



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129585

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 Talbot, Sarena				Employee ID s.22				Phone Number (250) 356-0179					
Client Organization Advanced Education, Skills and Training				Job Title Ministerial Assistant				Travel Group Code 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 *PCard		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
				Km		Cost		Claim		Cost		Cost	
												Describe	
2018		Destination		Start		End		F-BL		30.50		43.39	
06/06		* Ottawa (AC)		1000		2359		F-L		41.00		printing	
06/07		* Victoria (WJ)		0700		2359				0.00			
06/20		* Vic/Van/Vic(HA)		1000		1600				0.00			
07/13		* Vancouver (HA)		1400		2359				0.00			
07/14		Vancouver		0700		2359				0.00			
07/15		Vancouver		0700		2359				0.00			
07/16		Vancouver		0700		2359		F-B		41.00		31.65	
07/17		* Victoria (HA)		0700		1700		F-BD		22.75		personal residence	
TOTALS OF COLUMNS				36.		37.		38.		39.		40.	
				\$ 22.68		\$ 106.00		\$ 135.25		\$ 233.86		\$ 75.04	
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													
Less Travel Advance													
019													
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			

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@TAXI1AB.COM
TAXI1AB

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: s.22

TOTAL : \$

MASTER CARD SALE : **** S.1

APPROVAL NUMBER : 234129

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI1AB.COM
TAXI1AB



BLUE LINE TAXI
(613) 238 - 1111

Merchant ID: 4325520A

Driver ID: 51883

Record Num.: 0002

Sale

Application Label: MasterCard
XXXXXXXXXXXX s.17

AID: A0000000041010

MASTERCARD

Entry Method: Chip

Amount: \$ 32.41

Tip: s.22

Total: CAD\$

2018/06/06 23:41:29

Resp Code: 00

TVR: 0000000000
TS1: 6800

Inv#: 001341

Appr Code: 234129

Apprvd: Online

Batch#: 001326

TRN Ref #:

MCBRST7XD0606

DESCRIPTION:

YELLOW CAB
817 FISCARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240054

**** 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 s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

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	XXXXXXXXXX	s.17 XX/XX		233.86
Total				233.86	233.86
Balance Due/Solde				0.00	

GST Summary / Sommaire

Room/Chambre 0.00
F&B/Restauration 0.00
Other/Autres 0.00
Total 0.00

HST Summary / Sommaire

Room/Chambre 26.90
F&B/Restauration 0.00
Other/Autres 0.00
Total 26.90

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

Air Transportation Charges

Base Fare

453.00

Surcharges

23.00

Taxes, fees and charges

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

Statement

Account Name:	TALBOT, SARENA	Card Number:	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
 Interest charges on this statement (\$)
 Annual interest rate next period (%)
 Daily interest rate next period (%)

s.22

Purchase/Other

Cash Advance

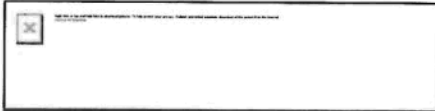
Transaction Summary:

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	\$ -24.00	\$ 0.00	\$ -24.00
06/06	06/08 229701589	BLUE LINE 1311 TAXITAB OTTAWA ON	\$ 32.98 234129	\$ 4.29 (e)	\$ 37.27
06/08	06/08 229701588	s.15 OTTAWA ON	\$ 206.96 234405	\$ 26.90 (e)	\$ 233.86
06/08	06/11 230021719	YELLOW CAB VICTORIA BC	\$ 58.66 031335	\$ 7.04 (e)	\$ 65.70
06/09	06/11 230021718	s.15 OTTAWA ON	\$ 38.40 234440	\$ 4.99 (e)	\$ 43.39
TOTAL CREDITS xxxx-xxxx-xxxx- s.17					\$ -24.00
TOTAL DEBITS xxxx-xxxx-xxxx-					\$ 380.22

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!

