



Where ideas work

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.

Name Jones, Tristan				Employee ID s.22		Phone Number (250) 387-9275							
Client Organization Forests, Lands, Natural Resource Operations and Rural Dev				Job Title Executive Assistant		Travel Group Code 3							
5. Date Completed 2018/11/02		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information							
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters Minister's Office							
12. Mailing Address for Cheque PO Box 9049 Stn Prov Govt 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	
	<i>*PCard</i>	Destination	Start	End	Km	Cost		Claim	Cost	Costs	Cost	Describe	
2018													
10/21		* Smithers to Vic(AC)	0800	2359		0.00			0.00	193.31			
10/22		Victoria	0800	2359		0.00		F-	51.50	193.31			
10/23		Victoria	0800	2359		0.00		F-	51.50	193.31			
10/24		Victoria	0800	2359		0.00		F-	51.50	193.31			
10/25		* Vic to Smithers(AC)	0800	1630		0.00	63.00	F-D	33.25				
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total		
					\$ 0.00	\$ 63.00		\$ 187.75	\$ 773.24	\$ 0.00	\$ 1023.99		
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount				
128	71000 128	4000174000		5702	7100000		s.22		\$ 1023.99				
128													
128													
128													
Less Travel Advance													
128													
AMOUNT DUE TO EMPLOYEE										54.			
										\$ 1023.99			
45. Employee Signature (See Audit Trail)							Print Name		Date Signed				
- 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.													
56. Spending Authority Signature (See Audit Trail)							Print Name		Date Signed				
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.													
57. Payment Authority Signature (See Audit Trail)							Print Name		Date Signed				
- Requisition for payment pursuant to section 32 of the Financial Administration Act.													

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 (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 13:56:57	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 13:57:36	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 14:13:35	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 14:14:12	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 14:21:23	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 14:21:30	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/11/02 15:13:10	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Approved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2018/11/02 15:29:21	McLaren, Kenn (IDIR\KENMCLAR) Kenn.McLaren@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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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 (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Oct. 21 - Flgt Smith/Vic AC8561, Van to Vic AC8069, pd AA PCard,\$596.66. Used old 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 (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Oct. 25, taxi to YYJ, EA PCard \$63.00. Flgt Vic/Van AC8074, Van/Smith AC8564, purchase on AA PCard as noted above, clm 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 (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Note: Oct. 26. Flight out of YVR 7:30am AC 8560 Van/Smithers.

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Ms Tristan Jones
s.22

Room : s.15
 Arrival Date : 10/21/18
 Invoice No. : s.22
 Folio No. :
 Conf. No. :
 Cashier No. : 67
 Billing Date : 10/25/18
 A/R Number

Min of Forests & Range

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 XXXXXXXXXXXXX ^{s.17} XX/XX		773.24
Room H/GST Total - 33.32		Total	773.24
Other H/GST Total - 0.00			773.24
s.15		Balance	0.00

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

YELLOW CAB
817 FISGARD STREET V8W7R9
VICTORIA BC
21852400
GH2185240019

**** PURCHASE ****
10-25-2018 16:08:01
Acct #s.17 C
Card Type MC
Name: TRISTAN JONES
A0000000041010 Master-Card

Operator: 19
Trace # 1603
Inv. # 517
Art # 000000 900 001001

Purchase \$63.00
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Air Canada
Ms T Jones
Canada

Room: s.15
Folio:
Cashier: 11
Arrival: 10-25-18
Departure: 10-26-18
Reference:

Group: Air Cda Guaranteed Delay Rooms

Date	Description	Additional Information	Charges	Credits
------	-------------	------------------------	---------	---------

Guest Signature: _____

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

Booking Confirmation





Booking Reference: **S.22**

Date of issue: 20 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.

