*\*\*\*

This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy

(<https://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit [aircanada.com](https://www.aircanada.com) (<https://www.aircanada.com/en/customercare/index.html>).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

\*\*\*\*\*

--

**Danika Hammond**

s.22



**From:** Janke, Debra FIN:EX  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** FW: E129861 HAMMOND, Danika  
**Date:** November 26, 2018 11:03:00 AM

---

Hi Lisa,

Further to my email below, the **s.15** for the nights of Oct 1-4 (Sept 30, ok) exceeds the CSA approved single rate of \$99.00 plus taxes, per night. The rate of \$149.00, plus taxes was for a **s.15**. Per policy, single rooms are to be booked, unless unavailable. Please have the Minister sign off a copy of the Hotel folio with "Hotel Approved" and email signed copy so I can attach to Danika's claim.

Thanks.

Debra

---

**From:** Janke, Debra FIN:EX  
**Sent:** November 26, 2018 9:44 AM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** E129861 HAMMOND, Danika

Hi Lisa,

I do not see the receipts for the \$22.40 phone case claim and the \$31.50 baggage claim. Please email. -rec'd and attached

Thanks.

Debra

---

**From:** Pommelet, Lisa EMPR:EX  
**Sent:** November 7, 2018 3:48 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX; Janke, Debra FIN:EX  
**Subject:** E129861 HAMMOND, Danika approved own travel-not approved on Nov 13

Hello,

Here are the receipts for travel voucher E129861.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

MOBILE SNAP  
THE BAY CENTRE  
1150 DOUGLAS ST, VICTORIA, BC V8W 3M9  
(250) 361-3360

#010750

DATE: 03-Oct-18 ☒ TIME: 05:35 PM

CSC	1.00	@	20.00	20.00
			SUBTOTAL	20.00
			GST	1.00
			PST	1.40
			TOTAL	22.40
			CHECK	22.40
			CHANGE	0.00

THANK YOU FOR SHOPPING WITH US  
ONLY EXCHANGES IN RESELLABLE CONDITION

**From:** Pommelet, Lisa EMPR:EX  
**To:** Janke, Debra FIN:EX  
**Subject:** FW: Air Canada - Receipt - Baggage Fee  
**Date:** November 28, 2018 12:01:46 PM  
**Attachments:** [Phone Case Receipt 2018-10-03.pdf](#)

---

Hi Debra,

Here is the baggage receipt and the phone case receipt for E129861 Danika Hammond's travel claim. Sorry it took us so long to get these to you!

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

---

**From:** Hammond, Danika S EMPR:EX  
**Sent:** Wednesday, November 28, 2018 11:55 AM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** FW: Air Canada - Receipt - Baggage Fee

Hello Lisa

Here is the receipt from my baggage fee from October 6<sup>th</sup> and attached is the phone case receipt.

Thanks

Danika

**From:** Danika S.2 Hammond [mailto:s.22 - - ]  
**Sent:** Thursday, October 11, 2018 1:04 PM  
**To:** Hammond, Danika S EMPR:EX  
**Subject:** Fwd: Air Canada - Receipt - Baggage Fee

----- Forwarded message -----

**From:** **Air Canada** <[confirmation@aircanada.ca](mailto:confirmation@aircanada.ca)>  
**Date:** Sat, Oct 6, 2018 at 10:06 AM  
**Subject:** Air Canada - Receipt - Baggage Fee  
**To:** <s.22 - - >

Your fees have been successfully collected.

Departure Date: 2018-10-06

Passenger: DANIKA HAMMOND  
Departure city: VICTORIA YYJ

Destination city: CASTLEGAR YCG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD: 31.50 CAD

Form of payment used: MasterCard XXXXXXXXXXXX<sup>s.22</sup>

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!

Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:

<https://mymessages.aircanada.com/en/kACNLPxtBuE9UN8SkWDKQ>

\*\*\*\*\*

This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy (<https://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit [aircanada.com](https://www.aircanada.com) (<https://www.aircanada.com/en/customercare/index.html>).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

\*\*\*\*\*

--

**Danika Hammond**

s.22

**HAMMOND DANIKA** ✓  
301-501 BELLEVILLE

VICTORIA, BC  
V8W 9E2

MINISTRY OF E.N.P.R.

