



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129635

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 Xia, Eveline ✓				Employee ID s.22				Phone Number s.22							
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2018/09/10			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information						
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters MO -Vancouver (May 31-Oct1/18)						
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4															
16. Travel Dates 2018 08/21	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs P/Card	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous					
	Destination Van to Vic-Van (HJ)	Start 0600	End 2359	Km	Cost 0.00		Claim F-DI	Cost 21.00		Cost 55.29	Describe Car Rental and Cab \$35.29/\$20.00				
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00		38. ✓ \$ 21.00		39. \$ 0.00		40. ✓ \$ 55.29		Claim Total \$ 76.29 ✓	
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5701		52. Project 2900000		45. Supplier Code s.22		Amount \$ 76.29			
Less Travel Advance 048															
										AMOUNT DUE TO EMPLOYEE		54. \$ 76.29 ✓			
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) E129635 for Xia, Eveline

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/10 11:07:13	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/09/10 11:07:19	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/09/10 11:30:16	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/09/14 08:22:40	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	Janke, Debra s Debra.Janke@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129635 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/09/10 11:07:13	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Aug 21: Heli return (on AA PCard), breakfast + lunch, cab, car rental

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Eveline Xia
s.22

your modo carsharing invoice

Modo account no.	s.22
Invoice date	Sep 6, 2018
Invoice no.	1422276
August rate plan	Modo Plus
Kilometres driven	80
Bookings	2
GST/HST registration	88924 5080 RT

invoice summary		charges for August usage	
Previous invoices	\$0.00	Administration fees	\$0.00
Payments received	\$0.00	Usage fees	\$45.25
Expenses claimed	\$0.00	GST	\$2.27
Outstanding balance	\$0.00	PST	\$3.17
New charges	\$50.69	New charges	\$50.69
Current balance	\$50.69		
payable by September 27, 2018		\$50.69	

Pay your invoice online! Find us listed under your payee options as "Modo the Car Co-op".

To pay by cheque, make it payable to Modo and write your account number in the note section. Cheques can be sent to 200 - 470 Granville Street, Vancouver BC, V6C 1V5.

Interest is charged at 1.25% per month on or after the 5th of each month on overdue amounts of \$10.00 or more. If any part of this bill has been paid or is being adjusted, please deduct and pay the balance.

Charges billed on this invoice will be deemed correct if not disputed within 21 days of the invoice date.

updates & savings
As of September 6, 2018, you are signed up for automatic Credit Card payment; you will be charged on or after September 25, 2018.

August 2018 usage details

This bill is for your vehicle usage in August 2018. You drove 80 kilometres during 2 bookings this month.

On August 21, 2018 from 7:30 am to 11:00 am, you drove 60 km in the Simcoe & Montreal vehicle, #956. Time: \$31.50, km: \$0.00. GST: \$1.58. PST: \$2.21.

subtotal	taxes	total
----------	-------	-------

\$31.50

\$3.79

\$35.29

car
rental
for Electric
Vehicle
Announcement

BLACKTOP & CHECKER

CABS#175

777 PACIFIC ST
VANCOUVER BC

CARD s.17

CARD TYPE MASTERCARD

DATE 2018/08/21 ✓

TIME 0825 06:34:18

CLERK ID 1

RECEIPT NUMBER

C85018454-001-819-001-0

PURCHASE

TOTAL

\$20.00

MasterCard

A0000000041010

BCFD64052B27CEFD

0000008000-E800

FF7A9271977BF767

APPROVED

AUTH# 093418 01-027

THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Drew, Ashley ENV:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 21, 2018 6:37 AM
To: Drew, Ashley ENV:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	George Heyman
	Company	Bc Government

Booking

s.22

Tuesday, August 21, 2018 ✓

851

07:00 Vancouver Harbour

07:35 Victoria Harbour ✓

35 minutes

Confirmed

1 Passengers - Sale

• **Eveline Xia, Female** ✓

Add to Calendar

Invoice #314305

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Mastercard \$189.00

Date / Time August 21, 2018 @ 6:36:25 AM

Summary s.17

Expiration

Drew, Ashley ENV:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 14, 2018 9:04 AM
To: Drew, Ashley ENV:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	George Heyman
	Company	Bc Government

Booking s.22

Tuesday, August 21, 2018 ✓	Invoice #314309
714	FARE-YWH-Full_Summer - 2018 \$219.05
11:00 Victoria Harbour	+ GST \$10.95
11:35 Vancouver Harbour ✓	Billing \$219.05
35 minutes	Taxes \$10.95
Confirmed	Grand Total \$230.00
1 Passengers - Off-Peak	Fully Changeable / Refundable up to 5pm the day prior to departure.
Eveline Xia, Female ✓	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
Add to Calendar	