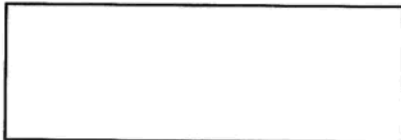
Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

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 XXXXXXXXXX) s.17 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**

Sarena ^{s.22}

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129159

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 2018/07/16		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
	PCard	Start	End	Km	Cost		Claim Cost
2018	Destination						Lodging Costs
07/04	* Vancouver-Heli	0600	2100		0.00	18.50	363.08
07/05	Vancouver	0800	2200		0.00		363.08
07/06	Vancouver	0700	2100		0.00		363.08
07/07	* Van-Vic-HA	0800	1330		0.00		s.22 22.75
TOTALS OF COLUMNS				36.	37.		38.
				\$ 0.00	\$ 18.50		\$ 70.25
							\$ 1089.24
							\$ 0.00
							Claim Total
							\$ s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Am
062 010	22001	06000	5701	2200000	s.22		\$
010							
010							
Less Travel Advance							
010							
AMOUNT DUE TO EMPLOYEE							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 2018Jul23
SLP

Audit Trail for Travel Voucher (Restricted Use) E129159 for Harrison, Veronica S.

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/07/16 11:15:50	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
2018/07/16 11:47:45	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
2018/07/16 14:23:52	Harrison, Veronica S. (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/07/18 15:17:05	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) E129159 for Harrison, Veronica S.

1 note(s) returned.

Created On	Author	Note
2018/07/16 11:15:50	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	July 4: Ministerial travel to Vancouver for meetings and conference via Helijet using Quick Ticket# 4080962995. Taxi from home to Helijet. July 5: meals provided, no per diems, incidentals only July 6: Breakfast and lunch provided, dinner and incidentals only July 7: Breakfast only, return to Victoria via Harbour Air

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VH .QT
July 4
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Wednesday, July 4, 2018 6:42 AM
To: Hahn, Andra EDUC:EX
Subject: RECEIPT - 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		
Wednesday, July 4, 2018	Invoice #303702	
702	FARE-QT private fare-2017	\$220.00
07:00 Victoria Harbour	Billing	\$220.00
07:35 Vancouver Harbour	Taxes	\$0.00
35 minutes	Grand Total	\$220.00
Confirmed	Quick Ticket (Prepaid)	\$220.00
1 Passengers - Off-Peak	Date / Time	July 4, 2018 @ 6:37:38 AM
Veronica Harrison, Female	Summary	#4080962995
	Service	Quick Ticket Prepaid
	Ticket	4080962995
<u>Add to Calendar</u>	Fully Changeable / Refundable up to 5pm the day prior to departure.	

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10102
 Page # : 1 of 1
 Group Name : Ministry Of Advance Education Confere

Council of Ministers of Education Canada
 Ms Veronica Harrison
 Room 124 Parliament Buildings
 Victoria BC V8W 9E2
 Canada

Arrival : 07-04-18
 Departure : 07-07-18

Date	Description	Additional Information	Charges	Credits
07-04-18	Room Charge		309.00	
07-04-18	Destination Marketing Fee		4.00	
07-04-18	Hotel Room Tax		34.43	
07-04-18	Room GST		15.65	
07-05-18	Room Charge		309.00	
07-05-18	Destination Marketing Fee		4.00	
07-05-18	Hotel Room Tax		34.43	
07-05-18	Room GST		15.65	
07-06-18	Room Charge		309.00	
07-06-18	Destination Marketing Fee		4.00	
07-06-18	Hotel Room Tax		34.43	
07-06-18	Room GST		15.65	

Total	1,089.24	0.00
--------------	-----------------	-------------

Balance Due	1,089.24
--------------------	-----------------

GST Summary

Room : 46.95
 F&B : 0.00
 Other : 0.00
 Total : 46.95

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 # : 7419
Page # : 1 of 1
Group Name Ministry Of Advance Education Confere

Council of Ministers of Education Canada
Ms Veronica Harrison
Room 124 Parliament Buildings
Victoria BC V8W 9E2
Canada

Arrival : 07-04-18
Departure : 07-07-18

Date	Description	Additional Information	Charges	Credits
07-04-18	Room Charge		309.00	
07-04-18	Destination Marketing Fee		4.00	
07-04-18	Hotel Room Tax		34.43	
07-04-18	Room GST		15.65	
07-05-18	Room Charge		309.00	
07-05-18	Destination Marketing Fee		4.00	
07-05-18	Hotel Room Tax		34.43	
07-05-18	Room GST		15.65	
07-06-18	Room Charge		309.00	
07-06-18	Destination Marketing Fee		4.00	
07-06-18	Hotel Room Tax		34.43	
07-06-18	Room GST		15.65	
07-07-18	Mastercard	XXXXXXXXXX s.17 XX/XX		1,089.24
Total			1,089.24	1,089.24
Balance Due			0.00	

