



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129981

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 Djonlic, Matt				Employee ID s.22		Phone Number s.17	
Client Organization Municipal Affairs and Housing				Job Title Executive Assistant		Travel Group Code 4	
5. Date Completed 2018/10/26		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Coquitlam	
12. Mailing Address for Cheque ,							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
2018	Destination	Start	End	Km	Cost	Cost	Lodging Costs
10/16	Coq - Vic	0700	2359	73	39.42	74.70	125.11
10/17	Vic	0700	2359		0.00		125.11
10/18	Vic - Coq	0700	2000	73	39.42	74.70 s.22	
09/25	Vancouver	0600	1200		0.00		
							20. & 21. Miscellaneous
							Cost
							Describe
							7.50 parking
							10.50 parking
TOTALS OF COLUMNS				36. \$ 78.84		37. \$ 149.40 s.22	38. \$ 154.50
						39. \$ 250.22	40. \$ 18.00 s.22
						Claim Total \$ 650.96	
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code	
060	51057	54000		5701	5100000	s.22	
060							
060							
060							
Less Travel Advance							
060							
						54. \$ 650.96	
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) E129981 for Djonlic, Matt

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/26 15:03:15	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Saved	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2018/10/29 13:36:33	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Notified	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2018/10/29 14:00:28	Djonlic, Matt (IDIR\MDJONLIC) Matt.Djonlic@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2018/10/29 14:46:03	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca		Approved	Laird, Patricia s Patricia.Laird@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129981 for Djonlic, Matt

2 note(s) returned.

Created On	Author	Note
2018/10/26 15:03:15	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	10/16 - Drove personal vehicle, ferry (reservation paid by AA), BLDI and lodging 10/17 - BLDI and lodging 10/18 - Drove personal vehicle, parking while at work, ferry (reservation paid by AA) BLDI 09/25 - Parking at event
2018/10/29 13:36:33	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	09/25 clarification : parking at airport for flight

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To
Swartz Bay
BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 8B7

LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/16
RESERVATION-R0900
CONF: B181475463
RES: 1

1	Reservation Pr	10.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	84.70
Prepayment	10.00
Visa	
*****S.17	74.70
AUTH 873884 66277659 8818815898 S	
81 APPROVED - THANK YOU 827	
CHANGE DUE	0.00

CARDHOLDER COPY
TSA 16 Oct 2018 08:22:43

1007113 728527
SEE REVERSE SIDE OF TICKET

s.15

s.15

CSA APPROVED HOTEL AND RATE

Reservation Number s.22

Send to **Matt Djonlic**
s.22

Phone 250-387-2283

Guest Name Matt Djonlic

Arrival Date
16/10/2018Departure Date
18/10/2018

Room Information

s.15

Bill To Djonlic, Matt
s.22

Phone 250-387-2283

Folio Number s.22

Trans Date	Description	Voucher	Amount
Charges			
16/10/2018	2018 Provincial Government	s.15 ✓	105.00
16/10/2018	GST		5.30
16/10/2018	PST - Accommodation		8.48
16/10/2018	Municipal Hotel Tax		3.18
16/10/2018	Destination Marketing Fee		1.05
16/10/2018	Ecostay Fee		2.00
16/10/2018	GST		0.10
17/10/2018	2018 Provincial Government	✓	105.00
17/10/2018	GST		5.30
17/10/2018	PST - Accommodation		8.48
17/10/2018	Municipal Hotel Tax		3.18
17/10/2018	Destination Marketing Fee		1.05
17/10/2018	Ecostay Fee		2.00
17/10/2018	GST		0.10
Total Charges			250.22
Payments			
17/10/2018	Visa	s.15 s.17	-250.22
17/10/2018	Visa		-100.00
18/10/2018	Visa	refund	100.00
Total Payments			-250.22
Balance Due:			✓ 0.00

GST Registration s.15

Total Tax	
Destination Marketing Fee	\$2.10
Ecostay Fee	\$4.00
GST	\$10.80
Municipal Hotel Tax	\$6.36
PST - Accommodation	\$16.96

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges.

Guest Signature: _____

	Total Tax
Total	\$40.22

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges.

