

AT19EXESLP48



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129690

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 Lawson, Liam				Employee ID s.22				Phone Number (250) 812-2547				
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant				Travel Group Code 3				
5. Date Completed 2018/09/18			6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel UBCM					Headquarters Victoria				
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2												
16. Travel Dates	17. Places Travelled *PCard			18. Personal Vehicle Use Km Cost		19. Other Transport Costs		20. & 21. Meals Claim Cost		22. Lodging Costs	20. & 21. Miscellaneous Cost Describe	
2018	Destination	Start	End									
09/10	* Whistler (HA)	0700	2330		0.00				F-	51.50		
09/11	Whistler	0700	2330		0.00	15.05			F-	51.50		
09/12	Whistler	0700	2330		0.00				F-	51.50		
09/13	Whistler	0700	2330		0.00				F-	51.50		
09/14	* Whistler-Vic(HA)	0700	2030		0.00				F-	51.50		
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 15.05		38. \$ 257.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 272.55	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount
010		150011001		1000018000		57025750		15000001100000		s.22		\$ 272.55
010												
010												
010												
Less Travel Advance												
010												
											54. \$ 272.55	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed		

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Oct15
SLP

Audit Trail for Travel Voucher (Restricted Use) E129690 for Lawson, Liam

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/18 11:47:38	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Initiated	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2018/09/25 14:48:40	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Recalled	Lawson, Liam Liam.Lawson@gov.bc.ca
2018/09/25 14:48:53	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Initiated	Farnworth, Mike Mike.Farnworth@gov.bc.ca
2018/09/25 14:50:34	Farnworth, Mike (IDIR\MFARNWO) Mike.Farnworth@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129690 for Lawson, Liam

1 note(s) returned.

Created On	Author	Note
2018/09/18 11:47:38	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca	9/11: Cab from event venue back to Hotel \$15.05, tip exluded

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Notes for Travel Voucher (Restricted Use) E129690 for Lawson, Liam

1 note(s) returned.

Created On	Author	Note
2018/09/18 11:47:38	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca	9/11: Cab from event venue back to Hotel \$15.05, tip exluded

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DUPLICATE

WHISTLER DISPATCH
SERVICES LTD
UNIT 27 1212 ALPHA LAKE
R
WHISTLER BC

DUPLICATE

CARD ***** s.17
CARD TYPE VISA
DATE 2018/09/11
TIME 3614 23:03:49
RECEIPT NUMBER
H85003756-001-001-388-0

PURCHASE
TOTAL

\$15.05

VISA CREDIT
A0000000031010
0BA9A0628C9CA349
0000000000-

APPROVED

AUTH# 004461 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

Hunt, Charlotte PSSG:EX

From: reservation@harbourair.com
Sent: Monday, September 10, 2018 6:19 AM
To: Hunt, Charlotte PSSG:EX
Subject: Important Update: Reservation for Liam Lawson

Importance: High

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[My Account](#)

Please note there is an important update which may impact your upcoming Harbour Air flight. Important flight advisory details are noted in red below.

Flight may be affected by weather. Proceed to terminal as usual unless notified otherwise.

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.

Thank you for choosing Harbour Air.

Customer Information

Account

HAS # s.17
Name Liam Lawson

Advisory

Flight may be affected by weather. Proceed to terminal as usual unless notified otherwise.

Booking s.17

Monday, September 10, 2018

Flight #1000/Twin Otter

09:40 Victoria Harbour / Map

10:40 Whistler / Map

Invoice s.17

Air Transportation Charges

Sked 1000 : (St) GO Flex \$263.46

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

1 hour(s)	Sked 1000 : Carbon Offset	\$1.30
! KK- Confirmed	+ Goods and Services Tax	\$13.24
1 Passenger(s) - GoFlex	Billing	\$264.76
Liam Lawson, Male	Taxes	\$13.24
<u>Add to Calendar</u>	Grand Total	\$278.00

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

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.