- Depart

					Economy - Standard
Sunday 21 Oct, 2018	09:40 Smithers (YYD), BC		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
Sunday 21 Oct, 2018	14:05 Vancouver Vancouver Int. (YVR), BC Terminal M		14:35 Victoria Victoria Int. (YYJ), BC	 AC8069	0hr30 Economy L Operated by: Air Canada Express - Jazz Q400
			Total duration		4hr55

- Return

					Economy - Standard
Thursday 25 Oct, 2018	16:45 Victoria Victoria Int. (YYJ), BC		17:13 Vancouver Vancouver Int. (YVR), BC Terminal M	 AC8074	0hr28 Economy L Operated by: Air Canada Express - Jazz Q400
			Layover in Vancouver		0hr42
Thursday 25 Oct, 2018	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

 **Tristan Jones**

Ticket Number
0142100865808

Seats

AC8561 -
AC8069 -
AC8074 -
AC8564 -



Purchase summary

MasterCard *****s.17 Amount paid: \$596.66		1 adult
Tax information GST/HST no. 10009-2287 RT0001 \$28.41		
	Base Fare - Depart - Economy - Standard	239.00
	Base Fare - Return - Economy - Standard	239.00
	Surcharges	36.00
	Goods and Services Tax - Canada no. 100092287 RT0001	28.41
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	40.00
	Total airfare and taxes before options	\$596⁶⁶
	GRAND TOTAL (Canadian dollars)	\$596⁶⁶



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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129861

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Name Hammond, Danika ✓			Employee ID s.22			Phone Number s.22					
Client Organization Energy, Mines and Petroleum Resources			Job Title Executive Assistant			Travel Group Code 3					
5. Date Completed 2018/10/12		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Assisting Minister				Headquarters Nelson					
12. Mailing Address for Cheque PO BOX 9060 Stn Prov Gov't											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2018	Destination	Start	End	Km	Cost		Claim	Cost	s.22	Cost	Describe
10/01	Vic	0800	1600		0.00		F-	51.50		174.56 to include GST	
10/02	Vic	0800	1600		0.00		F-	51.50		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 ^{Cast} (AC)	0800	1600		0.00	510.43		0.00		31.50	Baggage
10/10	Nelson-Dam	1200	1700	100	54.00		H-	25.75			
09/30 ✓	Nelson-Vic ^{fly} Cast- (AC)	0800	1200		0.00	510.43		0.00		221.43	
TOTALS OF COLUMNS					36. ✓ 100 kms \$ 54.00	37. ✓ \$ 1020.86		38. ✓ \$ 283.25	39. ✓ \$ 919.67	40. ✓ \$ 53.90	Claim Total \$ 2331.68 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code			Amount			
057	VI ✓ 27011	26700	5702	2700000	s.22			\$ 2331.68			
057											
057											
057											
Less Travel Advance											
057											
AMOUNT DUE TO EMPLOYEE										54. ✓	\$ 2331.68 ✓
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) 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 (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/16 16:12:06	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:17:51	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:18:15	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:19:09	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:46:11	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 14:57:06	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/10/18 15:43:42	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/11/13 10:10:01	Janke, Debra s (IDIR\CJANKE) Debra.Janke@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Not Approved	Hammond, Danika Danika.Hammond@gov.bc.ca
2018/11/13 15:37:10	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Initiated	Pommelet, Lisa Lisa.Pommelet@gov.bc.ca
2018/11/13 15:42:45	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/11/15 13:46:18	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2018/11/23 14:42:19	Sanderson, Melissa ✓ (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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

2 note(s) returned.

Created On	Author	Note
2018/10/18 14:17:51	Pommelet, Lisa (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	(K) = AC's PCard charged (D)= EA to be reimbursed 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 GST \$39.25 (K) Oct 6 HD (half-day) per diem, \$510.43 flight (K) + \$31.50 baggage (D) Oct 10 Nelson- K Dam 100 kms, HD per diem (D)
2018/11/13 10:10:01	Janke, Debra s (IDIR\CSJANKE) Debra.Janke@gov.bc.ca	NOT APPROVED: CANNOT APPROVE YOUR OWN TRAVEL CLAIM: PLEASE INITIATE TO EXPENSE AUTHORITY FOR APPROVAL. THANKS.

