



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129595

**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> Tombs, Brenda				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-7750						
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2018/08/31			<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> work						<b>Headquarters</b> Vancouver					
<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>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>	
2018		Van-Victoria (HA)	0600	2350		0.00			F-	51.50		233.15		
08/28		Victoria -Van (HJ)	0600	1930		0.00			F-	51.50			7.50 taxi to Helijet term	
08/29														
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00			<b>38.</b> \$ 103.00	<b>39.</b> \$ 233.15	<b>40.</b> \$ 7.50	<b>Claim Total</b> \$ 343.65		
<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>		<b>Amount</b>		
031		46001		48000		5711 5701		4600000		s.22		\$ 343.65		
031														
031														
031														
<b>Less Travel Advance</b>														
031														
<b>AMOUNT DUE TO EMPLOYEE</b>												<b>54.</b> \$ 343.65		
<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) E129595 for Tombs, Brenda**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/31 15:31:12	Tombs, Brenda (IDIR\BTOMBS) Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2018/08/31 15:40:32	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E129595 for Tombs, Brenda**

0 note(s) returned.

Created On	Author	Note

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s.15

Ms Brenda Tombs  
2365 E Hastings Street  
Vancouver BC V5L 1V6  
Canada

Room : s.15  
Arrival Date : 08/28/18  
Invoice No. : s.22  
Folio No. :  
Conf. No. :  
Cashier No. : 67  
Billing Date : 08/29/18  
A/R Number

Min of Social Development & F

Date	Description	Debit	Credit
08/28/18	Room Charge	199.00	
08/28/18	Destination Marketing Fee	1.99	
08/28/18	Provincial Room Tax	22.11	
08/28/18	Room GST	10.05	
08/29/18	Visa XXXXXXXXXXXX s.17 XX/XX		233.15
Room H/GST Total - 10.05		Total	233.15
Other H/GST Total - 0.00			233.15
s.15		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.

s.15

BLUEBIRD CABS #68  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE VISA  
DATE 2018/08/29  
TIME 7031 18:10:05  
RECEIPT NUMBER  
H85003002-001-182-004-0

PURCHASE  
AMOUNT \$7.50  
s.22

Visa Credit  
A0000000031010  
D3AD805036F66114  
0000000000-

**APPROVED**

FF/DT 20  
AUTH# 001262 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

**IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS**

**From:** [Van Wensem, Casey SDPR:EX](#)  
**To:** [Tombs, Brenda SDPR:EX](#)  
**Subject:** FW: Flight Itinerary. Thanks for choosing Harbour Air!  
**Date:** August 16, 2018 2:00:40 PM

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**From:** reservation@harbourair.com [mailto:reservation@harbourair.com]  
**Sent:** Thursday, August 16, 2018 1:57 PM  
**To:** Van Wensem, Casey SDPR:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

Harbour Air Seaplanes



[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

Casey Van Wensem

### Booking #s.17

**Tuesday, August 28, 2018**

#### Flight #501

**07:20 South Vancouver (YVR) / [Map](#)**



**07:50 Victoria Harbour / [Map](#)**



**30 minutes**

Invoice #s.17

Air Transportation Charges

Sked 500 : (Pk) GO Flex \$159.35

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

**KK- Confirmed**

+ Goods and Services Tax \$8.00

**1 Passenger(s) - GoFlex**

Billing \$160.00

• **Brenda Tombs, Female**

Taxes \$8.00

**Add to Calendar**

**Grand Total \$168.00**

**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

This flight was cancelled flew  
HJ

**Wednesday, August 29, 2018**

**Flight #512**

**18:20 Victoria Harbour / Map** ☐

**18:50 South Vancouver (YVR) / Map**

☐

Invoice # s.17

Air Transportation Charges

Sked 500 : (Pk) GO Flex \$159.35

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

30 minutes

Sked 500 : Carbon Offset \$0.65

KK- Confirmed

+ Goods and Services Tax \$8.00

1 Passenger(s) - GoFlex

Billing \$160.00

. Brenda Tombs, Female

Taxes \$8.00

[Add to Calendar](#)

**Grand Total \$168.00**

**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**

**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.



**From:** passengerservices@helijet.com  
**To:** McKnight, Valerie SDPR:EX; McKnight, Valerie SDPR:EX  
**Subject:** Thank you for choosing to take off with Helijet!  
**Date:** August 29, 2018 3:34:32 PM

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	Shane Simpson
Company	Ministry Of Social Development

#### Booking s.22

**Wednesday, August 29, 2018**

**858**

**18:40 Victoria Harbour**

**19:30 Vancouver Airport**

**50 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Brenda Tombs, Female**

**Add to Calendar**

Invoice #319378

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

+ GST	\$10.95
-------	---------

Billing	\$219.05
---------	----------

Taxes	\$10.95
-------	---------

<b>Grand Total</b>	<b>\$230.00</b>
--------------------	-----------------

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)