Guest Signature: _____

Swartz Bay
To
Tsawwassen
BC Ferries

Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8N 8B7

LANE 04

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/18 ✓
RESERVATION-R1600
CONF: B181545935
RES: 1

1	Reservation Pr	21.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	95.70
Prepayment	21.00

Visa
***** S 1 74.70

AUTH 884837 66277643 8818813788 S
01 APPROVED - THANK YOU 887

CHANGE DUE	0.00
------------	------

CARDHOLDER COPY

SWB 18 Oct 2018 14:19:46



SE00000551018800KET
105869

EasyPark

CP600001-CP

1100 Chestnut

Ticket 0056905

6:25pm 11/10/18 ✓

Fee Paid \$7.50 ✓

Cards.17 Auth 062764

Parking for
s.22

PARKING PAID UNTIL

6:00am

Fri 12/10/18

GST# R101476547

Do not leave valuables
in vehicles



Control No.

E129652

Name	Employee ID	Phone Number
Tombs, Brenda	s.22	(250) 356-7750
Client Organization	Job Title	Travel Group Code
Social Development and Poverty Reduction	Executive Assistant	3

5. Date Completed 2018/09/12		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel work					Headquarters Vancouver				
12. Mailing Address for Cheque s.22											
16. Travel Dates 2018 09/10 09/11	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs 18.90	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
	Whistler	0900	2350	121	65.34		F-B	41.00			
	Vancouver	0600	1500	121	65.34		F-D	33.25			
TOTALS OF COLUMNS					36. \$ 130.68	37. \$ 18.90		38. \$ 74.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 223.83
48. Client Code 031 031 031 031	49. Resp. 46001	50. Service Line 48000		51. STOB s.22 5702	52. Project 4600000		45. Supplier Code s.22		Amount \$ 223.83		
Less Travel Advance 031											
						AMOUNT DUE TO EMPLOYEE				54. \$ 223.83	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed		

Audit Trail for Travel Voucher (Restricted Use) E129652 for Tombs, Brenda

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/12 14:50:56	Tombs, Brenda (IDIR\BTOMBS) Brenda.Tombs@gov.bc.ca		Initiated	Infante, James James.Infante@gov.bc.ca
2018/09/12 17:04:21	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129652 for Tombs, Brenda

0 note(s) returned.

Created On	Author	Note

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FACE UP DRIVER SIDE

s.15
HOTEL GUEST

Expiration Date/Time
**03:00 PM
SEP 11, 2018**

Purchase Date/Time: 03:03pm Sep 10, 2018
Total Due: \$18.90
Total Paid: \$18.90
Ticket #: 00006823
S/N #: 100008170003
Setting: s.15
Mach Name: s.15

Rate: Daily
Payment Type: Card

Card #****s.17 Visa
Auth #: 026496

RECEIPT
s.15

Expiration Date/Time: 03:00pm Sep 11, 2018
Purchase Date/Time: 03:03pm Sep 10, 2018

Total Due: \$18.90
Total Paid: \$18.90
Ticket #: 00006823
Setting: s.15
Mach Name: s.15

Rate: Daily
Payment Type: Card

Card #****s.17 Visa
Auth #: 026496

PARKING RECEIPT



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129836

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Name Tombs, Brenda				Employee ID s.22		Phone Number (250) 356-7750	
Client Organization Social Development and Poverty Reduction				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2018/10/09		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel work				Headquarters Vancouver	
12. Mailing Address for Cheque s.22							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		22. Lodging Costs
2018							
09/27	Vancouver	1230	1600		0.00		
09/30	Van-Victoria (HJ)	1630	2359		0.00	F-BL	189.55
10/01	Victoria	0600	2359		0.00	F-	133.48
10/02	Victoria	0600	2359		0.00	F-	133.48
10/03	Victoria	0600	2359		0.00	F-	133.48
10/04	Victoria -Van (HJ)	0600	1830		0.00	F-	s.22
10/05	Vancouver	1000	1300	51	27.54		
10/06	Vancouver	1700	2200	76	41.04		
*pcard							
TOTALS OF COLUMNS				36. \$ 68.58	37. \$ 0.00	38. \$ 236.50	39. \$ 616.29
40. \$ 23.00	41. Claim Total \$ 944.37						
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
031	46001	48000	s.22 - 5701	4600000	s.22	\$ 944.37	
031							
031							
031							
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE						54. \$ 944.37	
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) E129836 for Tombs, Brenda

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/09 09:56:38	Tombs, Brenda (IDIR\BTOMBS) Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2018/10/09 14:08:07	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129836 for Tombs, Brenda

0 note(s) returned.