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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 s.22 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.2 Hammond]]
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.2 Hammond>

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 XXXXXXXXXXXXX^{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-Oct-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 CHANGE 22.40
0.00

THANK YOU FOR SHOPPING WITH US
ONLY EXCHANGES IN RESELLABLE CONDITION

HAMMOND DANIKA ✓
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

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
2-ROOM AND TAX				
09/30/18	DMB	2-Room Charg	Ministers approval requested by email on Nov 26/18 Hotel Account Coding:1 person, only CSA approved single rate for Sept, bk ✓	189.00
09/30/18	DMB	12-D.M.F. (1%)		1.89
09/30/18	DMB	20-D.M.F.(.05)	On D.M.F. (1%)	0.09
09/30/18	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%)		1.49
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		12.04
10/03/18	DMB	2-Room Charg		149.00
10/03/18	DMB	12-D.M.F. (1%)		1.49
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		12.04
10/04/18	DMB	2-Room Charg		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		12.04
10/05/18	HG	93-Mastercard	THANK YOU GST On Room Charge Tax Reg. #s.15	-919.67 39.25

BILLING INSTRUCTIONS

BALANCE DUE →

0.00 ✓

I agree that my liability for this bill is not waived and agree to
that the indicated person,
or any part of the full
bill be charged on any

s.15

CARD *****
CARD TYPE MASTERCARD
DATE 2018/10/05
TIME 0419 11:09:14
INVOICE # 229
RECEIPT NUMBER
M84064258-001-533-023-0
PURCHASE
TOTAL

\$919.67

APPROVED

AUTH# 140914 01-027
THANK YOU

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Booking Confirmation

Booking Reference: s.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.


- Depart

Economy - Latitude

✓ Sunday 30 Sep, 2018	08:45 Castlegar (YCG), BC		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		11:45 Victoria Victoria Int. (YYJ), BC	 AC8063	0hr30 Economy Y Operated by: Air Canada Express - Jazz Q400
Total duration					3hr00


- Return

Economy - Standard

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

Passengers

Danika S.22 Hammond ✓

Ticket Number
0142101035911

Seats
AC8247 S.
AC8063 15
AC8064 -
AC8248 -



Purchase summary

<p>MasterCard ***** s. 17 Amount paid: \$1020.86 Tax information GST/HST no. 10009-2287 RT0001 \$48.61</p>	<p>1 adult</p> <p> Air Transportation Charges</p> <p>Base Fare - Depart - Economy - Latitude 623.00 Base Fare - Return - Economy - Standard 289.00 Surcharges 24.00</p> <p> Taxes, fees and charges</p> <p>Goods and Services Tax - Canada no. 100092287 RT0001 48.61 Air Travellers Security Charge - Canada 14.25 Airport Improvement Fee - Canada 22.00</p> <p>Total airfare and taxes before options \$1020⁸⁶</p> <p>GRAND TOTAL (Canadian dollars) \$1020⁸⁶ ✓</p>
--	---

$\frac{1020.86}{2} = 510.43$



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.

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		Recommended	Sam, 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

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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) Connie.Roberts@gov.bc.ca	Sep.30: home/Vic (prs.mlge); ovrngiht Oct.1: Victoria meetings w/ Min Oct.2: Victoria meetings w/ Min Oct.3: Vic/home (prs.mlge)

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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 Credits	553.81
		Balance	0.00
			CAD

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	Credits
09/30/18	Room	✓	209.00 ✓	
10/01/18	Room	✓	109.00 ✓	
10/02/18	Room	✓	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			✓ 500.26
		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		
			Total Charges	500.26
			Total Credits	500.26
			Balance	0.00
				CAD

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. :

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	553.81 Split into 500.26 and 53.55. s.17	53.55
		Total Charges	53.55
		Total Credits	53.55
		Balance	0.00 CAD

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



Where ideas work

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.