Room # s.15 Folio # s.22

Arrive 09/30/18 Depart 10/05/18

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
<b>2-ROOM AND TAX</b>				
09/30/18	DMB	2-Room Charg	Hotel Account Coding:1 person, only	189.00
09/30/18	DMB	12-D.M.F.(1%)	CSA approved single rate for Sept, pk ✓	1.89
09/30/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.09
09/30/18	DMB	10-Municipal	On Room Charge	5.73
09/30/18	DMB	3-Room Tax		15.27
10/01/18	DMB	2-Room Charg	CSA approved single rate for Oct \$99.00 plus taxes, per night	149.00
10/01/18	DMB	12-D.M.F.(1%)		1.49
10/01/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.07
10/01/18	DMB	10-Municipal	On Room Charge	4.51
10/01/18	DMB	3-Room Tax		12.04
10/02/18	DMB	2-Room Charg		149.00
10/02/18	DMB	12-D.M.F.(1%)		1.49
10/02/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.07
10/02/18	DMB	10-Municipal	On Room Charge	4.51
10/02/18	DMB	3-Room Tax		12.04
10/03/18	DMB	2-Room Charg		149.00
10/03/18	DMB	12-D.M.F.(1%)		1.49
10/03/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.07
10/03/18	DMB	10-Municipal	On Room Charge	4.51
10/03/18	DMB	3-Room Tax		12.04
10/04/18	DMB	2-Room Charg		149.00
10/04/18	DMB	12-D.M.F.(1%)		1.49
10/04/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)	0.07
10/04/18	DMB	10-Municipal	On Room Charge	4.51
10/04/18	DMB	3-Room Tax		12.04
10/05/18	HG	93-Mastercard	THANK YOU	-919.67
			GST On Room Charge	39.25
			Tax Reg. # s.15	
BILLING INSTRUCTIONS				BALANCE DUE → 0.00 ✓

s.15

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2018/10/05  
TIME 0419 11:09:14  
INVOICE #  
RECEIPT NUMBER  
M84064258-001-533-023-0  
PURCHASE  
TOTAL

**\$919.67**

**APPROVED**

AUTH# 140914 01-027  
THANK YOU

CARDHOLDER WILL PAY  
CARD ISSUER ABOVE AMOUNT  
PURSUANT TO CARDHOLDER  
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

I agree that my liability for this bill is not waived and agree to  
that the indicated person,  
or any part of the full  
bill be charged on any



## Booking Confirmation

Booking Reference: S.22

Date of issue: 24 Sep, 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

✓ Sunday  
30 Sep, 2018

08:45  
**Castlegar**  
(YCG), BC



10:00  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

  
AC8247

1hr15  
Economy Y  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Layover in Vancouver

1hr15

Sunday  
30 Sep, 2018

11:15  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M



11:45  
**Victoria**  
Victoria Int. (YYJ), BC

  
AC8063

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

Total duration

3hr00

### Return

Economy - Standard

✓ Saturday  
06 Oct, 2018

12:15  
**Victoria**  
Victoria Int. (YYJ), BC



12:43  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

  
AC8064

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

Layover in Vancouver

0hr47

Saturday  
06 Oct, 2018

13:30  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M



14:41  
**Castlegar**  
(YCG), BC

  
AC8248

1hr11  
Economy W  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Total duration

2hr26

### Passengers

 Danika s.22 Hammond ✓

Ticket Number  
0142101035911

Seats

AC8247 S.  
AC8063 15  
AC8064 -  
AC8248 -



## Purchase summary

### MasterCard

\*\*\*\*\* s.22

Amount paid: \$1020.86

### Tax information

GST/HST no. 10009-2287 RT0001  
\$48.61

1 adult



### Air Transportation Charges

Base Fare - Depart - Economy - Latitude	623.00
Base Fare - Return - Economy - Standard	289.00
Surcharges	24.00



### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	48.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	22.00

Total airfare and taxes before options	\$1020 <sup>86</sup>
--	----------------------

GRAND TOTAL (Canadian dollars)	\$1020 <sup>86</sup> ✓
--------------------------------	------------------------

$\div 2$   
510.43



## 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

minutes<sup>1</sup>

### 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.



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129901

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

<b>Name</b> Zimmerman, Emily		<b>Employee ID</b> s.22		<b>Phone Number</b> s.22	
<b>Client Organization</b> Labour		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/10/17		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> meetings			<b>Headquarters</b> Surrey
<b>12. Mailing Address for Cheque</b> s.22					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2018					
08/09	newton	1730	1930	18	9.72
08/10	newton	1200	1330	4	2.16
08/11	burnaby	1330	1530	52	28.08
08/27	newton	1730	2030	16	8.64
08/29	guildford	1330	1430	18	9.72
09/03	vancouver	0800	1200	76	41.04
09/07	vancouver	0600	1000	80	43.20
07/04	vancouver	1100	1400	22	11.88
09/19	porty moody	1700	1900	46	24.84
09/20	guildford	1700	2100	9	4.86
				<b>36.</b>	<b>37.</b>
				\$ 184.14	\$ 0.00
				<b>38.</b>	<b>39.</b>
				\$ 0.00	\$ 0.00
				<b>40.</b>	<b>Claim Total</b>
				\$ 8.00	\$ 192.14
<b>TOTALS OF COLUMNS</b>					
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
127	51608	52080	5702	5155555	s.22
127					
127					
127					
<b>Less Travel Advance</b>					
127					
					<b>54.</b>
					\$ 192.14
<b>AMOUNT DUE TO EMPLOYEE</b>					
<b>45. Employee Signature (See Audit Trail)</b>				<b>Print Name</b>	<b>Date Signed</b>
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					
<b>56. Spending Authority Signature (See Audit Trail)</b>				<b>Print Name</b>	<b>Date Signed</b>
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					
<b>57. Payment Authority Signature (See Audit Trail)</b>				<b>Print Name</b>	<b>Date Signed</b>
- Requisition for payment pursuant to section 32 of the Financial Administration Act.					