EN19EXEDIJ29



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129613

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Name Xia, Eveline ✓				Employee ID s.22		Phone Number s.22				
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant		Travel Group Code 3				
5. Date Completed 2018/09/05		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters MO -Vancouver as of Oct 1/18 Victoria				
12. Mailing Address for Cheque Room 112 501 Belleville St 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	Cost	Cost	Describe
2018										
08/22	Van to Vic (HJ)	0500	2359		0.00		F-BDI	10.50	31.65	19.20 Cab
08/23	In Victoria	0500	2359		0.00		F-	51.50	31.65	
08/24	In Victoria	0500	2359		0.00		F-DI	21.00		
08/27	Vic to Cranbrook(AC)	0500	2359		0.00	P/Card	F-BLI	18.25	122.21	35.00 Cab
08/28	In Cranbrook-Van(AC)	0500	2359		0.00	P/Card	F-	51.50		
08/31	Van to PG (AC)	0500	2359		0.00	P/Card	F-BLI	18.25	134.56	
09/01	In PG-Van (WJ)	0500	2359		0.00	P/Card	F-	51.50		40.00 cab
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total
				\$ 0.00	\$ 189.00		\$ 222.50	\$ 320.07	\$ 94.20	\$ 825.77
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount			
048	29005	64000	5701	2900000	s.22		354.50 \$ s.22			
048	29005	64000	5702	2900000			471.27			
048										
048										
Less Travel Advance										
048										
AMOUNT DUE TO EMPLOYEE										54.
										\$ 825.77
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		
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FIN 10 (EFI-F0012 v2.6.1)

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

DJ Oct 5/18

Audit Trail for Travel Voucher (Restricted Use) E129613 for Xia, Eveline

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/05 12:23:58	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/09/05 12:24:32	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/09/05 14:48:33	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/09/14 08:22:58	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	Janke, Debra s Debra.Janke@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129613 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/09/05 12:23:58	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Aug 22 - Helijet Van to Vic, lunch per diem, s.22 cab Aug 23 - Beakfast /Lunch/Dinner/i per diem, s.22 Aug 24 - Breakfast/Lunch per diem Aug 27 - Dinner per diem, hotel, cab (flights on AA PCard attached for reference) Aug 28 - Breakfast/Lunch/Dinner/l per diem Aug 31 - Dinner per diem, hotel (flights on AC PCard attached for reference) Sep 01 - Breakfast/Lunch/Dinner/l per diem, cab

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Ms Eveline s.22
 501 Belleville St
 VICTORIA BC V8V 1X4
 CANADA

Xia ✓

Invoice

Invoice date 9/1/2018
 Invoice number s.22
 Our reference
 GST Number s.15

Guest **Ms Eveline** s.22 **Xia** Arrival **8/31/2018** Departure **9/1/2018** Room s.15

Date	Description	Quantity	Unit Price	Total ()
✓ 8/31/2018	Room Charge	1	116.00	116.00
8/31/2018	GST Taxes	1	5.80	5.80
8/31/2018	Hotel Room Tax 8%	1	9.28	9.28
8/31/2018	Municipal Room Tax 3%	1	3.48	3.48

9/1/2018 MC s.17 Auth: 215452

Total Invoice 134.56

-134.56

Total Paid **-134.56**

Total Due **0.00** ✓

Total GST 5.80

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

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

SALE

Server #: 000352

REF#: 00000002

Batch #: 553

SEQ: 553001001002

09/01/18 ✓

17:07:32

APPR CODE: 200732

MASTERCARD

*****S.17

*/**

AMOUNT

\$40.00

00 - APPROVED - 001

MasterCard

AID: A0000000041010

TVR: 00 00 00 80 00

TSI: E8 00

Thank You
Please Come Again
BEL AIR TAXI #021
COQUITLAM BC

CUSTOMER COPY

BLACKTOP & CHECKER
CABS#97
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/08/22 ✓
TIME 0669 09:25:18
CLERK ID 1
RECEIPT NUMBER
C85046287-001-796-011-0

PURCHASE
TOTAL

\$19.20

MasterCard
A0000000041010
4C6A2AC0087FA60C
0000008000-E800

APPROVED

AUTH# 122518 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

KIMBER CABS LTD.
248-2633 VIKING WAY
RICHMOND BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/08/28 ✓
TIME 7941 18:32:12
CLERK ID 284
RECEIPT NUMBER
C85029621-001-651-001-0