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129577

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<b>Name</b> Stone, Lynne				<b>Employee ID</b> s 22				<b>Phone Number</b> (250) 387-1978						
<b>Client Organization</b> Transportation and Infrastructure				<b>Job Title</b> Executive Ministerial Assistant				<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2018/08/28				<b>6. Fiscal Year</b> 2019				<b>7. Special Cheque Issue</b>						
<b>8. Cheque Stub Information</b>				<b>14. Reason for Travel</b> Ministerial				<b>Headquarters</b> Campbell River						
<b>12. Mailing Address for Cheque</b> 908 Island Hwy Campbell River, BC V9W 2C3														
<b>16. Travel Dates</b>		<b>17. Places Travelled</b>			<b>18. 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>Costs</b>	<b>Cost</b>	<b>Cost</b>	<b>Describe</b>
2018		CR > Vic	0800	1600	265	143.10			F-B	41.00	s 22	233.15	18.90	Parking
08/16		Vic	0800	1600		0.00			F-L	41.00				
08/17		Vic > CR	0800	1200	265	143.10				0.00				
08/18														
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>			<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>		
					\$ 286.20	\$ 0.00			\$ 82.00	\$ 233.15	\$ 18.90	\$ 620.25		
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>		
034		55001		60410		5702		5500102		s.22		\$ 620.25		
034														
034														
034														
<b>Less Travel Advance</b>														
034														
<b>AMOUNT DUE TO EMPLOYEE</b>												<b>54.</b>		
												\$ 620.25		
<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) E129577 for Stone, Lynne**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/28 12:18:46	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	Stone, Lynne Lynne.Stone@gov.bc.ca	Saved	Stone, Lynne Lynne.Stone@gov.bc.ca
2018/08/28 12:19:06	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	Stone, Lynne Lynne.Stone@gov.bc.ca	Notified	Stone, Lynne Lynne.Stone@gov.bc.ca
2018/08/28 12:46:03	Stone, Lynne (IDIR\LSTONE) Lynne.Stone@gov.bc.ca		Approved	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/08/28 15:04:34	Papadopoulos, James (IDIR\JPAPADOP) James.Papadopoulos@gov.bc.ca		Approved	Laird, Patricia S Patricia.Laird@gov.bc.ca
2018/08/28 15:09:54	Laird, Patricia S (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca		Forwarded	Papadopoulos, James James.Papadopoulos@gov.bc.ca
2018/08/29 12:34:53	Papadopoulos, James (IDIR\JPAPADOP) James.Papadopoulos@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E129577 for Stone, Lynne

2 note(s) returned.

Created On	Author	Note
2018/08/28 12:18:46	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	August 16th: CR > Vic (Personal vehicle use: 265KM), per diem lunch and dinner, accommodation (1 night claimed, 1 night personal) August 17th: per diem, breakfast and dinner August 18th: Vic > CR (Personal vehicle use: 265KM)
2018/08/28 15:09:54	Laird, Patricia S. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca	Hi James can you send the approval to the FIN FSA mail box please. Just put the abbreviation in the last name and it will come up. Because when I'm away the travel won't get done. They don't have access through my e-mail. And I'm not allowed to approve them with my e-mail address on it.

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## **Waters, Leah TRAN:EX**

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**From:** Stone, Lynne TRAN:EX  
**Sent:** Monday, August 27, 2018 9:15 AM  
**To:** Waters, Leah TRAN:EX  
**Subject:** expenses  
**Attachments:** CCF20180827\_0001.pdf

Hi Leah,  
Attached is my hotel receipt for 16<sup>th</sup> August.

Mileage: Campbell River to Victoria and Victoria to Campbell River  
Per Diem: 16<sup>th</sup> August lunch and dinner. 17<sup>th</sup> August breakfast and dinner  
Accommodation: just one night from the attached: \$252.05

Thanks  
Lynne

*Lynne Stone*  
*Executive Assistant to Hon. Claire Trevena*  
*Minister of Transportation and Infrastructure*  
*Phone: 778-676-3562*

Ms Lynne Stone  
 908 Island Highway  
 Campbell River BC V9W 2C3  
 Canada

Room : s.15  
 Arrival Date : 08/16/18  
 Invoice No. : s.22  
 Folio No. :  
 Conf. No. :  
 Cashier No. : 11  
 Billing Date : 08/18/18  
 A/R Number

Min of Transportation

Date	Description	Debit	Credit
08/16/18	Room Charge	✓ 199.00	
08/16/18	Destination Marketing Fee	1.99	
08/16/18	Provincial Room Tax	22.11	
08/16/18	Room GST	10.05	
08/16/18	Parking Charges	✓ 18.00	
08/16/18	GST	✓ 0.90	
08/17/18	Room Charge	199.00	
08/17/18	Destination Marketing Fee	1.99	
08/17/18	Provincial Room Tax	22.11	
08/17/18	Room GST	10.05	
08/17/18	Parking Charges	18.00	
08/17/18	GST	0.90	
08/18/18	Mastercard XXXXXXXXXXXXX s.17 XX/XX		504.10
Room H/GST Total - 20.10		<b>Total</b>	<b>504.10</b>
Other H/GST Total - 1.80			<b>504.10</b>
s.15		<b>Balance</b>	<b>0.00</b>

\*See notes claiming one night hotel and parking

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.

s.15