GST Summary		HST Summary	
Room :	46.95	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	46.95	Total :	0.00

s.15

Vit
YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240032

**** PURCHASE ****

07-04-2018 06:30:19
Acct # *****s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 032
Trace # 15295
Inv. # 032
Auth # 00576S RRN 001101002

Total \$18.50

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Hahn, Andra EDUC:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, July 16, 2018 4:21 PM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

Booking s.17

Saturday, July 7, 2018

Flight #2130

12:45 Vancouver Harbour /

Map

13:20 Victoria Harbour /

Map

35 minutes

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

KK- Confirmed

1 Passenger(s) - GoFlex
Veronica Harrison,
Female

Add to Calendar

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card \$207.00

Date / Time July 7, 2018 @ 12:07:52 PM

Summary s.17

Expiration

Authorization 150751

High Flyer Rewards \$18.66

Member 6200 73 01 00000198338

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

Saturday, July 7, 2018

Flight #2150

13:40 Vancouver Harbour /

Map 

14:15 Victoria Harbour /

Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Robert Fleming, Male

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

Master Card \$207.00

Date / Time July 7, 2018 @ 1:19:02 PM

Summary s.17

Expiration

Authorization 162734

s.22

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 &



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 (s.22)				
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 Business					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		22. Lodging Costs	20. & 21. Miscellaneous		
	*PCard	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	Taxi
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. \$ 21.60	37. \$ 54.70		38. \$ 84.75	39. \$ 386.57	40. \$ 68.10	41. \$ s.22	Claim Total
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. \$	
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			

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

Audited 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. 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. 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. 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.2

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

: from home: s.2 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

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	Invoice #301023
710	FARE-YWH-Full_Summer - 2018 \$219.05
09:35 Victoria Harbour	+ GST \$10.95
10:10 Vancouver Harbour	
35 minutes	Billing \$219.05
Confirmed	Taxes \$10.95
	Grand Total \$230.00
1 Passengers - Off-Peak	Fully Changeable / Refundable up to 5pm the day prior to departure.
Paula Gunn, 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	

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 s.22

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
A0000002771010 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# 115151 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO 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 #: T0A09721994K
Receipt #: 110551

Card Entry: Chip
AID: A0000000041010
TVR: 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

GST105762447RT0001

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 \$56.00
TIP s.22
TOTAL

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129529

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 Transportation and Infrastructure Children & Family Devel.				Job Title Sr Ministerial Assistant		Travel Group Code 3																														
5. Date Completed 2018/08/15		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																																				
16. Travel Dates 2018 07/11 07/12		17. Places Travelled *PCard <table border="1"> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> <tr> <td>* Vic-Van (HJ)</td> <td>0900</td> <td>1159</td> </tr> <tr> <td>* Van-Vic (HJ)</td> <td>0900</td> <td>1159</td> </tr> </table>		Destination	Start	End	* Vic-Van (HJ)	0900	1159	* Van-Vic (HJ)	0900	1159	18. Personal Vehicle Use <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </table>		Km	Cost		0.00		0.00	19. Other Transport Costs		20. & 21. Meals <table border="1"> <tr> <th>Claim</th> <th>Cost</th> </tr> <tr> <td>F-LD</td> <td>22.75</td> </tr> </table>		Claim	Cost	F-LD	22.75	22. Lodging Costs		20. & 21. Miscellaneous <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>44.30- s.22</td> <td>Taxis</td> </tr> </table>		Cost	Describe	44.30- s.22	Taxis
Destination	Start	End																																		
* Vic-Van (HJ)	0900	1159																																		
* Van-Vic (HJ)	0900	1159																																		
Km	Cost																																			
	0.00																																			
	0.00																																			
Claim	Cost																																			
F-LD	22.75																																			
Cost	Describe																																			
44.30- s.22	Taxis																																			
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00		38. \$ 22.75		39. \$ 0.00		40. 44.30 \$ s.22		Claim Total																						
48. Client Code 034 039 034 034 034		49. Resp. 18YA/039		50. Service Line 14001		51. STOB 5701		52. Project 1800000		45. Supplier Code s.22		Amount \$ 22.75																								
Less Travel Advance 034																																				
												54. \$ 67.05																								
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) E129529 for Perry, Alisma