PURCHASE
TOTAL

\$35.00

MasterCard
A0000000041010
7C26C3A6F7400339
0000008000-E800
4A23F4A3E8A09BD9

APPROVED

AUTH# 213212 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Drew, Ashley ENV:EX

From: passengerservices@helijet.com
Sent: Wednesday, September 5, 2018 11:46 AM
To: Drew, Ashley ENV: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	Eveline Xia

Booking s.22

Wednesday, August 22, 2018 ✓

715

12:00 Vancouver Harbour (Downtown)

12:35 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Sale

• Eveline Xia, Female ✓

Add to Calendar

Invoice #303771

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Mastercard

\$189.00

Date / Time August 22, 2018 @ 11:13:35 AM

Summary s.17

Expiration

Authorization 141332

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: Ms Eveline Xia ✓
E-mail: ASHLEY.DREW@GOV.BC.CA
Payment: CCCAXXXXXXXXXXXXXX s.17
CC CAXXXXXXXXXXXXXX

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
✓ AC8052	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Flex (H)	Confirmed
<i>Operated by:</i>	Mon 27-Aug 2018	Mon 27-Aug 2018			
<i>Air Canada Express-Jazz</i>	13:05	13:33 - TERMINAL M -MAIN			
Seat number(s) requested:	s.15				
AC8217	Vancouver (YVR)	Cranbrook (YXC)	DH3	Economy Flex (H)	Confirmed
<i>Operated by:</i>	Mon 27-Aug 2018	Mon 27-Aug 2018			
<i>Air Canada Express-Jazz</i>	14:25 - TERMINAL M -MAIN	16:54			
Seat number(s) requested:	s.15				

Flight	From	To	Aircraft	Cabin (Booking class)	Status
✓ AC8218	Cranbrook (YXC)	Vancouver (YVR)	DH3	Economy Flex (W)	Confirmed
<i>Operated by:</i>	Tue 28-Aug 2018	Tue 28-Aug 2018			
<i>Air Canada Express- Jazz</i>	17:15	17:49 - TERMINAL M -MAIN			
Seat number(s) requested: s.1					

Passenger Information

Passenger: 1 **Ms Eveline Xia**
 Ticket number: **014 2199 452057**

Purchase Summary

Passenger: 1 Ticket number 014 2199 452057

Date of issue	22-Aug 2018
Fare Amount in Canadian dollars:	714.00
<i>(including <u>navigational & other charges</u>)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.85
Airport Improvement Fee - Canada (SQ)	10.00
Total Fare in Canadian dollars:	122.85A
Options	
Change fee in Canadian dollars	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	2.50

Ticket particularities:
 AC ONLY/NONREF/CHGE FEE

**Fare calculation:*
 27AUG18YYJ AC X/YVR AC YXC Q12.00R401.00AC YVR
 Q12.00R289.00CAD714.00 END ROE1.00 PD14.25CA31.51XG9.00SQ

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.



s.22

Booking Confirmation

Booking Reference: s.22

Date of issue: 17 Aug, 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.



Economy - Flex

✓ Friday
31 Aug, 201816:00
Vancouver
Vancouver Int. (YVR), BC
Terminal M17:14
Prince George
(YXS), BC

AC8209

1hr14
Economy W
Operated by: Air Canada Express -
Jazz | Q400

Passengers

✓ **Eveline Xia**Ticket Number
0142199235442Seats
AC8209 S.1

Purchase summary

MasterCard
***** s.17
Amount paid: \$280.48**Tax information**
GST/HST no. 10009-2287 RT0001
\$13.36

1 adult

Air Transportation Charges

Base Fare	243.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	13.36
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options	\$280 ⁴⁸
--	---------------------

GRAND TOTAL (Canadian dollars)	\$280 ⁴⁸
--------------------------------	---------------------



eTicket Receipt

Prepared For
XIA/EVELINE MS ✓

RESERVATION CODE	s.22
ISSUE DATE	17Aug18
TICKET NUMBER	8382139326948
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 01Sep18	WESTJET WS 3284 Operated by: WESTJET ENCORE	PRINCE GEORGE BC, CANADA Time 15:05	VANCOUVER BC, CANADA Time 16:23 Terminal MAIN TERMINAL	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis GA14UHFG Not Valid After 01SEP19

Allowances

Baggage Allowance

YXS to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 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

YXS to YVR - 1 Piece (WS - WESTJET)

Carry On Charges

YXS to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YXS WS YVR218.00CAD218.00END
Fare	CAD 218.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION

	CHARGES)
	CAD 11.86 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 275.23

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 or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by