**Audit Trail for Travel Voucher (Restricted Use) E129901 for Zimmerman, Emily**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/17 19:44:09	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2018/10/18 14:10:28	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

**Notes for Travel Voucher (Restricted Use) E129901 for Zimmerman, Emily**

0 note(s) returned.

Created On	Author	Note

Production \*\*\* Copyright © Government of British Columbia

**RECEIPT  
IMPARK**

Lot - 1076  
Scott Road Station  
www.impark.com

License Plate Number  
s.22

Expiration Date/Time  
**02:00 AM  
JUL 05, 2018**

Purchase Date/Time: 12:31pm Jul 04, 2018 ✓  
Total Due: \$3.00 ✓ Rate: \$3.00 For 1 Day  
Total Paid: \$3.00 ✓ Payment Type: Card  
Ticket #: 00178253  
S/N #: 500013451403  
Setting: 1076  
Mach Name: Meter - 1

\*\*\*\*\*s.2 MasterCard ✓

Auth #: 065092

Thank You!  
Please come again

RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

**RECEIPT  
IMPARK**

Lot - 1960  
España (189 Keefer Pl)  
www.impark.com

**Stall # 291**

Expiration Date/Time  
**09:34 AM  
SEP 07, 2018**

Purchase Date/Time: 07:34am Sep 07, 2018 ✓  
Total Due: \$5.00 ✓ Rate: \$5.00 - For 2 Hours  
Total Paid: \$5.00 ✓ Pmt Type: CC (Swlpe)  
Ticket #: 00001102  
S/N #: 300011090094  
Setting: 1960  
Mach Name: Meter - 2

\*\*\*\*\*s.2 MasterCard ✓

Auth #: 032430

Thank You!  
Please come again

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT



## Control No.

E129902

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Zimmerman, Emily	s.22	S.22
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Labour	Executive Assistant	3

<b>5. Date Completed</b> 2018/10/17	<b>6. Fiscal Year</b> 2019	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
--	-------------------------------	--------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel meetings	Headquarters Surrey
-------------------------------	-----------------------------------	------------------------

## 12. Mailing Address for Cheque

6-5688 152 Street Surrey, BC V3S 3K2

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											
09/25	vancouver	0900	1930	88	47.52			0.00		23.00	parking
09/26	vancouver	0900	2130	88	47.52			0.00		23.00	parking
09/28	newton	1330	1530	5	2.70			0.00			
09/29	nanaimo	0700	1400	72	38.88		H-	25.75			
09/14	bridgeview	1700	2100	54	29.16			0.00			
10/05	panorama	0930	1030	7	3.78			0.00			

	36.	37.		38.	39.	40.	<b>Claim Total</b>
TOTALS OF COLUMNS	\$ 169.56	\$ 0.00		\$ 25.75	\$ 0.00	\$ 46.00	\$ 241.31

48.	Client Code 127 127 127 127	49.	Resp. 51608	50.	Service Line 52080	51.	STOB 5702	52.	Project 5155555	45.	Supplier Code s.22	Amount \$ 241.31
-----	---	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	---------------------

[illegible][illegible]

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

<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
--	-------------------	--------------------

<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

**Audit Trail for Travel Voucher (Restricted Use) E129902 for Zimmerman, Emily**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/17 20:03:28	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2018/10/18 14:10:11	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

**Notes for Travel Voucher (Restricted Use) E129902 for Zimmerman, Emily**

0 note(s) returned.

Created On	Author	Note

Production \*\*\* Copyright © Government of British Columbia

## Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 2  
Entered: 09/26/2018 12:53  
Exited: 09/26/2018 17:13  
Ticket Number: 28686  
Transaction Number: 144698  
Rate: A  
Parking Fee: \$23.00

---

Total Fee: \$23.00  
Fee Paid: \$23.00  
Master  
XXXXXXXXXXXXs.22  
Approval Number: 099917

Thank you for visiting  
Canada Place  
Above amount includes 5% GST  
GST# 120996095RT0005

## Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 2  
Entered: 09/26/2018 14:47  
Exited: 09/26/2018 17:19  
Ticket Number: 28528  
Transaction Number: 144647  
Rate: A  
Parking Fee: \$23.00

---

Total Fee: \$23.00  
Fee Paid: \$23.00  
Master  
XXXXXXXXXXXXs.22  
Approval Number: 008668

Thank you for visiting  
Canada Place  
Above amount includes 5% GST  
GST# 120996095RT0005