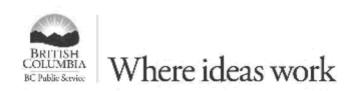
NR19EXESLP34



Travel Voucher (Restricted Use)

Control No.

E130020

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.

	Fristan rganization Lands, Natural Reso			nd Rı	ural Dev		s.22 Job				Phone N (250) 38 Travel G 3	37-92	275
	Completed	6. Fisca	l Year		7. Specia	I Cheque Is	sue		8. CI	neque Stub	Inform	ation	١
2018/11 Type of			son for T	rave	<u> </u>				Head	dquarters			
In Provi	nce	Ministe	rial Busin							ster's Office	Э		
	ng Address for Che		D.O. 1 (0) 1 (.=.									
	9049 Stn Prov Govt	Victoria,	BC V8W	_		40	00 0 04	1		00	00 0 0		
16. Travel	17. Places Tr	hallave		18.	ersonal	19. Other	20. & 21	leals		22.	20. & 2		laneous
Dates	*PCard	aveneu			hicle Use	Transport	1	leais		Lodging	"	ISCEI	lalleous
2018	Destination	Start	End	Km		Costs	Claim	Cost		Costs	Cost		Describe
10/21	* Smithers to Vic(AC)	0800	2359		0.00				0.00	193.31			
10/22	Victoria	0800	2359		0.00		F-	5	1.50	193.31			
10/23	Victoria	0800	2359		0.00		F-	5	1.50	193.31			
10/24	Victoria	0800	2359		0.00		F-	5	1.50	193.31			
10/25	* Vic to Smithers(AC)	0800	1630		0.00	63.00	F-D	3:	3.25				
					36.	37.		38.		39.	40.		Claim Tota
TOTALS	OF COLUMNS				\$ 0.00			\$ 18	7.75	\$ 773.24	\$ 0.	.00	\$ 1023.99
8.	1	50.		5		52.		45.					
	t Code Resp. 128 71000 428 128 128 128		rice Line 7 1000 -		STOB 5702	Proj 710	ect 0000			oblier Code :.22		,	Amount \$ 1023.99
	vel Advance			-									
	128					Δ1	MOUNT D	LIE TO		_ OVEE		54.	\$ 1023.99
45 Emn	loyee Signature (Se	ο Audit T	[rail)			Print N		OL 10	LIVIE		Signed		φ 1023.99
- Certifie disburse a result	ed this travel expense ements made and/or of travel on governm h I have not been and	e claim is allowance ent busin	a true sta es to whic ess as de	h I ar tailec	m entitled a d above an	as d	umo			Julio	Jigiiou		
	nding Authority Sigr	nature (S	ee Audit	Trail)	Print N	lame			Date	Signed		
- Certifie	ed correct pursuant to stration Act and relate	section :	32 & 33 o								- · gou		
- Requis	nent Authority Signa sition for payment pur stration Act.	rsuant to	section 32	2 of th		Print N					Signed		/ ARCS 1240-2

Ministry Payment Authority ARCS 1050-06

Audited 2018Nov06

Audit Trail for Travel Voucher (Restricted Use) E130020 for Jones, Tristan 9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/02 13:34:50	Purdy, Sandra	Jones, Tristan	Saved	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 13:56:57	Purdy, Sandra	Jones, Tristan	Saved	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 13:57:36	Purdy, Sandra	Jones, Tristan	Saved	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 14:13:35	Purdy, Sandra	Jones, Tristan	Notified	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 14:14:12	Purdy, Sandra	Jones, Tristan	Saved	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 14:21:23	Purdy, Sandra	Jones, Tristan	Saved	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 14:21:30	Purdy, Sandra	Jones, Tristan	Notified	Jones, Tristan
	(IDIR\SAPURDY)	Tristan.Jones@gov.bc.ca		Tristan.Jones@gov.bc.ca
	Sandra.Purdy@gov.bc.ca			
2018/11/02 15:13:10	Jones, Tristan		Approved	dMcLaren, Kenn
	(IDIR\TJONES)			Kenn.McLaren@gov.bc.ca
	Tristan.Jones@gov.bc.ca			
2018/11/02 15:29:21	McLaren, Kenn		Approved	FSA MIN OFF, FIN
	(IDIR\KENMCLAR)		•	FINFSAMINOFF@gov.bc.ca
	Kenn.McLaren@gov.bc.ca			-

Notes for Travel Voucher (Restricted Use) E130020 for Jones, Tristan

3 note(s) returned

Created On	Author	Note
2018/11/02 13:56:57	Purdy, Sandra	Oct. 21 - Flgt Smith/Vic AC8561, Van to Vic
	(IDIR\SAPURDY)	AC8069, pd AA PCard,\$596.66. Used old
	Sandra.Purdy@gov.bc.ca	shuttle rtn tick didn't use last spring
		(airpt/work). Overngt hotel, EA PCard
		\$193.31. clm full meal. Oct.22 overngt hotel,
		EA PCard \$193.31, claim full meal. Oct. 23
		overngt hotel, EA PCard \$193.31, claim full
		meal. Oct. 24 overngt hotel, EA PCard \$193.31, claim full meal.
2018/11/02 13:57:36	Purdy, Sandra	Oct. 25, taxi to YYJ, EA PCard \$63.00. Flgt
2016/11/02 13.37.30	(IDIR\SAPURDY)	Vic/Van AC8074, Van/Smith AC8564.
	Sandra.Purdy@gov.bc.ca	purchase on AA PCard as noted above, clm
	Canara.r aray@gov.bc.ca	breakfast/lunch. Flgt was delayed, missed
		connection. AirC pd overnight in s.1
		s.15 7:30am AC 8560.
2018/11/02 14:21:23	Purdy, Sandra	Note: Oct. 26. Flight out of YVR 7:30am AC
	(IDIR\SAPURDY)	8560 Van/Smithers.
	Sandra.Purdy@gov.bc.ca	
	. 33	

Ms Tristan Jones

s.22

Room

: s.15

Arrival Date

: 10/21/18

Invoice No.

Folio No.

: s.22

Conf. No.

: 67

Cashier No.