Created On	Author	Note

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Hi there,

Please find attached my receipts for recent travel to Victoria as well as some local trips in Vancouver. The expense claim will be coming your way shortly.

I wanted to note a couple of things:

1) The parking receipt for Sept 27 in the amount of \$23.00 is for parking at the Vancouver Cabinet offices in downtown Vancouver, where I accompanied Minister Simpson in afternoon meetings. The Vancouver Cabinet offices are not my usual office space.

2) The km charge for Oct 5th is for travel to and from an event in Surrey with Minister Simpson, where I used my own car.

3) The km charge for Oct 6th is also travel to and from Surrey for another event with Minister Simpson, and I used my own car.

If more details are needed for any of this claim, please let me know. Thanks very much.

Brenda

Brenda Tombs
Executive Assistant
Honourable Shane Simpson
Minister of Social Development and Poverty Reduction
C: 250.361.8147

s.15

s.15

csa approved rate and hotel

TOMBS BRENDA

s.22

MINISTRY OF SOCIAL DEVELOPMENT
Room # s.15 Folio # s.22

Arrive 09/30/18 Depart 10/04/18

DATE	CLERK	DEPARTMENT	DESCRIPTION	csa approved rate	AMOUNT
09/30/18	DMB	2-Room Charg			169.00
09/30/18	DMB	12-D.M.F.(1%)			1.69
09/30/18	DMB	20-D.M.F(.05)		\$ 189.55	0.08
09/30/18	DMB	10-Municipal	On D.M.F.(1%)		5.12
09/30/18	DMB	3-Room Tax	On Room Charge	\$133.48	13.66
10/01/18	DMB	2-Room Charg			119.00
10/01/18	DMB	12-D.M.F.(1%)			1.19
10/01/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)		0.06
10/01/18	DMB	10-Municipal	On Room Charge	\$133.48	3.61
10/01/18	DMB	3-Room Tax			9.62
10/02/18	DMB	2-Room Charg			119.00
10/02/18	DMB	12-D.M.F.(1%)			1.19
10/02/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)		0.06
10/02/18	DMB	10-Municipal	On Room Charge	\$ 133.48	3.61
10/02/18	DMB	3-Room Tax			9.62
10/03/18	DMB	2-Room Charg			119.00
10/03/18	DMB	12-D.M.F.(1%)			1.19
10/03/18	DMB	20-D.M.F(.05)	On D.M.F.(1%)		0.06
10/03/18	DMB	10-Municipal	On Room Charge		3.61
10/03/18	DMB	3-Room Tax			9.62
10/04/18	HG	93-Mastercard	THANK YOU		-616.29
			GST On Room Charge		26.30
			Tax Reg. # s.15		

BILLING INSTRUCTIONS

BALANCE DUE

✓ 0.00

COMPANY

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 of the full amount of these charges. Interest will be charged on any overdue balance.

ADDRESS

CITY

POSTAL

SIGNATURE

X

s.15

VICTORIA Bc

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/10/04
TIME 5046 08:29:01
INVOICE # s.22
RECEIPT NUMBER
C84103001-001-530-006-0

PRE-AUTH COMPLETION
TOTAL

\$616.29

Mastercard
A0000000041010

APPROVED

AUTH# 192716 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



From: [Tombs, Brenda SDPR:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: Fwd: Thank you for choosing to take off with Helijet!
Date: October 11, 2018 11:20:32 AM

Hi Pat. See below. Thank you!

Brenda

Begin forwarded message:

From: "McKnight, Valerie SDPR:EX" <Valerie.McKnight@gov.bc.ca>
Date: October 11, 2018 at 11:16:54 AM PDT
To: "Tombs, Brenda SDPR:EX" <Brenda.Tombs@gov.bc.ca>
Subject: FW: Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [<mailto:passengerservices@helijet.com>]
Sent: Thursday, September 13, 2018 1:57 PM
To: McKnight, Valerie SDPR:EX; McKnight, Valerie SDPR:EX
Subject: Thank you for choosing to take off with Helijet!