Name Dick, Jolleen				Employee ID s.22		Phone Number (250) 953-4844					
Client Organization Indigenous Relations and Reconciliation				Job Title Executive Assistant		Travel Group Code 3					
5. Date Completed 2018/11/22		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Event w/ Minister				Headquarters Port Alberni					
12. Mailing Address for Cheque PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2											
16. Travel Dates 2018 10/10 10/11	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs 182.12	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
	PrtAlbrni/Van (HJ)	1530	2359	88	47.52		F-BL	30.50			
	Van/PrtAlbrni (HA)	0600	2000	88	47.52		F-L	41.00			
TOTALS OF COLUMNS				36. \$ 95.04	37. \$ 0.00		38. \$ 71.50	39. \$ 182.12	40. \$ 0.00	Claim Total \$ 348.66	
48. Client Code 120 120 120 120	49. Resp. 0794A	50. Service Line 52000	51. STOB 5702	52. Project 0700000	45. Supplier Code s.22		Amount \$ 348.66				
Less Travel Advance 120											
									54. \$ 348.66		
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) 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		Recommended	Sam, 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

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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)

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

Receipt

Invoice date 10/30/2018
 Our reference s.22
 GST Number 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 associate fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

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

Booking # s.22		
Wednesday, October 10, 2018	Invoice #332768	
916	FARE-ZNA-Peak_Winter	\$141.90
18:00 Nanaimo Harbour (Downtown)	+ GST	\$7.10
18:20 Vancouver Harbour (Downtown)		
20 minutes	Billing	\$141.90
	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 #*****s.17

Expiration s.17

Authorization 150432

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. 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 [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Jolleen Dick

Booking # s.17

Thursday, October 11, 2018

Invoice s.17

Flight #1151A

Air Transportation Charges

17:40 Vancouver Harbour / Map

Sked 1100 : (St) GO Flex

\$90.74

18:00 Nanaimo Harbour / Map

20 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
Jolleen Dick, Female

Add to Calendar

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 1100 : Carbon Offset	\$0.50
Sked 1100 : Port Fee	\$1.75
Sked 1100 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$5.15

Billing	\$102.85
Taxes	\$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

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% cancellation fee if cancelled within 24hrs of departure



Where ideas work

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 Szabo, Maria		Employee ID s.22		Phone Number (250) 356-2771								
Client Organization Jobs, Trade and Technology		Job Title Executive Assistant		Travel Group Code 3								
5. Date Completed 2018/12/11		6. Fiscal Year 2019		7. Special Cheque Issue								
Type of Travel In Province		14. Reason for Travel Travel with Minister		8. Cheque Stub Information								
12. Mailing Address for Cheque Room 138 Parliament Buildings Victoria, BC V8W 9E2												
16. Travel Dates 2018 11/28 11/29 11/30	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	
	Vancouver (HA)	0800	2359		0.00		F-LD	22.75		269.09	38.60	Taxi
	Vancouver	0600	2359		0.00		F-BLD	12.25		269.09	6.40	Taxi
	Victoria-Van (HA)	0600	1500		0.00		F-BLD	12.25			11.20	Taxi
*HA ON TURBOBUCKS												
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00		38. \$ 47.25	39. \$ 538.18	40. \$ 56.20	Claim Total \$ 641.63		
48. Client Code 125 125 125 125	49. Resp. 36A10 51000	50. Service Line 36200 08001	51. STOB 5701	52. Project 3600000 5111111	45. Supplier Code s.22		Amount \$ 641.63					
Less Travel Advance 125												
									54. \$ 641.63			
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) 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 (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2018/12/11 09:41:11	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2018/12/12 10:28:16	Szabo, Maria (IDIR\MSZABO) Maria.Szabo@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/01/21 11:19:19	Robb, Amanda (IDIR\AROB) Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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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)