Billing Date

10/25/18

Min of Forests & Range

A/R Number

Date	Description			Debit	Credit
10/21/18	Room Charge			165.00	
10/21/18	Destination Marketing Fee			1.65	
10/21/18	Provincial Room Tax			18.33	
10/21/18	Room GST			8.33	
10/22/18	Room Charge			165.00	
10/22/18	Destination Marketing Fee			1.65	
10/22/18	Provincial Room Tax			18.33	
10/22/18	Room GST			8.33	
10/23/18	Room Charge			165.00	
10/23/18	Destination Marketing Fee			1.65	
10/23/18	Provincial Room Tax			18.33	
10/23/18	Room GST			8.33	
10/24/18	Room Charge			165.00	
10/24/18	Destination Marketing Fee			1.65	
10/24/18	Provincial Room Tax			18.33	
10/24/18	Room GST			8.33	
10/25/18	Mastercard	XXXXXXXXXXXXXxxxxxxxxxxxxxxxxxxxxxxxxx	XX/XX	3.00	773.24
	ST Total - 33.32 ST Total - 0.00	Total	<u> </u>	773.24	773.24
s.15	71 Total - 0.00	Balance		0.00	

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

YELLOW CAB 817 FISBARD STREET VEHIRS VICTORIA 21852400 GH2185240019

kiii titi Acct # 16:08:01

Card Type MC Name: TRISTAN JONES

พลุธเลาติสาร์ A00000000041010

Operator: 19 Trace # 1603 Inv. # 517 1(75 = \$2992S

9801 (n.) for 1974

Purchase Tip

\$63.00 s.22

Total

Retain this copy for your records Customer copy

wide.yellaw.abvictoria.rum 250-381-2222

Page: 1 of 1

Air Canada Ms T Jones Canada

Room:

s.15

Folio:

11

Cashier: Arrival:

10-25-18

Departure: Reference: 10-26-18

, h

Group: Air Cda Guaranteed Delay Rooms

Date	Description	Additional Information	Charges	Credits



Booking Confirmation

Booking Reference: \$.22

Date of issue: 20 Sep, 2018

This is your flinerary/Receipt. You must bring if with you to the alloon for check-in and we recommend you keep a copy for your records. Please also take the time to review a as it contains the general conditions of carriage and applicable fariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to you trup.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made vio a reservation system provider ("GDS"), with its privacy policy. Those 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.



美国教育					Economy - Standard
Sunday 21 Ord, 2018	09:40 Smithers (YYD), BC	5 1 5 cm	11:26 Vancouver Vancouver Int. (YVR), BC Terminal M	AC8561	1hr46 Economy L Operated by: Air Canada Express - Jazz Dash 8-300
			Layover in Vancouver		2hr39
Sanday 21 Oct, 2018	14:05 Vancouver Vancouver Int. (YVR), BC Terminal M	n Prijorn	14:35 Victoria Victoria Int. (YYJ), BC	AC8069	Ohr30 Economy Ł Operated by: Air Canada Express - Jazz Q400
			Fotal duration		4hr55

Return

				Salar Sa	Economy - Standa
nuraday i Oct. 2016	16:45 Victoria Victoria Int. (YYJ), BC	ing section of the se	17:13 Vancouver Vancouver Int. (YVR), BC Terminal M	AC8074	0hr28 Economy L Operated by: Air Canada Express - Jazz Q400
			Layover in Vancouver		Ohr42
Thursday 25 Oct. 2016	17:55 Vancouver Vancouver Int. (YVR), BC Terminal M		19:44 Smithers (YYD), BC	AC8564	1hr49 Economy L Operated by: Air Canada Express - Jazz Dash 8-300
			Total duration		2hr59

Passengers

A Tristan Jones

Ticket Number 0142100865806 Seats

AC8561 -

AC8069 -

AC8074 -AC8564 -



Purchase summary

MasterCard		1 adult
Amount paid: \$596.66 Tax information	Page Character States Control	
S\$T/HST no. 10009-2287 RT0001 \$28.41	Base Fare - Depart - Economy - Standard	239.00
340.4t	Base Fare - Return - Economy - Standard	239.00
	Surcharges	36.00
	And the state of t	
	Goods and Services Tax - Canada no. 100092287 RT0001	28.43
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	40.00
	Total airfare and taxes before options	\$59666

GRAND TOTAL (Canadian dollars)



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 planty of time to check in no fater than the times indicated at left. This will ensure you have planty of time to check in drop off your checker bags and pass through security.

45

Check-in and baggage drop-off deadline
You must have checked in, obtained your boarding pass and deposited all checked bigs at the baggage drop-off counter before the end of the check-in period for your flight.

15

Boarding gate deadline
You must be present at the troatding gate before it closes.

\$596⁶⁶

^{1.} From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

(\$977.60 RECOVERED ON E130120 AND \$962.93 RECOVERED ON E130436- FULLY RECOVERED)

BRITISH COLUMBIA BC Public Service Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129861

Phone Number

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.

Employee ID

Name						Employe	e iD		Phone	Numb	er	
	ond, Danika ✓					s 22			s.22	_		
	rganization					Job Title			Travel	Group	Code)
Energy,	Mines and Petrole	ım Reso	urces			Executiv	e Assist	ant	3			
5. Date (Completed	6. Fis	cal Year		7. Specia	al Cheque Iss	ue	8. Ch	neque Stub	Inforn	nation	
2018/10	0/12	2019)			·			•			
Type of	Travel	14. R	eason fo	r Trave	ĺ			Head	dguarters			
In Provi		Assis	sting Mini	ster				Nels	son			
12. Maili	ing Address for Cl	eque										
					РО ВОХ	9060 Stn Prov Gov	/t					
16.	17.			18.	0.54	19.	20. & 2	1.	22.	20. 8	21.	
Travel	Places T	ravelled			rsonal	Other		Meals				laneous
Dates					icle Use	Transport	'		Lodging	'		
2018	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost		Describe
10/01	Vic	0800	1600		0.00		F-	51.50	s.22	174 56 to	o include	GST
10/02	Vic	0800	1600		0.00		F-	51.50	5.22	174.56		
10/03	Vic	0800	1600		0.00		F-	51.50		174.56	22.40	Phone
10/04	Vic	0800	1600		0.00		F-	51.50		174.56		
10/05	Vic	0800	1600		0.00		F-	51.50				
10/06	Vic-Nelson (AC)	0800	1600		0.00	510.43		0.00		:	31.50	Baggage
10/10	Nelson-Dam	1200	1700	100	54.00		H-	25.75				55 5
09/30 🗸	Nelson-Vic-fl¥	0800	1200	İ	0.00	510.43		0.00		221.43		
	Cast- (AC)											
					36.	37. ✓		38. ✓	39. ✓	40.	4	Claim Total
TOTALS	OF COLUMNS			100 kms	\$ 54.00	\$ 1020.86		\$ 283.25	\$ 919.67	\$ 5	3.90	\$ 2331.68
48.	49.	50.		5	1.	52.	4	5.				
Clien	nt Code Resp.	S	ervice Lir	ne	STOB	Project	t	Supp	lier Code		-	Amount
	057 ∀IC		26700		5702	2700000		s.2	22			\$ 2331.68
	057 27011											
	057											
	057											
Less Tra	avel Advance											
	057											
											54.	
						AM	OUNT D	UE TO EMP	LOYEE			\$ 2331.68

Print Name

Print Name

Print Name

Administration Act. FIN 10 (EFI-F0012 v2.6.1)

45. Employee Signature (See Audit Trail)

Administration Act and related policies.