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	Brenda Tombs

Booking #s.22

Sunday, September 30, 2018

787

15:30 Vancouver Harbour (Downtown)

16:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Invoice #324347

SALE - Seat Sale \$189	\$180.00
------------------------	----------

+ GST	\$9.00
-------	--------

Billing	\$180.00
---------	----------

Taxes	\$9.00
-------	--------

Grand Total	\$189.00
--------------------	-----------------

Fully Changeable / Refundable up to 5pm the day prior to

Brenda Tombs, Female

[Add to Calendar](#)

departure.

Does not qualify for combination with Kids Fly Free promotions.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking #s.22

Thursday, October 4, 2018

728

17:30 Victoria Harbour (Downtown)

18:05 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Brenda Tombs, Female

[Add to Calendar](#)

Invoice #324348

FARE-YWH-Full_Winter17-18 \$300.00

+ GST \$15.00

Billing \$300.00

Taxes \$15.00

Grand Total \$315.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#: R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354



Control No.

E129864

Name	Employee ID	Phone Number
Tombs, Brenda	s.22	(250) 356-7750
Client Organization	Job Title	Travel Group Code
Social Development and Poverty Reduction	Executive Assistant	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 work		Headquarters Vancouver

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		Cost	Describe
09/14	Whistler	0900	2359		0.00			0.00	775.23		ref E129652
10/11	Surrey	1000	1400	68	36.72			0.00		3.00	meeting w minister

TOTALS OF COLUMNS	36. \$ 36.72	37. \$ 0.00		38. \$ 0.00	39. \$ 775.23	40. \$ 3.00	Claim Total \$ 814.95
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48.	Client Code 031 031 031 031	49.	Resp. 46001 46001	50.	Service Line 48000 48000	51.	STOB s.2 5702	52.	Project 4600000 4600000	45.	Supplier Code s.22	Amount \$ 298.13 s.22 \$ 516.82 James Infante (x ref E129715)
-----	---	-----	-------------------------	-----	--------------------------------	-----	---------------------	-----	-------------------------------	-----	-----------------------	--

[illegible][illegible]

45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
---	-------------------	--------------------

56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
--	-------------------	--------------------

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E129864 for Tombs, Brenda

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/12 16:06:52	Tombs, Brenda (IDIR\BTOMBS) Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2018/10/15 08:29:54	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129864 for Tombs, Brenda

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

RECEIPT
City of Surrey
City Hall Parkade

License Plate Number

s.22

Expiration Date/Time

11:50 AM
OCT 11, 2018

Purchase Date/Time: 09:50am Oct 11, 2018

Total Due: \$3.00

Rate: \$3.00 for 2 Hours

Total Paid: \$3.00

Payment Type: Card

Ticket #: 00018634

S/N #: 500013501588

Setting: City Hall Parkade P1

Mach Name: NCH-P1 Main 218

*****s.17

Visa

Auth #: 014390

RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PAR

14-Sep-2018

Infante, James

Date d'arrivée / Arrival Date **10-Sep-2018**

Unité / Room No. s.15

Date de départ / Departure Date **14-Sep-2018**Adultes / Adults **2**# nuits / # of Nights **4**Always only one person in the
room per night. Hotel made an
error

Folio Items Item Description	Price	Qty	Escompte / Discount	Ext. Price
---------------------------------	-------	-----	------------------------	------------

10-Sep-2018

Room Charge

210.00

11-Sep-2018

Room Charge

210.00

12-Sep-2018

Room Charge

210.00

13-Sep-2018

Room Charge

210.00

Subtotal \$30.00

Reservation Fees - BL 50.80

GST Tax 44.96

Municipal Tax - WP 17.96

PST Tax 71.92

Détails des paiements / Payment Details

Payment	Date	Notes	Amount
VISA	01-Aug-18	Leah Squance	258.41
VISA	14-Sep-18	Brenda Thomas	775.23
M/C	29-Aug-18	James Infante	✓ 258.41
VISA	29-Aug-18	Leah Squance	-258.41

Total \$ 1,033.64

Payments \$ 1,033.64

Balance ✓ \$ 0.00

*This is an email from Brenda Tombs the hotel charged her card the \$775.23 which I removed from James claim.

