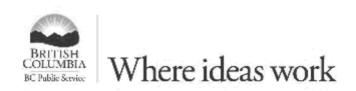
SH19EXEPAL27



## **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.

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Name								Employ	ee ID		Phone No		
,	Brenda							s 22 (250) 356-7750					
Client O	rganization							Job Titl	-		Travel Gr	oup Co	de
Social D	Development an	d Pove	rty Reducti	on				Executive Assistant 3					
5. Date ( 2018/08	Completed 3/31		6. Fiscal You 2019	ear		7. S	Special Che	heque Issue 8. Cheque Stub Information				n	
Type of			14. Reasor	for T	ravel					Headqu	arters		
In Provi			work							Vancou			
12. Mail	ing Address fo	r Chec	lue							_			
s.22													
16.	17.			18.			19.	20. & 21		22.	20. & 21.		
Travel	Places	Trave	lled		sona	u İ	Other		eals			iscellar	neous
Dates				Vehi		- 1	Transport			Lodging			
2018	Destination	Start	End	Km	Cos	t	Costs	Claim	Cost	Costs	Cost	Descr	ibe
08/28 V	n-Victoria (HA)	0600	2350		0.	00		F-	51.50	233.15			
08/29	Victoria -Van	0600				00		F-	51.50		7.50	taxi to	Helijet term
00/20	(HJ)	""	1000		•			·	000			100711 10	· · · · · · · · · · · · · · · · · · ·
	I				36.	$\neg$	37.		38.	39.	40.	C	laim Total
TOTALS	OF COLUMNS	2				.00	\$ 0.00		\$ 103.00	\$ 233.15		"	\$ 343.65
48.	49.		50.		_ ψ υ	51			ψ 100.00	45.	ψ 7.00		Ψ 0-10.00
		Resp.	1	vice Li	no		STOB 32		oject	1	nlier Code		Amount
	031	46001		48000			5711		00000	Supplier Code 8.22			\$ 343.65
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	avel Advance									1	_		
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									MOUNT DU	E TO END	OVEE	5	4.
45.5		(0	A 114 T					AMOUNT DUE TO EMPLOYEE			\$ 343.65		
45. Emp	loyee Signatu	re (See	Audit Trai	1)				Print Name			Date Signed		
	ed this travel ex												
	ements made a												
	of travel on gov												
	ch I have not be	en and	will not be	reimbu	rsed	by a	ny other						
1	party.												
	nding Authorit							Print Na	me		Date Sign	ned	
	ed correct pursu			& 33 of	the F	Fina	ncial						
Adminis	stration Act and	related	l policies.										
57. Payı	ment Authority	Signa	ture (See A	udit T	rail)			Print Na	me		Date Sign	ned	
	sition for payme					e Fi	nancial						
Adminis	stration Act.	•											

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

Audited by PL Sept 04-18

# 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	dFSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

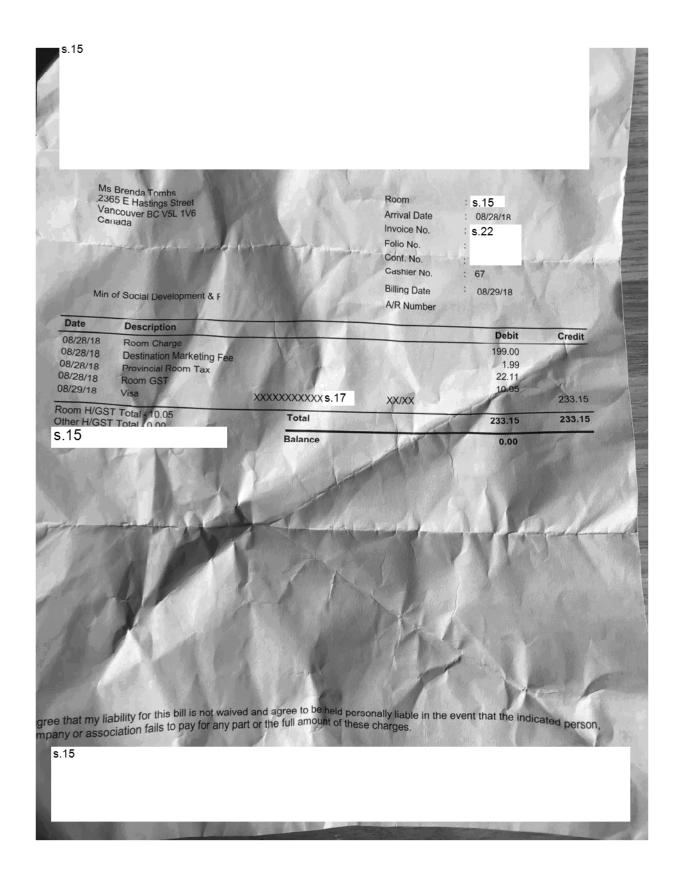
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#### Notes for Travel Voucher (Restricted Use) E129595 for Tombs, Brenda