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/15 16:37:52	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/08/15 16:38:46	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/08/15 16:44:46	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/08/16 10:41:18	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/08/16 10:44:56	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Notified	Perry, Alisma Alisma.Perry@gov.bc.ca
2018/08/16 10:54:05	Perry, Alisma (IDIR\APERRY) Alisma.Perry@gov.bc.ca		Initiated	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/08/16 10:57:27	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) E129529 for Perry, Alisma

0 note(s) returned.

Created On	Author	Note

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Lower Mainland with Minister, July 11-12, 2018

s.22

Booking s.22

Wednesday, July 11, 2018

722

15:50 Victoria Harbour

16:25 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Alisma Perry, Female

[Add to Calendar](#)

Invoice #305427

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)

Booking s.22

Thursday, July 12, 2018

723

16:00 Vancouver Harbour

16:35 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Alisma Perry, Female

[Add to Calendar](#)

Invoice #305428

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

1441 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/07/12
TIME 5083 13:02:03
CLERK ID 1
RECEIPT NUMBER
C85004712-001-004-375-0

PURCHASE
AMOUNT \$11.60
TIP s.22
TOTAL

Interac
A0000002771010
05DC19B0A812EE64
8080008000-6800
7336A7AA44223EA0

APPROVED

AUTH# 772386 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

TRANSACTION RECORD

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400Z1

**** PURCHASE ****
07-12-2018 16:56:50
Acct # ***** s.17 C
Account Chequing Card Type DP
A0000002771010 Interac

Operator: 222
Trace # 9395
Inv. # 222
Auth # 161094 RRN 001268003

Purchase \$18.00
Tip s.22
Total

(001) APPROVED-THANK YOU

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records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLACKTOP & CHECKER
CABS#96
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/07/12
TIME 2090 11:54:18
CLERK ID 1
RECEIPT NUMBER
C85010892-001-977-011-0

PURCHASE
AMOUNT \$14.80
TIP s.22
TOTAL

Interac
A0000002771010
165361F80AF04674
8080008000-6800
73815FA4296E1B6A

APPROVED

AUTH# 365844 00-001
THANK YOU

VERIFIED BY PIN

MERCHANT COPY



Control No.

E129488

Name	Employee ID	Phone Number
Godfrey, Sam ✓	s.22	(250) 387-1023
Client Organization	Job Title	Travel Group Code
Agriculture	Ministerial Assistant	3

5. Date Completed 2018/08/10	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

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

12. Mailing Address for Cheque

PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2

[illegible]

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 207.00	\$ 153.25	\$ 947.02	\$ 189.45	\$ 1496.72

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	130	2900115002	3000010005	5701	29000001500000	s.22	\$ 1496.72
	130						
	130						
	130						

[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
---	-------------------	--------------------

<p>56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.</p>	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) E129488 for Godfrey, Sam

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/10 14:47:45	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/08/13 13:14:48	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/08/13 13:14:56	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/08/13 14:07:10	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/08/24 12:14:17	Smith, Jessica C. ✓ (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129488 for Godfrey, Sam

1 note(s) returned.

Created On	Author	Note
2018/08/13 13:14:48	Wendland, Justine (IDIR\JWENDLAN) Justine.Wendland@gov.bc.ca	July 18 taxi to H/A (pers. Visa), fly Vic-Van (pers. Visa), overnight in Vancouver (Pers. Visa) July 19 overnight in Vancouver (Pers. Visa) July 20 taxi (pers. Visa) July 21 flew Van- Vic (p-card), s.22 July 23 taxi home (paid cash) July 30 fly vic-Van (p-card), taxi (mastercard), taxi (pers. Visa), taxi (15.00), s.22 July 31 translink (mastercard), fly Vic-Van (p-card)

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Reservation Number 419177

Send to Samuel Godfrey ✓
s.22

Phone

Guest Name Samuel Godfrey
Company Private OfferArrival Date
2018-07-18Departure Date
2018-07-20