- 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

56. Spending Authority Signature (See Audit Trail)

57. Payment Authority Signature (See Audit Trail)

- Certified correct pursuant to section 32 & 33 of the Financial

- Requisition for payment pursuant to section 32 of the Financial

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

Date Signed

Date Signed

Date Signed

EM19EXEDIJ 26

Audit Trail for Travel Voucher (Restricted Use) E129861 for Hammond, Danika 13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/12 13:14:48	Pommelet, Lisa	Hammond, Danika	Saved	Hammond, Danika
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Danika.Hammond@gov.bc.ca
	Lisa.Pommelet@gov.bc.ca			
2018/10/16 16:12:06	Pommelet, Lisa	Hammond, Danika	Saved	Hammond, Danika
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Danika.Hammond@gov.bc.ca
	Lisa.Pommelet@gov.bc.ca			
2018/10/18 14:17:51	Pommelet, Lisa	Hammond, Danika	Saved	Hammond, Danika
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Danika.Hammond@gov.bc.ca
	Lisa.Pommelet@gov.bc.ca			
2018/10/18 14:18:15	Pommelet, Lisa	Hammond, Danika	Notified	Hammond, Danika
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Danika.Hammond@gov.bc.ca
	Lisa.Pommelet@gov.bc.ca			
2018/10/18 14:19:09	Pommelet, Lisa	Hammond, Danika	Notified	Hammond, Danika
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Danika.Hammond@gov.bc.ca
	Lisa.Pommelet@gov.bc.ca		_	
2018/10/18 14:46:11	Hammond, Danika		Saved	Hammond, Danika
	(IDIR\DHAMMOND)			Danika.Hammond@gov.bc.ca
	Danika.Hammond@gov.bc.ca			
2018/10/18 14:57:06	Hammond, Danika		Saved	Hammond, Danika
	(IDIR\DHAMMOND)			Danika.Hammond@gov.bc.ca
	Danika.Hammond@gov.bc.ca			
2018/10/18 15:43:42	Hammond, Danika		Approved	FSA MIN OFF, FIN
	(IDIR\DHAMMOND)			FINFSAMINOFF@gov.bc.ca
004044440 40 40 04	Danika.Hammond@gov.bc.ca	FOA MINI OFF FINI	N1.1	Hammad Barda
2018/11/13 10:10:01	Janke, Debra \$	FSA MIN OFF, FIN	Not	Hammond, Danika
	(IDIR\C JANKE)	FINFSAMINOFF@gov.bc.ca	Approved	Danika.Hammond@gov.bc.ca
0040/44/40 45:07:40	Debra.Janke@gov.bc.ca		In this to d	Dominio I Line
2018/11/13 15:37:10	Hammond, Danika		Initiated	Pommelet, Lisa
	(IDIR\DHAMMOND)			Lisa.Pommelet@gov.bc.ca
0040/44/40 45:40:45	Danika.Hammond@gov.bc.ca	Hammand Danika	Dadinasta	dCondonos Maliana
2018/11/13 15:42:45	Pommelet, Lisa	Hammond, Danika	Redirected	dSanderson, Melissa
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Melissa.Sanderson@gov.bc.ca
2018/11/15 13:46:18	Lisa.Pommelet@gov.bc.ca	Hammond, Danika	Dadinasta	Condonos Molisco
2018/11/15 13:46:18	Pommelet, Lisa		Redirected	dSanderson, Melissa
	(IDIR\LPOMMELE)	Danika.Hammond@gov.bc.ca		Melissa.Sanderson@gov.bc.ca
2018/11/23 14:42:19	Lisa.Pommelet@gov.bc.ca		Approved	ESA MINI OFF FIN
2010/11/23 14:42:19	Sanderson, Melissa ✓ (IDIR\MELSANDE)		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
				FINESAWIINOFF@gov.bc.ca
	Melissa.Sanderson@gov.bc.ca	ı		
ļ.				

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

2 note(s) returned

	Author	Note
Pommelet, Lisa		(K) = AC's PCard charged (D)= EA to be
(IDIR\LPOMMELE	≣)	reimbursed
Lisa.Pommelet@g	gov.bc.ca	Sept 30 Nelson-Vic flight (bottom of claim)
		\$510.43 (K)
		Vic hotel \$211.98 (K)
		Oct 1 FD (full-day) per diem, hotel \$167.11
		(K)
		Oct 2 FD per diem, hotel \$167.11 (K)
		Oct 3 FD per diem, \$22.40 phone case (D),
		hotel \$167.11 (K)
		Oct 4 FD per diem, hotel \$167.11 (K)
		Oct 5 FD per diem, hotel room charge
		SST \$39.25 (K)
		Oct 6 HD (half-day) per diem, \$510.43 fligh
		(K) + \$31.50 baggage (D)
		Oct 10 Nelson- K Dam 100 kms, HD per
		diem (D)
Janke, Debra s		NOT APPROVED: CANNOT APPROVE
	Debra.Janke@gov.bc.d	ca YOUR OWN TRAVEL CLAIM: PLEASE
(·· · · - - - · · · · · - ,		INITIATE TO EXPENSE AUTHORITY FOR
		APPROVAL. THANKS.
	(IDIR\LPOMMELE	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca

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From: Pommelet, Lisa EMPR:EX
To: Janke, Debra FIN:EX
Cc: Hammond, Danika S EMPR:EX

Subject: E129861 Hammond

Date: December 13, 2018 12:56:01 PM

Hi Debra,

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

Thank you,

Lisa Pommelet

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

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

Hi Debra,

The only reason we paid for it on our AC's PCard was because Danika was brand new to our office and didn't have a work credit card yet. And her s.22 limit to pay for everything. We were in a bind, otherwise we wouldn't charge it to our anyone's PCard.

Thank you,

Lisa Pommelet

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

From: Janke, Debra FIN:EX

Sent: December 13, 2018 11:01 AM

To: Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>

Subject: RE: Hammond expenses

Hi Lisa,

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

The purchasing card must not be used:

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

for training that is a taxable benefit to the employee;

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

Travel Expenses

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

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

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

From: Pommelet, Lisa EMPR:EX Sent: December 13, 2018 9:02 AM

To: Janke, Debra FIN:EX Subject: Hammond expenses

Hi Debra,

It turns out that Danika was overpaid for some travel awhile back and that was totally my fault.