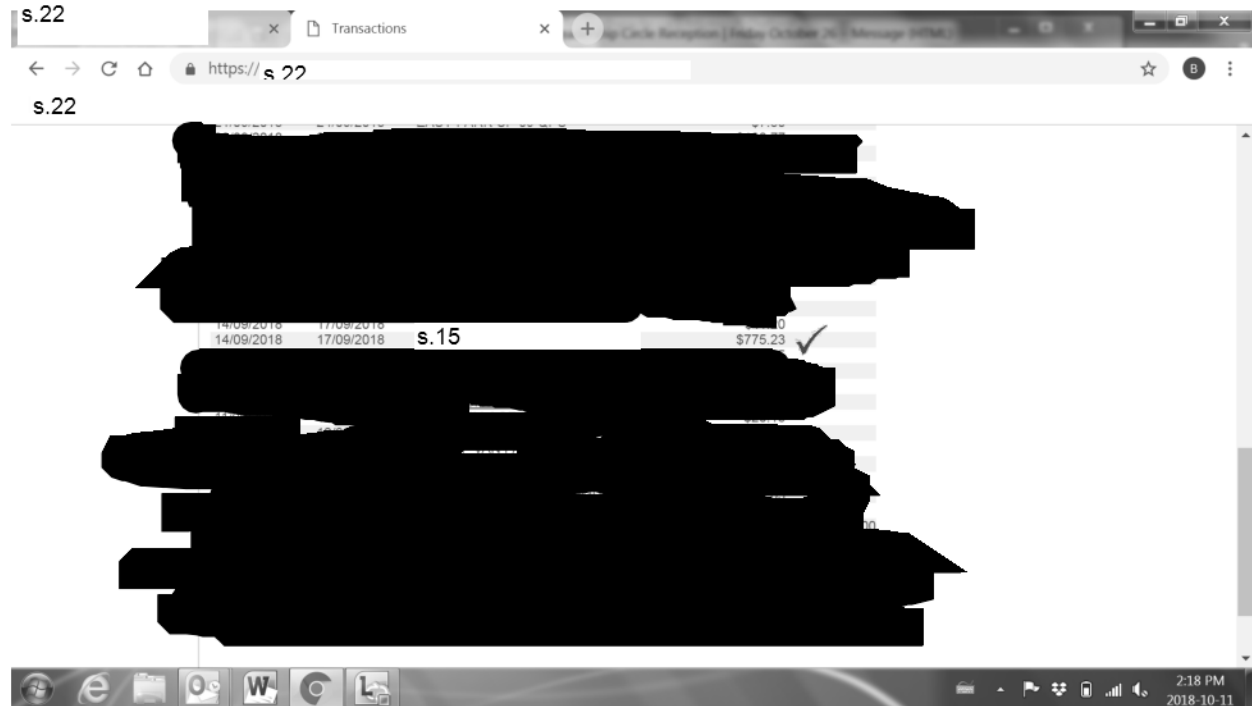
From: Brenda Tombs
To: Pat, Brenda
Subject: UBCM charge
Date: October 12, 2018 10:32:46 AM
Attachments: s.15

Hi Pat,

Has our AC Val briefed you on what happened with the UBCM hotel charge and how it got put onto my personal card, instead of my colleague's corporate card? Should I go ahead and submit a claim for reimbursement? The charge was for \$775.23. My visa statement with the charge is below. It's called **s. 15**. Let me know how I should proceed. Thanks!

Brenda

Brenda Tombs
Executive Assistant
Honourable Shane Simpson
Minister of Social Development and Poverty Reduction
C: 250.361.8147



See above:

Hi Pat,

Has our AC Val briefed you on what happened with the UBCM hotel charge and how it got put onto my personal card, instead of my colleague's corporate card? Should I go ahead and submit a claim for reimbursement? The charge was for \$775.23. My visa statement with the charge is below. It's called **s.15**. Let me know how I should proceed. Thanks!

Brenda

Hi Pat,

I've just initiated an expense claim for a trip to Whistler Monday-Tuesday this week. I drove up on Monday to meet Minister Simpson at the UBCM conference, and drove back to Vancouver on Tuesday. My colleague James Infante is there for the rest of the week and he will be paying for the entire week's hotel, including my night, on his credit card, so I don't have a hotel bill.