Room Information s.15

Folio Number s.22

Trans Date	Description	Voucher	Amount
✓ 2018-07-18	Private Offers Rate	s.15	359.25
2018-07-18	GST Goods & Services Tax		17.96
2018-07-18	Provincial Sales Tax		39.52
2018-07-18	Facility & Eco Fee		18.82
2018-07-18	GST on Facility Fee		0.94
2018-07-18	Destination Marketing Fee		4.63
2018-07-18	GST on DMF		0.23
2018-07-18	MRDT on DMF		0.14
2018-07-18	PST on DMF		0.37
✓ 2018-07-19	Private Offers Rate		359.25
2018-07-19	GST Goods & Services Tax		17.96
2018-07-19	Provincial Sales Tax		39.52
2018-07-19	Facility & Eco Fee		18.82
2018-07-19	GST on Facility Fee		0.94
2018-07-19	Destination Marketing Fee		4.63
2018-07-19	GST on DMF		0.23
2018-07-19	MRDT on DMF		0.14
2018-07-19	PST on DMF		0.37
	Total Charges		683.72
Payments			
2018-07-20	Visa	##### s.17 032052 s.1 0000475449	-883.72
	Total Payments		-883.72
Total GST: 38.26 s.15			Balance Due: 0.00 ✓

Minister's Approval

Hotel approved? YES ☒ NO ☐

SIGNATURE: _____



BONNY'S TAXI B 19
5525 IMPERIAL St
BURNABY BC

RD ***** S.22
RD TYPE VISA
TE 2018/07/30
ME 1801 17:07:24
ERK ID 01
RECEIPT NUMBER
085045822-001-848-011-0

PURCHASE
TOTAL

\$36.00

VISA CREDIT
A0000000031010
B589E732F00C653B
0080008000-E800
8A5A5264256E7AB5
0080008000-F800

APPROVED

AUTH# 016897 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RICHMOND TAXI #117
2440 SHELL ROAD V6X2P1
RICHMOND BC
20785576
QB2078557601

SALE

07-30-2018 ✓ 15:09:46
Acct # ***** S.1 C
Exp Date **/** Card Type MC
Name: GODFREY/SAMUEL
A0000000041010
MasterCard

Trace # 640009 Operator 317
317
Auth # 030446 RRN 001065009

Sale \$57.00

TOTAL \$67.00 \$57.00

00 APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

YELLOW CAB #204
1441 CLARK DR
VANCOUVER BC

CARD ***** S.22
CARD TYPE VISA
DATE 2018/07/20 ✓
TIME 8393 13:53:09
CLERK ID 1
RECEIPT NUMBER
H85033960-001-002-410-0

PURCHASE
AMOUNT **\$25.20**
TIP S.22
TOTAL

Visa Credit
A0000000031010
70D8ED02B434321
0000000000-

APPROVED

FF/DT 20
AUTH# 092318 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

RECEIPT
NOT VALID FOR TRAVEL

Transit link
3800 CANADA LINK
Vancouver 49th St
1VH3B111
Tue 31 Jul 18 07:51AM

Payment Type: MASTER CARD
Purchase: DayPass

Product Price: \$ 10.25
Card Deposit: \$ 6.00
Total price: \$ 16.25

Company Card #: S.22

Credit Card #: S.17

Auth #: 031181
Ref #: TUC2FF32JHA7
Receipt #: 106816

Card Entry:
AID: A0000000041010
1VH3B111
15:11:00

Retain for your records
View Transit link Policies
at www.transitlink.ca

Thank You!

OFFICIAL RECEIPT
RICHMOND TAXI CO. LTD.
RICHMOND CABS LTD.