Some of her expenses went onto our AC's PCard and some were paid out of pocket by Danika, but I didn't notice that the Mastercard digits were different on a couple of receipts. So Danika has the still to repay FIN. Should she cut a cheque to FIN? Or is there another way to go about it?

Thank you,

Lisa Pommelet

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

From: Pommelet, Lisa EMPR:EX
To: Janke, Debra FIN:EX

Subject: FW: Air Canada - Receipt - Baggage Fee

Date: November 28, 2018 12:01:46 PM

Attachments: Phone Case Receipt 2018-10-03.pdf

Hi Debra,

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

Thank you,

Lisa Pommelet

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

From: Hammond, Danika S EMPR:EX

Sent: Wednesday, November 28, 2018 11:55 AM

To: Pommelet, Lisa EMPR:EX

Subject: FW: Air Canada - Receipt - Baggage Fee

Hello Lisa

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

Thanks

Danika

From: Danika s.2 Hammond [mailto: s.22

Sent: Thursday, October 11, 2018 1:04 PM

To: Hammond, Danika S EMPR:EX

Subject: Fwd: Air Canada - Receipt - Baggage Fee

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

From: Air Canada < confirmation@aircanada.ca >

Date: Sat, Oct 6, 2018 at 10:06 AM

Subject: Air Canada - Receipt - Baggage Fee

To: <s.22 >

Your fees have been successfully collected.

Departure Date: 2018-10-06

Passenger: DANIKA HAMMOND Departure city: VICTORIA YYJ Destination city: CASTLEGAR YCG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAI: 31.50 CAD

Form of payment used: MasterCard XXXXXXXXXXXXXX^{s.17}

Please Note: This fee is non refundable.

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

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

You can view all your available Air Canada mobile+ messages here: https://mymessages.aircanada.com/en/kACNLPxtBuE9UN8SkWDKQ

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

--

Danika Hammond

s.22

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

Hi Lisa,

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

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: November 26, 2018 9:44 AM
To: Pommelet, Lisa EMPR:EX

Subject: E129861 HAMMOND, Danika

Hi Lisa,

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

Thanks.

Debra

From: Pommelet, Lisa EMPR:EX Sent: November 7, 2018 3:48 PM

To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX; Janke, Debra FIN:EX

Subject: E129861 HAMMOND, Danika approved own travel-not approved on Nov 13

Hello,

Here are the receipts for travel voucher E129861.

Thank you,

Lisa Pommelet

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

#010750

DATE: 03-0ct-18 TIME: 05:35 PM

CSC

1.00 @ 20.00 20.00

SUBTOTAL 20.00 GST 1.00 PST 1.40

TOTAL 22.40

CHECK 22.40 CHANGE 0.00

THANK YOU FOR SHOPPING WITH US
ONLY EXCHANGES IN RESELLABLE CONDIT ON OF 50 FIN-2019-93583

HAMMOND DANIKA 4 301-501 BELLEVILLE

VICTORIA, BC V8W 9E2 MINISTRY OF E.N.P.R. Room # s.15 Folio # s.22

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

Arrive 09/30/	18 Depart	10/05/18	Room # 5.15 Folio # s.22	
DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
2-ROOM AND TA	A X		Ministers approval requested by email on Nov 26/18	
09/30/18	DMB	2-Room Charg Hote	N Account Coding:1 person only	189.00
09/30/18	DMB	12-D.M.F. (1%)	el Account Coding:1 person, only CSA approved single rate for Sept, ok ✓	
09/30/18	DMB	20-D.M.F(.05)	On D M E (18)	1.89
09/30/18			On D.M.F. (1%)	0.09
	DMB	10-Municipal	On Room Charge	5.73
09/30/18	DMB	3-Room Tax		15.27
10/01/18	DMB	2-Room Charg	CSA approved single rate for Oct \$99.00 plus taxes, per night	149.00
10/01/18	DMB	12-D.M.F.(1%)		1.49
10/01/18	DMB	20-D.M.F(.05)	On D.M.F. (1%)	0.07
10/01/18	DMB	10-Municipal	On Room Charge	4.51
10/01/18	DMB	3-Room Tax		12.04
10/02/18	DMB	2-Room Charg		149.00
10/02/18	DMB	12-D.M.F. (1%)	1.000	1.49
10/02/18	DMB	20-D.M.F(.05)	On D.M.F. (1%)	0.07
10/02/18	DMB	10-Municipal	On Room Charge	4.51
10/02/18	DMB	3-Room Tax	on Room charge	
10/03/18	DMB		17 11 6	12.04
10/03/18	The state of the s	2-Room Charg		149.00
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10/03/18	DMB	20-D.M.F(.05)	On D.M.F. (1%)	0.07
10/03/18	DMB	10-Municipal	On Room Charge	4.51
10/03/18	DMB	3-Room Tax	11-1/18	12.04
10/04/18	DMB	2-Room Charg	1 1 2015	149.00
10/04/18	DMB	12-D.M.F. (1%)		1.49
10/04/18	DMB	20-D.M.F(.05)	On D.M.F. (1%)	0.07
10/04/18	DMB	10-Municipal	On Room Charge	4.51
10/04/18	DMB	3-Room Tax	on margo	12.04
10/05/18	HG	93-Mastercard	THANK YOU	
20,00,20	110	33 Mascercard		-919.67
			GST On Room Charge Tax Reg. #s.15	39.25
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Booking Confirmation

Booking Reference: \$.22

Date of issue: 24 Sep, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Br B	100 P. C. S.		在 中2000年中	de il i	Economy - Latitu
Sunday 30 Sep, 2018	08:45 Castlegar (YCG), BC	4	10:00 Vancouver Vancouver Int. (YVR), BC Terminal M	AC8247	1hr15 Economy Y Operated by: Air Canada Express - Jazz Dash 8-300
			Layover in Vancouver		1hr15
Sunday 30 Sep, 2018	11:15 Vancouver Vancouver Int. (YVR), BC Terminal M	4	11:45 Victoria Victoria Int. (YYJ), BC	AC8063	Ohr30 Economy Y Operated by: Air Canada Express - Jazz Q400
			Total duration		3hr00

Return

Saturday 06 Oct, 2018	12:15 Victoria Victoria Int. (YYJ), BC	4	12:43 Vancouver Vancouver Int. (YVR), BC Terminal M	AC8064	0hr28 Economy W Operated by: Air Canada Express - Jazz Q400
			Layover in Vancouver		0hr47
Saturday 08 Oct, 2018	13:30 Vancouver Vancouver Int. (YVR), BC Terminal M	4	14:41 Castlegar (YCG), BC	AC8248	1hr11 Economy W Operated by: Air Canada Express - Jazz Dash 8-300
			Total duration		2hr26