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Ms Maria Szabo

Canada

Group Code : s.22
 Company Name : Deputy Ministers Office

INVOICE

Room Number : s.15
 Arrival Date : 28-NOV-2018
 Departure Date : 30-NOV-2018
 Page No. : 1 of 1
 Folio No. : s.22
 Conf No. :
 Invoice No. :
 Cashier No. : 185
 Membership No. :

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	XXXXXXXXXXXX s.17	XX/XX	538.18
			Total	538.18
				538.18

GST Tax Summary:	86324 7854
Room GST:	23.20
F&B GST:	0.00
Other GST:	0.00
Total GST:	23.20

Balance Due CAD \$ 0.00

I agree that I am personally liable for the following statement and if the person, company or s.22 o, that my ociation.

 Guest Signature

Ms Maria Szabo

Canada

Room Number : s.15
 Arrival Date : 28-NOV-2018
 Departure Date : 30-NOV-2018

INVOICE

Page No. : 1 of 1
 Folio No. : s.22
 Conf No. :
 Invoice No. :
 Cashier No. : 185
 Membership No. :

Group Code : s.15
 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	XXXXXXXXXXXX s.17	XX/XX	538.18
			Total	✓ 538.18
				538.18

GST Tax Summary:	<u>86324 7854</u>
Room GST:	23.20
F&B GST:	0.00
Other GST:	0.00
Total GST:	23.20

Balance Due CAD \$ ✓ 0.00

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 BC
 21852400
 GH2185240030

**** PURCHASE ****
 11-30-2018 ✓ 14:30:54
 Acct # *****s.17 ✓ C
 Card Type MC
 Name: MARIA SZABO
 A0000000041010 MasterCard

Operator: 30
 Trace # 562
 Inv. # 30
 Auth # 01638Z RRN 001179004

Purchase \$11.20 ✓
 Tip s.22
 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 *****s.17 ✓
 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
 000008000-E800
 74C1EEFB6A87CA85

APPROVED

AUTH# 07528Z 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

DUPLICATE

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 s.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

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
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 ✓
TIP s.22
TOTAL

MasterCard
A0000000041010
48F56C6997D744DC
0000008000-E800
5AE0CFA8AB53D8F3

APPROVED

AUTH# 02247Z 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

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

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

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat 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

Maria Szabo

Booking s.17

Wednesday, November 28, 2018

Flight #2100/Twin Otter

11:30 Victoria Harbour / [Map](#)

12:05 Vancouver Harbour / [Map](#)

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

• **Maria Szabo, Female**

[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

Sked 200/300 : (St) GO Flex

\$186.64

Taxes, Fees and Charges

Sked 200 : Carbon Offset

\$0.65

Sked 200 : VHFC Terminal Fee

\$9.86

All Skeds - Baggage : Checked Baggage Fee

\$0.00

+ Goods and Services Tax

\$9.85

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 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.**

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

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat 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

Maria Szabo

Booking # s.17

Friday, November 30, 2018

Flight #2150/Twin Otter

13:30 Vancouver Harbour / [Map](#)

14:05 Victoria Harbour / [Map](#)

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

• **Maria Szabo, 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:

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% 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.**

Audit Trail for Travel Voucher (Restricted Use) E129902 for Zimmerman, Emily

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/17 20:03:28	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2018/10/18 14:10:11	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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

0 note(s) returned.

Created On	Author	Note

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Canada Place Parkade

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: 28688
Transaction Number: 144698
Rate: A
Parking Fee: \$23.00

Total Fee: \$23.00
Fee Paid: \$23.00
Master
XXXXXXXXXX s.17
Approval Number: 099917

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 09/25/2018 14:47
Exited: 09/25/2018 17:19
Ticket Number: 28528
Transaction Number: 144647
Rate: A
Parking Fee: \$23.00

Total Fee: \$23.00
Fee Paid: \$23.00
Master
XXXXXXXXXX s.17
Approval Number: 008668

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005