"For All Your Transportation Needs"
Please call Richmond Taxi at



604-272-1111

1-866-RMD-TAXI(763-8294)

www.richmondtaxi.ca

Car No. 37 7/24 HOUR SERVICE

Amount \$ **15.00**

Taxi From: S. Terminal

To: KPO

Date: 30-8-18 Sign: [Signature]
GST # 139442636 RT 0001 O.S.T. INCLUDED

\$16.25

Harbour Air Seaplanes

Vancouver (604) 274-1277
 Victoria (250) 384-2215
 Nanaimo (250) 714-0004
 Ganges 1-877-537-9880

Toll-free 1-800-665-0212
 Website: www.harbourair.com
 2018-07-21 5:58:56 PM
 GST: 84295 5858 RT0001

CUSTOMER COPY

Booking **s.17**

Samuel Godfrey (Ministry Of Agriculture)
 Saturday, July 21, 2018 ✓
 2 Passenger(s)

Flight #2250
 Departs 18:30 @ Vancouver Harbour ✓
 Arrives 19:05 @ Victoria Harbour

Group list:
 o Godfrey, Eviah
 o Godfrey, Samuel ✓

Invoice #: **s.17**

1x	All Skeds - Baggage : Chec	\$0.00 CDN
1x	Sked 200 : Carbon Offset	\$0.65 CDN
0x	Sked 200 : Child Fare	\$0.00 CDN
	(Discounted 50.00% @ \$0.00)	
1x	Sked 200 : VHFC Terminal	\$9.86 CDN
1x	Sked 200/300 : (Np) GO F	\$140.92 CDN








Goods and Services Tax \$7.57 GST

Grand Total \$159.00 CDN

Payment Information:

Master Card \$159.00 CDN

Date/Time	2018-07-21 5:58 53 PM
Station	WYH2507
Terminal ID	HGXHCC07
Action	Pre-Auth Completion
Card Type	M/C s.17
Card Number	**** * 333
Amount	\$159.00 ✓
Authorization	140936
Trace Number	200001001037
	00.000/APPRI/EN 140936

Yellow Cab 250-381-2222 250-381-2242
Download Yellowcab taxi APP from App Store
Date: 23-Sun-18 Amount: \$20.00 \$20.00
Driver: BAWIR Car #: 85
s.22
Fri
      
paid cash.

harbour Air Seaplanes

Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

toll-free 1-800-665-0212
Website: www.harbourair.com
18/07/2018 9:47:00 AM
GST: 84295 5858 RT0001

CUSTOMER COPY

ooking s.17

amel Godfrey (Ministry Of Agriculture)
ednesday, July 18, 2018
Passenger(s)

light #2080A
eparts 10:30 @ Victoria Harbour
rries 11:05 @ Vancouver Harbour

Invoice #: s.17

x All Skeds - Baggage : Chec \$0.00 CDN
x Sked 200 : Carbon Offset \$0.65 CDN
x Sked 200 : VHF Terminal \$9.86 CDN
x Sked 200/300 : (St) GU F \$186.64 CDN

oods and Services Tax \$9.85 GST

rand Total \$207.00 CDN

ayment Information:

isa \$207.00 CDN

ate/Time 18/07/2018 9:46:52 AM
tation HYMHCS03
terminal ID HYMHCC03
ction Purchase Employee's C/Card
ard Type VISA
ard Number **** * s.22
ount \$207.00
uthorization 095411
race Number 155001001025
esponse 00-001/APPROVED 095411
rip ID A0000000031010
VR/TSI 0080008000/F800

perhaps added?

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ***** s.22
CARD TYPE (VISA)
DATE 2018/07/18
TIME 8108 11:27:59
CLERK ID 2222
INVOICE # 65488
RECEIPT NUMBER
H85025511-001-464-007-0

PURCHASE
TOTAL

\$10.00

Visa Credit
A0000000031010
F86FABE4422C449C
0000000000-

APPROVED

AUTH# 027586 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #204
1441 CLARK DR
VANCOUVER BC

CARD ***** s.22
CARD TYPE (VISA)
DATE 2018/07/20
TIME 8393 13:53:09
CLERK ID 1
RECEIPT NUMBER
H85033960-001-002-410-0
PURCHASE
AMOUNT \$25.20
TIP s.22
TOTAL

DUPLICATE RECEIPT

Visa Credit
A0000000031010
70D8ED02B4943321
0000000000-

APPROVED

FF/DT 20 01-027
AUTH# 092318
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Wendland, Justine AGRI:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Monday, July 9, 2018 9:55 AM
To: Johnson, Lisa E AGRI: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	Samuel Godfrey
	Company	Ministry Of Agriculture

Booking s.17

Wednesday, July 18, 2018 ✓

Flight #2080

10:30 Victoria Harbour / Map

11:05 Vancouver Harbour / ✓

Map!