ಗಿ	Danika s.22	Hammond	✓

Ticket Number 0142101035911 Seats AC8247 S. AC8063 15 AC8064 -

AC8248 -

----S

Purchase summary

MasterCard ********* S. 17 Amount paid: \$1020.86 Tax information GST/HST no. 10009-2287 RT0001	Air Transportation Charges Base Fare - Depart - Economy - Latitude	1 adult
\$48.61	Base Fare - Return - Economy - Standard	289.00
	Surcharges	24.00
	Taxes, fees and charges	
	Goods and Services Tax - Canada no. 100092287 RT0001	48.61
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	22.00
	Total airfare and taxes before options	\$1020 ⁸⁶
	GRAND TOTAL (Canadian dollars)	\$102086 -2 510.43

Within Canada

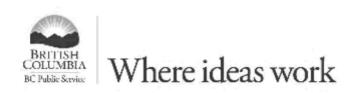
Check-in and boarding gate deadlines

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.



Travel Voucher (Restricted Use)

Control No.

E130087

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.

Indigen	rganization ous Relations a	and Rec					s.22 Job 1 Exec	Title cutive As		T	Phone Numb (250) 953-48 Travel Group 3	44 Code
5. Date (2018/11	Completed 1/15		6. Fiscal Y 2019	ear	7. S	pecial C	hequ	e Issue		8. Cheque	Stub Inforn	nation
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- Requi	ment Authority sition for payme stration Act.	ent pur		tion 32	of the Fi			nt Name			Date Signed	I ADCS 4246

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

Audited by PL Nov 21-18

Audit Trail for Travel Voucher (Restricted Use) E130087 for Dick, Jolleen 4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/15 16:00:26	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/11/15 16:00:37	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/11/19 12:11:49	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommend	edSam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2018/11/20 08:22:03	Sam, Anne-Marie (IDIR\AMSAM) AnneMarie.Sam@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Notes for Travel Voucher (Restricted Use) E130087 for Dick, Jolleen

1 note(s) returned.

Created On	Author	Note
2018/11/15 16:00:26	Roberts, Connie (IDIR\COROBERT)	Sep.30: home/Vic (prs.mlge); ovrngiht Oct.1: Victoria meetings w/ Min
	Connie.Roberts@gov.bc.ca	Oct.2: Victoria meetings w/ Min Oct.3: Vic/home (prs.mlge)

209	109	
2.09	1.09	
211.09	110.09	
6.34	3.31	
16.88	8.8	
10.55	5.5	
244.86	127.7 127.7	500.26

Ms Jolleen Dick 305-5251 Argyle Street Port Alberni BC V9Y 1V1 Canada

Room No.

: s.15

Arrival

: 09/30/18

Departure

: 10/03/18

Folio No.

: s.22

Conf. No.

:

Date	Description			Charges	Credits
09/30/18	Room			209.00	***************************************
09/30/18	Parking Fee			17.00	
10/01/18	Room			109.00	
10/01/18	Parking Fee			17.00	
10/02/18	Room			109.00	
10/02/18	Parking Fee			17.00	
10/02/18	Destination Marketing Fee 1%			4.27	
10/02/18	Provincial Hotel Tax 8%			34.51	
10/02/18	Municipal Hotel Tax 3%			12.93	
10/02/18	Goods and Service Tax 5%			24.10	
10/03/18	Mastercard	s.17			553.81
			Total Charges	553.81	

Total Charges	553.81
Total Credits	553.81
Balance	0.00
	CAL

Net Amount	478.00
Destination Marketing Fee 1%	4.27
Provincial Hotel Tax 8%	47.44
Goods and Service Tax 5%	24.10
	0.00
	0.00
Total Charges	0.00
	CAD

Ms Jolleen Dick 305-5251 Argyle Street Port Alberni BC V9Y 1V1 Canada Room No.

: s.15

Arrival

: 09/30/18

Departure

: 10/03/18

Folio No.

.

Conf. No.

; s.22

Date	Description		(Charges	Cred
09/30/18	Room		1	209.00	
10/01/18	Room		1	109.00	
10/02/18	Room		1	109.00	
10/02/18	Destination Marketing Fee 1%		•	4.27	
10/02/18	Municipal Hotel Tax 3%			12.93	
10/02/18	Provincial Hotel Tax 8%			34.51	
10/02/18	Goods and Service Tax 5%			21.55	
10/03/18	Mastercard	553.81 Split into 1,054.07 and -500.26. 1,054.07 Split into 553.81 and 500.26. 553.81 Split into 500.26 and 53.55. s.17		√	500.

Total Charges	500.26
Total Credits	500.2
Balance	0.0
	CA

Net Amount	427.00
Destination Marketing Fee 1%	4.27
Provincial Hotel Tax 8%	47.44
Goods and Service Tax 5%	21.55
	0.00
	0.00
Total Charges	0.00
	CAD

Ms Jolleen Dick 305-5251 Argyle Street Port Alberni BC V9Y 1V1 Canada

Room No.

; s.1

Arrival

: 09/30/18

Departure

: 10/03/18

Folio No.

: s.22

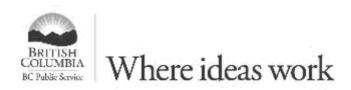
Conf. No.

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Date	Description		Charges	Credits
09/30/18	Parking Fee		17.00	
10/01/18	Parking Fee		17.00	\
10/02/18	Parking Fee		17.00	
10/02/18	Goods and Service Tax 5%		2.55	
10/03/18	Mastercard	81 Split into 500.26 and 53.55.		53.5
		Total Charges	53.55	
		Total Credits	√	53.5
		Balance		0.0
			*	CA

Net Amount	51.00
	0.00
	0.00
Goods and Service Tax 5%	2.55
	0.00
	0.00
Total Charges	0.00
	CAD

AB19EXEPAL38



Travel Voucher (Restricted Use)

Control No.

E130134

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.