0 note(s) returned.

Created On	Author	Note

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From: Van Wensem, Casey SDPR:EX
To: Tombs, Brenda SDPR:EX

Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

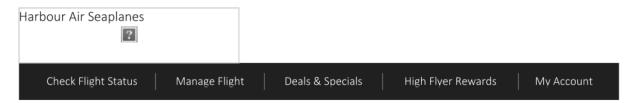
Date: August 16, 2018 2:00:40 PM

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!



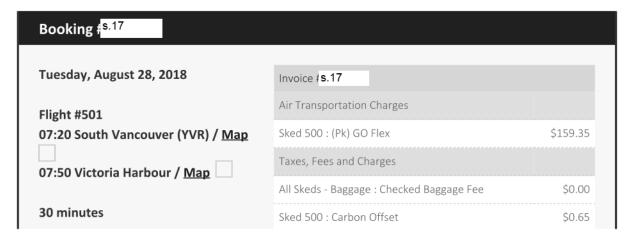
Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

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 <u>Select Seating</u> at check in - only \$10.00!

Harbour Air Team





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 D						
	Changeable up to 15 minutes prior to D	eparture (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), Gan	ges & Maple Bay					
	35 lbs. Guaranteed						
	15 lbs. (space available)						
	\$1/lb. over 50 lbs.(space available)						
	Between South Vancouver (YVR), Vict	oria & Nanaimo					
	50 lbs. Guaranteed						
	\$1/lb. over 50 lbs.						
	Scenic & Packaged Tours Cancellation	:					
	100% cancellation fee if cancelled withi	n 24hrs of					
	departu! re						

Booking # <sup>s.17</sup>					
This flight was cancelled flew HJ  Wednesday, August 29, 2018	Invoice (s.17				
Flight #512 18:20 Victoria Harbour / <u>Map</u> 18:50 South Vancouver (YVR) / <u>Map</u>	Air Transportation Charges				
	Sked 500 : (Pk) GO Flex	\$159.35			
	Taxes, Fees and Charges				
	All Skeds - Baggage : Checked Baggage Fee	\$0.00			

30 minutesSked 500 : Carbon Offset\$0.65KK- Confirmed+ Goods and Services Tax\$8.001 Passenger(s) - GoFlex Brenda Tombs, FemaleBilling Taxes\$160.00Add to CalendarGrand Total\$168.00		GoFlex Fare Conditions:	
*** KK- Confirmed *** Solos Services Tax *** \$8.00  1 Passenger(s) - GoFlex ** Billing *** \$160.00	Add to Calendar	Grand Total	\$168.00
KK- Confirmed + Goods and Services Tax \$8.00	. Brenda Tombs, Female	Taxes	\$8.00
+ Goods and Services Tay \$8.00	1 Passenger(s) - GoFlex	Billing	\$160.00
<b>30 minutes</b> Sked 500 : Carbon Offset \$0.65	KK- Confirmed	+ Goods and Services Tax	\$8.00
	30 minutes	Sked 500 : Carbon Offset	\$0.65

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.
- **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



Please review your reservation below.

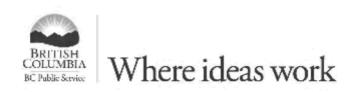
If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!



Wednesday, August 29, 2018	Invoice #319378						
858	FARE-YWH-Full_Summer - 2018	\$219.05					
18:40 Victoria Harbour	+ GST	\$10.95					
19:30 Vancouver Airport							
50 minutes	Billing	\$219.05					
	Taxes	\$10.95					
Confirmed	Grand Total	\$230.00					
	to departure.						
Add to Calendar	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						

TH19EXEPAL21



## **Travel Voucher (Restricted Use)**

Control No.