35 minutes

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
------------------------------	--------

KK- Confirmed		+ Goods and Services Tax	\$9.85
1 Passenger(s) - GoFlex		Billing	\$197.15
. Samuel Godfrey, Male ✓		Taxes	\$9.85
Add to Calendar		Grand Total	\$207.00
<p>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</p> <p>Baggage: All routes (except routes listed below) 25 lbs. Guaranteed 25 lbs. (space available) \$1/lb. over 50 lbs.(space available)</p> <p>Between South Vancouver (YVR), Ganges & Maple Bay 35 lbs. Guaranteed 15 lbs. (space available) \$1/lb. over 50 lbs.(space available)</p> <p>Between South Vancouver (YVR), Victoria & Nanaimo 50 lbs. Guaranteed \$1/lb. over 50 lbs.</p> <p>Scenic & Packaged Tours Cancellation: 100% cancellation fee if cancelled within 24hrs of departur e</p>			

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.

Wendland, Justine AGRI:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Tuesday, July 24, 2018 1:10 PM
To: samuel.godfrey@gov.bc.ca; Wendland, Justine AGRI: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	Sam Godfrey

Booking s.17

Monday, July 30, 2018 ✓	Invoice s.17
Flight #506	Air Transportation Charges
11:20 Victoria Harbour / Map	Sked 500 : (St) GO Flex \$151.73
11:50 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 \$7.62

1 Passenger(s) - GoFlex . Sam Godfrey, Male ✓	Billing Taxes Grand Total	\$152.38 \$7.62 \$160.00
---	---	---------------------------------------

[Add to Calendar](#)

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.
- 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.

Wendland, Justine AGRI:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Tuesday, July 24, 2018 1:12 PM
To: samuel.godfrey@gov.bc.ca; Wendland, Justine AGRI: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	Sam Godfrey

Booking # s.17

Tuesday, July 31, 2018 ✓

Flight #207/Twin Otter

09:00 Vancouver Harbour / [Map](#)

09:35 Victoria 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• **Sam Godfrey, Male** ✓[Add to Calendar](#)

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
departur e**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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130098

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 2018/11/16		6. Fiscal Year 2019		7. Special Cheque Issue															
8. Cheque Stub Information																			
Type of Travel In Province		14. Reason for Travel Ministerial Duties			Headquarters Victoria														
12. Mailing Address for Cheque PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2																			
16. Travel Dates 2018 07/10 07/25 ²⁴	17. Places Travelled <table border="1"> <tr> <th>Destination (HA)</th> <th>Start</th> <th>End</th> </tr> <tr> <td>Vic-Van -Vic return Victoria</td> <td>0900 1400</td> <td>1800 1600</td> </tr> </table>		Destination (HA)	Start	End	Vic-Van -Vic return Victoria	0900 1400	1800 1600	18. 0.54 Personal Vehicle Use <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td>9</td> <td>0.00 4.86</td> </tr> </table>	Km	Cost	9	0.00 4.86	19. Other Transport Costs P/Card 40.00	20. & 21. Meals <table border="1"> <tr> <th>Claim</th> <th>Cost</th> </tr> <tr> <td>H-</td> <td>25.75 0.00</td> </tr> </table>	Claim	Cost	H-	25.75 0.00
Destination (HA)	Start	End																	
Vic-Van -Vic return Victoria	0900 1400	1800 1600																	
Km	Cost																		
9	0.00 4.86																		
Claim	Cost																		
H-	25.75 0.00																		
		22. Lodging Costs	20. & 21. Miscellaneous <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>15.00 1.00</td> <td>Parking Parking</td> </tr> </table>			Cost	Describe	15.00 1.00	Parking Parking										
Cost	Describe																		
15.00 1.00	Parking Parking																		
TOTALS OF COLUMNS 9 kms			36. ✓ \$ 4.86	37. ✓ \$ 40.00	38. ✓ \$ 25.75														
			39. \$ 0.00	40. ✓ \$ 16.00	Claim Total \$ 86.61 ✓														
48. Client Code 112 112 112 112	49. Resp. 32805 32805	50. Service Line 34610 34610	51. STOB 5714 ⁰¹ 6501	52. Project 3200000 3200000	45. Supplier Code s.22														
			Amount \$ 80.75 \$ 5.86																
Less Travel Advance 112																			
					54. \$ 86.61 ✓														
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) E130098 for Russell, Shannon