	7.1		,		<u> </u>							
Name						Employe	e ID			Phone	Number	r
Dick, Jo	lleen					s.22				(250)	953-4844	4
Client O	rganization					Job Title				Travel	Group (Code
Indigeno	ous Relations a	nd Recon	ciliation			Executiv	e Assista	ınt		3		
5. Date 0	Completed	6.	Fiscal Year		7. Special	Cheque Iss	sue		8. Che	que Stub	Informa	ation
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2018	Destination	Star	t End	Km	Cost	Costs	Claim	Cost		Costs	Cost	Describe
10/10	PrtAlbrni/Van			88	47.52	00313	F-BL		0.50	182.12	0031	Describe
10/11	Van/PrtAlbrni			88	47.52		F-L		.00	102.12		
10/11	Vall/1 TU-libitiii	1000	2000	00	77.02		'	"	.00			
					36.	37.		38.	3	9.	40.	Claim Tota
TOTAL S	OF COLUMNS				\$ 95.04	\$ 0.00		1		\$ 182.12		
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Ministry Spending Authority ARCS 1240-20 Ministry Payment Authority ARCS 1050-06

Audited by PL Nov 26-18

Audit Trail for Travel Voucher (Restricted Use) E130134 for Dick, Jolleen 4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/22 09:38:21	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/11/22 09:38:31	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/11/23 15:53:25	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommend	edSam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2018/11/26 10:31:27	Sam, Anne-Marie (IDIR\AMSAM) AnneMarie.Sam@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Notes for Travel Voucher (Restricted Use) E130134 for Dick, Jolleen

1 note(s) returned.

Created On	Author	Note
2018/11/22 09:38:21	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Oct10:home/Nan Helijet (prs.mlge); Nan/Van (HJ-Pcard); overnight Oct11: Symposium w/ Min.; Van/Nan (HA-Pcard); Nan/home (prs.mlge)

Ms Jolleen DICK #305-5251 Argyle St Port Alberni BC V9Y 1W5

Receipt

Invoice date

10/30/2018 s.22

Our reference

GST Number

s.15

Guest	Ms Jolleen DICK	Arrival 10	10/2018 Departure 10/11/2	201 8 Room s.15
Date	Description	Quantity	Unit Price	Total (CAD)
10/10/2018	Room Charge	1	155.00	155.00
10/10/2018	DMF @1.293% Plus Taxes	1	2.00	2.00
10/10/2018	Federal Tax GST	2	0.00	7.85
10/10/2018	Provincial Room Tax	2	0.00	12.56
10/10/2018	Municipal Room Tax	2	0.00	4.71
***************************************	***************************************		Total invoice	182.12
10/11/2018	MC *** s.17 Auth: 215643			-182.12
			Total Paid	-182.12
			Total Due	0.00

Total GST

7.85

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or associative fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X	
Signature A	

Roberts, Connie A IRR:EX

From:

Demelo, Paula IRR:EX

Sent:

Thursday, November 22, 2018 10:42 AM

To:

Roberts, Connie A IRR:EX

Subject:

FW: Thank you for choosing to take off with Helijet!

Receipt for Jolleen

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]

Sent: Thursday, November 22, 2018 10:34 AM

To: Demelo, Paula IRR: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	Jolleen Dick

Wednesday, October 10, 2018	Invoice #332768	
916	FARE-ZNA-Peak_Winter	\$141.90
18:00 Nanaimo Harbour (Downtown) 18:20 Vancouver Harbour (Downtown)	+ GST	\$7.10
(Commonny	Billing	\$141.90
20 minutes	Taxes	\$7.10
Confirmed	Grand Total	\$149.00

1 Passengers - Full-Fare Jolleen Dick, Female	Mastercard	\$149.00
Add to Calendar	Date / Time	October 10, 2018 @ 5:42:19 PM
	Summary	#*** *** *** \$5.17
	Expiration	s.17
	Authorization	150432
	departure.	ovt. day travel is non-refundable and early
	After 5pm all ne changeable for s	ext-day travel is non-refundable and only same-day travel. Any cancellations will result in le cancellation fee equal to the value of the
	After 5pm all ne changeable for sa non-refundable one-way travel.	same-day travel. Any cancellations will result in
	After 5pm all ne changeable for sa non-refundable one-way travel. Failure to change departure	same-day travel. Any cancellations will result in le cancellation fee equal to the value of the

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 checkin, 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. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Roberts, Connie A IRR:EX

From:

Demelo, Paula IRR:EX

Sent:

Thursday, November 22, 2018 10:42 AM

To:

Roberts, Connie A IRR:EX

Subject:

FW: Flight Itinerary. Thanks for choosing Harbour Air!

Receipt for Jolleen

From: reservation@harbourair.com [mailto:reservation@harbourair.com]

Sent: Thursday, November 22, 2018 10:36 AM

To: Demelo, Paula IRR: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 <u>Select Seating</u> at check in. Starting at only \$10.00 per seat.

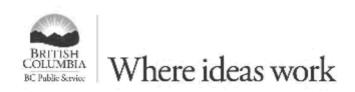
Harbour Air Team

Customer Informati	on	
Account	HAS #	s.17 Jolleen Dick

Thursday, October 11, 2018	Invoice s.17	
Eliah* #1151A	Air Transportation Charges	
Flight #1151A 17:40 Vancouver Harbour / Map 🛅 18:00 Nanaimo Harbour / Map 🛅	Sked 1100 : (St) GO Flex	\$90.74

20 minutes	Taxes, Fees and		
		age : Checked Baggage Fee	\$0.0
KK- Confirmed	Sked 1100 : Carl	bon Offset	\$0.5
D() C-EI	Sked 1100 : Por	t Fee	\$1.7
Passenger(s) - GoFlex Jolleen Dick, Female	Sked 1100 : VHF	C Terminal Fee	\$9.8
	+ Goods and Ser	rvices Tax	\$5.1
Add to Calendar	Billing		Ć102.01
	Taxes		\$102.8
	Grand Total		\$5.15
	Grand Total		\$108.00
	Master Card		\$108.00
	Date / Time	October 11, 2018 @ 3:43:39	PM
	Summary	#**** **** s.17	
	Expiration	s.17	
	Authorization	191925	
	Changeable up to difference in Select Seating S	\$10 (space permitting) on fee for groups of 4+ if can	rture (subjec
	25 lbs. Guarant 25 lbs. (space a		
	35 lbs. Guarant 15 lbs. (space a		k Maple Bay
	50 lbs. Guarant		& Nanaimo
	\$1/lb. over 50 l	DS.	

MA19EXEPAL158



Travel Voucher (Restricted Use)

Control No.