The only receipt I have is to park my car at the **s. 1** for the night. It's attached. I've also claimed my mileage for the drive and meals (minus breakfast on Monday and dinner on Tuesday).

Is there anything else you need from me?



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129851

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 Hannah, Jeff				Employee ID s.22				Phone Number s.17																																																																																																													
Client Organization Tourism, Arts and Culture				Job Title Executive Assistant				Travel Group Code 3																																																																																																													
5. Date Completed 2018/10/11				6. Fiscal Year 2019				7. Special Cheque Issue																																																																																																													
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Type of Travel In Province				14. Reason for Travel Onboarding/staffing				Headquarters Maple Ridge																																																																																																													
12. Mailing Address for Cheque																																																																																																																					
<table border="1"> <thead> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="4">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th colspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th colspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>09/30</td> <td>MR- Victoria (Ferry)</td> <td>1400</td> <td>2100</td> <td>78</td> <td>42.12</td> <td></td> <td></td> <td>F-BL</td> <td>30.50</td> <td></td> <td>162.08</td> <td>& parking</td> <td></td> </tr> <tr> <td></td> <td>10/01</td> <td>Victoria</td> <td>0800</td> <td>2000</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td>162.08</td> <td>& parking</td> <td></td> </tr> <tr> <td></td> <td>10/02</td> <td>Victoria</td> <td>0800</td> <td>2000</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td>162.08</td> <td>& parking</td> <td></td> </tr> <tr> <td></td> <td>10/03</td> <td>Victoria</td> <td>0800</td> <td>2000</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td>162.08</td> <td>& parking</td> <td></td> </tr> <tr> <td></td> <td>10/04</td> <td>VC- Maple Ridge (Ferry)</td> <td>0800</td> <td>2200</td> <td>78</td> <td>42.12</td> <td></td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td>✓ 74.40</td> <td>ferry</td> </tr> </tbody> </table>												16. Travel Dates		17. Places Travelled				18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous				Destination	Start	End	Km	Cost			Claim	Cost		Cost	Cost	Describe	2018	09/30	MR- Victoria (Ferry)	1400	2100	78	42.12			F-BL	30.50		162.08	& parking			10/01	Victoria	0800	2000		0.00			F-	51.50		162.08	& parking			10/02	Victoria	0800	2000		0.00			F-	51.50		162.08	& parking			10/03	Victoria	0800	2000		0.00			F-	51.50		162.08	& parking			10/04	VC- Maple Ridge (Ferry)	0800	2200	78	42.12			F-	51.50			✓ 74.40	ferry
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TOTALS OF COLUMNS						36. \$ 84.24		37. \$ 0.00		38. \$ 236.50		39. \$ 648.32		40. \$ 74.40																																																																																																							
48. Client Code						49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code																																																																																																							
126						s.22		54006		5701		5188888		s.22																																																																																																							
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.										Print Name				Date Signed																																																																																																							
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.										Print Name				Date Signed																																																																																																							
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.										Print Name				Date Signed																																																																																																							

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Oct 15-18

Audit Trail for Travel Voucher (Restricted Use) E129851 for Hannah, Jeff

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/11 16:06:33	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2018/10/11 16:09:09	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Notified	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2018/10/12 14:05:52	Hannah, Jeff (IDIR\JEHANNAH) Jeff.Hannah@gov.bc.ca		Approved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/12 15:13:55	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129851 for Hannah, Jeff

1 note(s) returned.

Created On	Author	Note
2018/10/11 16:06:33	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Jeff travelled to Victoria for his first week of employment. He travelled from his home in the Lower Mainland, to Victoria via car and ferry (ferry receipt to Victoria was lost and Jeff decided not to claim). He stayed in Victoria for work (full day food claims).