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/16 16:08:45	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/16 16:11:32	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/16 16:15:10	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/11/16 16:30:15	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) E130098 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/16 16:08:45	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	July 10- parked at HA Vic-Van on HA flight Taxi to VCO July 25- Leg-4000 Seymour- Parked- 4000 Seymour-Leg

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 CITY OF VICTORIA ENJOY DOWNTOWN

Payment

Space #: 577
Tariff Zone: Wharf Lot
Card balance: \$---

60155 Wharf #1

▼ PARKING TIME EXPIRES AT ▼

**8:52am on
07/11/2018**

Ticket # 2777/582
Amount \$15.00
GST paid: 50.71
Cash 0.00 Card 15.00
From: 07/10/2018, 8:52am

stob:
~~5711~~ 5701
parking @ Harbour Air

RICHMOND TAXI #90
2440 SHELL RD V6X2P1
RICHMOND BC
23352740
QB2335274001

stop: #5701
taxi from
Harbour Air YVR
↳ to VCO.

SALE

07-10-2018 ✓ 10:26:18
Acct # ***** s.17 C
Exp Date 07/18 Card Type MC
Name: RUSSELL / SHANNON
A0000000041C is
MasterCard

Trace # 260008 Operator 130
Inv. # 190
Auth # 132618 RRN 001027008

Sale \$40.00

TOTAL

\$40.00

+++++
00 APPROVED-THANK YOU
+++++

Retain this copy for your
records
Customer copy

WESTPARK - THANK YOU
WESTPARK - THANK YOU
WESTPARK

WestPark Lot 702
4000 SEYMOUR

THIS IS YOUR RECEIPT
Meter: Lot 702
Trans: 004054
Paid: \$1.00
Purchase Time:
12:59PM JUL 24, 2018 ✓
License plate:
s.22

Card: *****s.17
Auth: 160046

Expires:

JUL 24
2:59PM

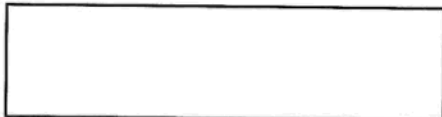
PARKING RECEIPT
PARKING RECEIPT
PARKIN

Stob#6501
parking at
4000 seymour.

Gervais, Dominique CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, July 9, 2018 1:48 PM
To: Delaney-Spindler, Chelsea CITZ:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

From: Harbour Air, Whistler Air & Saltspring Air [mailto:reservation@harbourair.com]
Sent: Monday, July 9, 2018 1:17 PM
To: Fleurant, Kathleen CITZ: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.

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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	Shannon Russell
	Company	Minsitry Of Citizen Services

Booking s.17

Tuesday, July 10, 2018	Invoice s.17	
Flight #504	Air Transportation Charges	

09:20 Victoria Harbour / Map ☐ ✓

09:50 South Vancouver (YVR) / Map

☐

30 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Shannon Russell, Female ✓

[Add to Calendar](#)

Sked 500 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

Billing \$152.38

Taxes \$7.62

Grand Total \$160.00

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 10, 2018 ✓

Flight #509

15:20 South Vancouver (YVR) / Map

☐

Invoice s.17

Air Transportation Charges

Sked 500 : (St) GO Flex \$151.73

Taxes, Fees and Charges

Gervais, Dominique CITZ:EX

From: Harbour Air, Whistler Air & Saltspring Air <reservation@harbourair.com>
Sent: Tuesday, July 10, 2018 3:54 PM
To: Fleurant, Kathleen CITZ: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.

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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	Shannon Russell
	Company	Minsitry Of Citizen Services

Booking s.17

Tuesday, July 10, 2018 ✓

Flight #223/Twin Otter

17:00 Vancouver Harbour / [Map](#)

17:30 Victoria Harbour / [Map](#) ✓

30 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

FYI - ON AC BOARD

1 Passenger(s) - GoFlex

Shannon Russell, Female

[Add to Calendar](#)

+ 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
departur e**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.