E130232

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					Emp	oyee ID				hone Nun			
Szabo, Maria s.22							(250) 356-2771						
Client Organization Job Title Jobs, Trade and Technology Executiv						Travel Group Code							
						cutive Assis							
2018/12/11 2019						ial Cheque	heque Issue 8. Cheque Stub Information						
	Type of Travel 14. Reason for Travel									quarters			
In Provir			avel with M	inister					Victo	ria			
	ng Address fo 38 Parliament B		/ictoria, BC	V8W 9E	≣2								
16.	17.		,	18.		19.	20. & 21.		2	2.	20. & 21		
Travel			1		Other					Miscellaneous		aneous	
Dates				Vehic	cle Use	Transport				Lodging			
2018	Destination	Start	End	Km	Cost	Costs	Claim	Cost		Costs	Cost		Describe
	c-Vancouver(⊢		2359		0.00		F-LD		.75	269.09	38.		Taxi
11/29	Vancouver	0600	2359		0.00		F-BLD		.25	269.09		40	Taxi
11/30	Victoria-Van (H	A) 0600	1500		0.00		F-BLD	12	.25		11.	20	Taxi
	*HA ON												
	TURBOBUCKS												
					36.	37.	 	38.	2	9.	40.	\rightarrow	Claim Total
TOTALS	OF COLUMNS	3			\$ 0.00	\$ 0.00		\$ 47	1 -	\$ 538.18	\$ 56.2	20	\$ 641.63
48.	49.		50.		51.	52.		+	15.	Ψ 000.10	+ • • • • • • • • • • • • • • • • • • •		\$ 0.11.00
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								- 1		s.22			\$ 641.63
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FIN 10 (EFI-F0012 v2.6.1)

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

Audited on Jan 21-19

Audit Trail for Travel Voucher (Restricted Use) E130232 for Szabo, Maria 4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/11 09:40:55	Walters, Hailey	Szabo, Maria	Saved	Szabo, Maria
	(IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Maria.Szabo@gov.bc.ca		Maria.Szabo@gov.bc.ca
2018/12/11 09:41:11	Walters, Hailey	Szabo, Maria	Notified	Szabo, Maria
	(IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Maria.Szabo@gov.bc.ca		Maria.Szabo@gov.bc.ca
2018/12/12 10:28:16	Szabo, Maria		Approved	dRobb, Amanda
	(IDIR\MSZABO) Maria.Szabo@gov.bc.ca			Amanda.Robb@gov.bc.ca
2019/01/21 11:19:19	Robb, Amanda		Approved	dFSA MIN OFF, FIN
	(IDIR\AROBB) Amanda.Robb@gov.bc.ca			FINFSAMINOFF@gov.bc.ca

Notes for Travel Voucher (Restricted Use) E130232 for Szabo, Maria

1 note(s) returned.

Created On	Author	Note
2018/12/11 09:40:55	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	11/28: Flew Vic-Van via HA (paid office turbo bucks) Claimed breakfast and overnight accommodation 11/29: Claimed overnight accommodation 11/30: Travel Van-Vic via HA (paid office turbo bucks)

Ms Maria Szabo Room Number : s.15

Canada Arrival Date : 28-NOV-2018
Departure Date : 30-NOV-2018

INVOICE Page No. : 1 of 1

Folio No. : s.22 Conf No. : Invoice No. :

Group Code s.22 Cashier No. : 185

Company Name : Deputy Ministers Office

Company Name : Deputy Ministers Office

Date	Description	Reference		Charges	Credits
11-28-18	Room Charge			229.00	
11-28-18	Room DMF Fee 1.3%			2.97	
11-28-18	Room PST Tax 8%			18.56	
11-28-18	Room MRDT Tax 3%			6.96	
11-28-18	Room GST Tax 5%			11.60	
11-29-18	Room Charge			229.00	
11-29-18	Room DMF Fee 1.3%			2.97	
11-29-18	Room PST Tax 8%			18.56	
11-29-18	Room MRDT Tax 3%			6.96	
11-29-18	Room GST Tax 5%			11.60	
11-30-18	Mastercard	XXXXXXXXXXXXXxxxxxxxxxxxxxxxxxxxxxxxxx	XX/XX		538.18

GST Tax Summary:	86324 7854	Balance Due	CAD \$	0.00
Room GST: F&B GST: Other GST: Total GST:	23.20 0.00 0.00 23.20	I agree that I am pe	ersonally liable for the for	ollowing statement and if the person, company or o, that my ociation.

Total

Guest Signature

538.18

538.18

Ms Maria Szabo Room Number : s.15

Canada Arrival Date : 28-NOV-2018
Departure Date : 30-NOV-2018

INVOICE Page No. : 1 of 1

Folio No. : s.22 Conf No. : Invoice No. :

Group Code s.15 Cashier No. : 185

Company Name : Deputy Ministers Office Membership No. :

Date	Description	Reference			Charges	Credits
11-28-18	Room Charge			1	229.00	
11-28-18	Room DMF Fee 1.3%			•	2.97	
11-28-18	Room PST Tax 8%				18.56	
11-28-18	Room MRDT Tax 3%				6.96	
11-28-18	Room GST Tax 5%				11.60	
11-29-18	Room Charge			\checkmark	229.00	
11-29-18	Room DMF Fee 1.3%				2.97	
11-29-18	Room PST Tax 8%				18.56	
11-29-18	Room MRDT Tax 3%				6.96	
11-29-18	Room GST Tax 5%				11.60	
11-30-18	Mastercard	XXXXXXXXXXXX s.17	XX/XX			538.18

			Total	538.18	538.18
GST Tax Summary:	86324 7854	Balance Due	CAD \$	✓ 0.00	
Room GST:	23.20				

Room GST: 23.20

F&B GST: 0.00

Other GST: 0.00

Total GST: 23.20

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature

YELLOW CAB 817 FISGARD STREET V8W1R9 VICTORIA 21852400 GH2185240030 *** PURCHASE 11-30-2018 14:30:54 Acct # ******** s.17 C 14:30:54 Card Type MC Name: MARIA SZABO MasterCard A0000000041010 Operator: 30 Trace # 562 Inv. # 30 RRN 001179004 Auth # 01638Z \$11.20 V Purchase s.22 Tip Total (001) APPROVED-THANK YOU Retain this copy for your records Customer copy www.yellowcabvictoria.com 250-381-2222

DUPLICATE

BLACKTOP & CHECKER

CABS#56

777 PACIFIC ST

VANCOUVER BC

DUPLICATE

CARD TYPE MASTERCARD
DATE 2018/11/29
TIME 0412 20:02:50
CLERK ID 2
RECEIPT NUMBER
C85038474-001-630-007-0

PURCHASE AMOUNT

\$6.40

TIP s.22 TOTAL

MasterCard A0000000041010 9200E5FFA1806E03 0000008000-E800 74C1EEFB6A87CA85

APPROVED

AUTH# 07528Z THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

DUPLICATE

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD TYPE MASTERCARD
DATE 2018/11/28
TIME 5505 12:47:41
CLERK ID 1
INVOICE # 63067
RECEIPT NUMBER
C85026475-001-431-010-0