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Mr Jeff Hannah ✓

s.22

Invoice

Invoice date 10/4/2018
 Invoice number s.22
 Our reference s.15
 GST Number

Guest	Mr Jeff Hannah	Arrival	9/30/2018	Departure	10/4/2018	Room	s.15
Date	Description	Quantity	Unit Price	Total ()			
9/30/2018	Room Charge	1	169.00	169.00			
9/30/2018	GST Room Taxes 5%	1	8.53	8.53			
9/30/2018	DMF Fee 1%	1	1.69	1.69			
9/30/2018	Municipal Room Tax 3%	1	5.12	5.12			
9/30/2018	Provincial Room Tax 8%	1	13.66	13.66			
9/30/2018	Parking	1	16.00	16.00			
9/30/2018	GST Parking	1	0.80	0.80			
10/1/2018	Room Charge	1	109.00	109.00			
10/1/2018	GST Room Taxes 5%	1	5.50	5.50			
10/1/2018	DMF Fee 1%	1	1.09	1.09			
10/1/2018	Municipal Room Tax 3%	1	3.30	3.30			
10/1/2018	Provincial Room Tax 8%	1	8.81	8.81			
10/1/2018	Parking	1	16.00	16.00			
10/1/2018	GST Parking	1	0.80	0.80			
10/2/2018	Room Charge	1	109.00	109.00			
10/2/2018	GST Room Taxes 5%	1	5.50	5.50			
10/2/2018	DMF Fee 1%	1	1.09	1.09			
10/2/2018	Municipal Room Tax 3%	1	3.30	3.30			
10/2/2018	Provincial Room Tax 8%	1	8.81	8.81			
10/2/2018	Parking	1	16.00	16.00			
10/2/2018	GST Parking	1	0.80	0.80			
10/3/2018	Room Charge	1	109.00	109.00			
10/3/2018	GST Room Taxes 5%	1	5.50	5.50			
10/3/2018	DMF Fee 1%	1	1.09	1.09			
10/3/2018	Municipal Room Tax 3%	1	3.30	3.30			
10/3/2018	Provincial Room Tax 8%	1	8.81	8.81			
10/3/2018	Parking	1	16.00	16.00			
10/3/2018	GST Parking	1	0.80	0.80			

10/4/2018 VS ****s.17 Auth: 005636

Total invoice **648.30**
-648.30

Subtotal 648.30

Mr Jeff Hannah
s.22

Invoice

Invoice date 10/4/2018
Invoice number s.22
Our reference s.15
GST Number

Date	Description	Quantity	Unit Price	Total ()
------	-------------	----------	------------	----------

Total Paid	✓	-648.30
------------	---	---------

Total Due	✓	0.00
-----------	---	------

Total GST 28.23

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

Signature X

s.15

LANE 08

RECEIPT - PLEASE RETAIN

✓ PURCHASE 2018/10/0

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70
-------	-------

✓ Visa
*****s.17 74.70
AUTH 042029 66277637 0010010100 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

October 04, 2018

CARDHOLDER COPY
SWB 04 Oct 2018 19:47:09


1005034 695313
SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129682

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Name Pecora, Talea				Employee ID s.22		Phone Number s.17	
Client Organization Public Safety and Solicitor General				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2018/09/17		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel UBCM				Headquarters Port Coquitlam	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Claim
2018							Cost
09/11	Whistler	1300	1800	143	77.22		F-BL 30.50
09/12	Whistler	0730	2000		0.00		F- 51.50
09/13	Port Moody	0830	1700	143	77.22		F- 51.50
				36.	37.		38.
				\$ 154.44	\$ 0.00		\$ 133.50
							39.
							\$ 0.00
							40.
							\$ 0.00
							Claim Total
							\$ 287.94
TOTALS OF COLUMNS							
48. Client Code	49. Resp.	50. Service Line		51. STOB		52. Project	
010	15001	10000		5702		1500000	
010							
010							
010							
Less Travel Advance							
010							
							54.
							\$ 287.94
45. Employee Signature (See Audit Trail)						Print Name	
- 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.						Date Signed	
56. Spending Authority Signature (See Audit Trail)						Print Name	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Date Signed	
57. Payment Authority Signature (See Audit Trail)						Print Name	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.						Date Signed	

Audit Trail for Travel Voucher (Restricted Use) E129682 for Pecora, Talea

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/17 16:02:43	Pecora, Talea (IDIR\TPECORA) Talea.Pecora@gov.bc.ca		Saved	Pecora, Talea Talea.Pecora@gov.bc.ca
2018/09/17 16:03:54	Pecora, Talea (IDIR\TPECORA) Talea.Pecora@gov.bc.ca		Initiated	Lawson, Liam Liam.Lawson@gov.bc.ca
2018/09/18 11:27:43	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129682 for Pecora, Talea

0 note(s) returned.

Created On	Author	Note

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