E129577

**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.

					s 2 Job	o Title Travel Group Code nisterial Assistant 3						
5. Date 0 2018/08	Completed		Fiscal Yea 019	ır	7. Special	Cheque Iss	sue		8. Cheque Stub Information			ion
Type of Travel 14. Reason for Travel In Province Ministerial									<b>Iquarters</b> npbell River	r		
	ng Address fo nd Hwy Camp			)C3								
16. Travel Dates	17.	es Travell		18. Pe	rsonal icle Use	19. Other Transport		1. leals		22. Lodging	20. & 21 Mis	cellaneous
2018	Destination	Start	End	Km	Cost	Costs	Claim	Cost	.	Costs	Cost	Describe
08/16 08/17 08/18	CR > Vic Vic Vic > CR	0800 0800 0800	1600 1600	265 265	143.10 0.00 143.10		F-B F-L	41	.00 .00 ).00	<b>c 77</b> 233.15	18.90	
TOTALS	OF COLUMN	s			<b>36.</b> \$ 286.20	<b>37.</b> \$ 0.00		<b>38.</b> \$ 8:	2.00	<b>39</b> \$ 233.15 <b>s</b> 22	40. \$ 18.9	O Claim Tota \$ 620.25
(	t Code 034 034 034 034	<b>Resp.</b> 55001		c <b>e Line</b> 0410	<b>51.</b> <b>STOB</b> 5702		roject 500102	4	5.	Supplier Co s.22	ode	<b>Amount</b> \$ 620.25
	vel Advance									_		
(	034						AMOUN	T DUE	TO FI	MPLOYEE		<b>54.</b> \$ 620.25
- Certifie disburse a result	loyee Signatured this travel erements made a of travel on goth I have not be	xpense cla and/or allo vernment	aim is a true wances to business a	which I a s detaile	m entitled a	Print Na					Signed	Ç 320.20
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print N	lame			Date	Signed		
- Requis	nent Authority sition for paym tration Act.	ent pursua	ant to section	on 32 of t	he Financial	Print N					Signed	avitus ADCC 4240

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

# 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	Stone, Lynne	Saved	Stone, Lynne
1	(IDIR\LWATERS)	Lynne.Stone@gov.bc.ca		Lynne.Stone@gov.bc.ca
1	Leah.Waters@gov.bc.ca			
2018/08/28 12:19:06	Waters, Leah	Stone, Lynne	Notified	Stone, Lynne
1	(IDIR\LWATERS)	Lynne.Stone@gov.bc.ca		Lynne.Stone@gov.bc.ca
1	Leah.Waters@gov.bc.ca			
2018/08/28 12:46:03	Stone, Lynne		Approved	Papadopoulos, James
1	(IDIR\LSTONE)			James.Papadopoulos@gov.bc.ca
1	Lynne.Stone@gov.bc.ca			
2018/08/28 15:04:34	Papadopoulos, James		Approved	Laird, Patricia S
1	(IDIR\JPAPADOP)			Patricia.Laird@gov.bc.ca
1	James.Papadopoulos@gov.bo	c.ca		
2018/08/28 15:09:54	Laird, Patricia s		Forwarded	dPapadopoulos, James
1	(IDIR\PLAIRD)			James.Papadopoulos@gov.bc.ca
1	Patricia.Laird@gov.bc.ca			
2018/08/29 12:34:53	Papadopoulos, James		Approved	FSA MIN OFF, FIN
1	(IDIR\JPAPADOP)			FINFSAMINOFF@gov.bc.ca
	James.Papadopoulos@gov.bo	c.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: 2004/41)
2018/08/28 15:09:54	Laird, Patricia s. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca	265KM) 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

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 16th 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 Room : s.15 908 Island Highway : 08/16/18 Arrival Date Campbell River BC V9W 2C3 Canada : s.22 Invoice No. Folio No. Conf. No. Cashier No. : 11 : 08/18/18 Billing Date Min of Transportation A/R Number

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	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	XX/XX		504.10
	ST Total - 20.10	Total		504.10	504.10
Other H/GS s.15	ST Total - 1.80	Balance		0.00	

<sup>\*</sup>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.