PURCHASE

AMOUNT \$18.80 V

TIP \$.22

TOTAL

MasterCard A0000000041010 48F56C6997D744DC 0000008000-E800 5AE0CFA8AB53D8F3

APPROVED

AUTH# 02247Z THANK YOU 01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

DUPLICATE

604*871*1111 GST*1054855080 DOWNLOAD VAN TAXI APP

YELLOW CAB #177 1441 CLARK DR VANCOUVER BC

CARD ******* s.17

CARD TYPE MASTERCARD

DATE 2018/11/28

TIME 0904 14:10:49

CLERK ID 1

RECEIPT NUMBER

C85007159-001-010-184-0

PURCHASE

AMOUNT \$19.80 √

TIP \$.22

TOTAL

MasterCard A0000000041010 2FFF5BF709177319 0000008000-E800 C85869A5CED46662

APPROVED

AUTH# 01481Z 01-027 THANK YOU

CARDHOLDER COPY

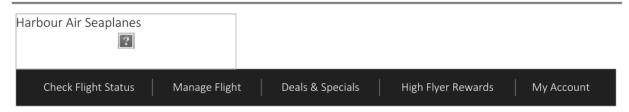
IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST105762447RT0001

From: reservation@harbourair.com
To: Walters, Hailey JTT:EX

Subject: Flight Itinerary. Thanks for choosing Harbour Air!

Date: November 28, 2018 8:45:52 AM



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 <u>Select Seating</u> at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information		
Account	HAS #	s.17
	Name	Maria Szabo

Booking s.17		
Wednesday, November 28, 2018	Invoices.17	
Flight #2100/Twin Otter	Air Transportation Charges	
11:30 Victoria Harbour / Map	Sked 200/300 : (St) GO Flex	\$186.64
12:05 Vancouver Harbour / Map	Taxes, Fees and Charges	
35 minutes	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
KK- Confirmed	All Skeds - Baggage : Checked Baggage Fee	\$0.00
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.85
. Maria Szabo, Female		
Add to Calendar	Billing	\$197.15

\$9.85 Taxes

Grand Total

\$207.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time 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% cance llation fee if cancelled within 24hrs of departure

Booking Information

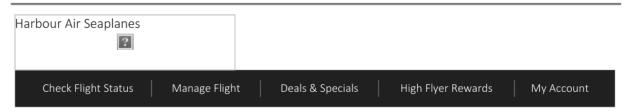
Domestic Flights

- 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.

From: reservation@harbourair.com
To: Walters, Hailey JTT:EX

Subject: Flight Itinerary. Thanks for choosing Harbour Air!

Date: November 26, 2018 1:23:45 PM



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 <u>Select Seating</u> at check in. Starting at only \$10.00 per seat.

Harbour Air Team



Booking # ^{s.17}		
Friday, November 30, 2018	Invoice s.17	
Flight #2150/Twin Otter	Air Transportation Charges	
13:30 Vancouver Harbour / Map	Sked 200/300 : (St) GO Flex	\$186.64
14:05 Victoria Harbour / Map	Taxes, Fees and Charges	
35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : Carbon Offset	\$0.65
KK- Confirmed	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.85
. Maria Szabo, Female		
Add to Calendar	Billing	\$197.15

Taxes \$9.85

Grand Total

\$207.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
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

Baggage:

24 hrs of departure

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:

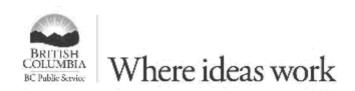
100% cance llation fee if cancelled within 24hrs of departure

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).
- <u>Luggage</u> 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.

MA19EXEPAL123



Travel Voucher (Restricted Use)

Control No.

E129902

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 Zimmerr Client Or Labour	man, Emily rganization	,	•	s.22 Job Ti Execu	oyee ID itle utive Assista	nt	•	s.22 Trav 3	el Group Co		
5. Date C	completed	6. Fi	scal Year		7. Special	Cheque Iss	ue	8. 0	Cheque Stul	Informatio	on
Type of In Provin	Travel nce	14. F	Reason fo etings	r Trave	el .				adquarters irrey		
12. Ma ilii s.22	ng Address for	Cheque									
16. Travel Dates	17. Places	Travelle	d		ersonal nicle Use	19. Other Transport		eals	22. Lodging	20. & 21. Misc	ellaneous
2018 09/25 09/26 09/28 09/29 09/14 10/05	Destination vancouver vancouver newton nanaimo bridgeview panorama	Start	End 1930 2130 1530 1400 2100 1030	88 88 5 72 54 7	Cost 47.52 47.52 2.70 38.88 29.16 3.78	Costs	Claim H-	0.00 0.00 0.00 25.75 0.00 0.00	Costs	23.00 23.00	
TOTALS	OF COLUMNS				36. \$ 169.56	37. \$ 0.00		38. \$ 25.7	39. \$ 0.00	40. \$ 46.00	Claim Total \$ 241.31
1 1 1	127 5 127 127 127	esp. 1608	Service	e Line 080	51. STOB 5702		roject 155555	45.	Supplier C s.22	ode	Amount \$ 241.31
	vel Advance	1			1	I		I			
	,							DUE TO	EMPLOYEE		\$ 241.31
- Certifie disburse a result	loyee Signature ed this travel expendents made and of travel on gove h I have not beer	ense clain d/or allowa rnment bu	n is a true ances to w usiness as	hich I a detaile	m entitled as d above and		ime		Date	Signed	
56. Spen - Certifie	ding Authority ed correct pursua tration Act and re	nt to sect	on 32 & 3			Print N	ame		Date	Signed	
- Requis	nent Authority S sition for paymen tration Act.					Print N	ame		Date	Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Nov 20-18

Audit Trail for Travel Voucher (Restricted Use) E129902 for Zimmerman, Emily 2 audit trail record(s) returned.

Who	On Behalf Of	Action	Next To Act
Zimmerman, Emily			ooling, Karen
,		K	aren.Cooling@gov.bc.ca
Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca			SA MIN OFF, FIN INFSAMINOFF@gov.bc.ca
	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca Cooling, Karen (IDIR\KCOOLIN)	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca Cooling, Karen (IDIR\KCOOLIN)	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca Cooling, Karen (IDIR\KCOOLIN) ApprovedF

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

0 note(s) returned.

Created On	Author	Note

Canada Place Pankade

999 Canada Place Vancouver BC, V6C 3C1

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

Approval Number: 099917

Thank you for visting
Canada Place
Above amount includes 5% GST
6ST# 120996095RT0005

Canada Place Parkade

999 Canada Place Vancouver BC, V6C 3C1

Total Fee: \$23.00
Fee Paid: \$23.00
Master
XXXXXXXXXXXXS.5.17

Approval Number:

008668

Thank you for Visting Canada Place

Above amount includes 5% GST
GST# 120996095RT0005