Ministry of Municipal Affairs & Housing 2018 UBCM Convention

September 10 - 14, 2018

Venue:
s.15

Each year, local government delegates from across B.C. attend UBCM's annual Convention. The Province has a long history of involvement in the Convention and provincial participation is an integral part of the Convention's success. Through a wide array of activities, including ministerial meetings with delegates, speeches, forums, Cabinet Town Halls, meetings between delegates and provincial staff, workshops and networking events, culminating in the Premier's address to delegates on the final morning, the Province and local governments work together to make B.C. communities great places to live.

****Please note - on booking, payment for the 1st night will be charged and is 100% non refundable should the booking then be cancelled****

<http://www.ubcm.ca/EN/main/convention/2018-convention-information.html>

- 1 FIND ROOMS AND RATES
- 2 AVAILABLE ROOMS
- 3 GUEST INFORMATION
- 4 RESERVATION REVIEW
- 5 RESERVATION CONFIRMED

Thank you for your reservation! We look forward to seeing you.
Your confirmation number is s.22

HOTEL & ROOM INFORMATION

s.15

CHECK-IN

Sep 9, 2018

CHECK-OUT

Sep 14, 2018

1 room(s), 1 adult(s)

s.15,s.22

RATE INFORMATION

[Currency Conversion >>](#)

Rate Description: Ministry of Community, Spo Att

Average est. room total per night***	Estimated total for your stay**
Room rate - CAD 219.00	1 room(s), 1 adult(s) CAD 1,259.25
Taxes ** CAD 32.85	
Estimated total** CAD 251.85	

****The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging occurs.**

Get complete details about this rate, taxes and other charges

PERSONAL & CREDIT CARD INFORMATION

Name: Mr. Liam Lawson

Address: PO Box Stn Prov Gov
Victoria BC CA V8W9E2

*Primary Telephone : 2508122547 (Business)

Your Email : sara.hembree@gov.bc.ca

Card Number : xxxxxxxxxx s.17

[Privacy Policy](#)

s.15

MY STAY PREFERENCES

Airline: Flight Number :

Flight Arrival Time:

Flight Departure Time:

Requested Arrival Time: 09-Sep-2018 04:00 PM

Requested Departure Time: 14-Sep-2018 12:00 PM

Other Requests: Please note that special requests cannot be guaranteed until check-in, but we will do our best to accommodate you.

Make a Green Choice: No (Terms & Conditions)

TERMS & CONDITIONS

Cancellation policy: If you cancel between 03/12/2018 and 4:00 PM hotel time on 08/03/2018, there will be no forfeiture amount. If you cancel after 4:00 PM hotel time on 08/03/2018, the forfeiture amount will be 100.00 percent.

Rate plan Description: Ministry of Community, Spo Att

GTD/Deposit policy: CAD 251.85 deposit is due on 12-Mar-2018 and will be charged to the credit card provided. Please note that any change in your reservation may change the rate and/or require payment of cancellation fees. For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

Hunt, Charlotte PSSG:EX

From: passengerservices@helijet.com
Sent: Thursday, September 6, 2018 12:53 PM
To: Hong, Jonathan PSSG: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

Liam Lawson

Booking s.22

Friday, September 14, 2018

Invoice #321483

725

SALE - Seat Sale \$189

\$180.00

16:40 Vancouver Harbour (Downtown)

+ GST

\$9.00

17:15 Victoria Harbour (Downtown)

Billing

\$180.00

35 minutes

Taxes

\$9.00

Grand Total

\$189.00

Confirmed

1 Passengers - Sale

Liam Lawson, Male

[Add to Calendar](#)

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

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.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130439

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Name Takkar, Namrata (Nimmi)				Employee ID s.22		Phone Number (250) 356-2178	
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2019/01/24		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Duties				Headquarters Victoria	
12. Mailing Address for Cheque Victoria, BC							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	*PCard	Start	End	Km	Cost	Costs	Claim Cost
2018	Destination						
09/03	Vic to Van	1900	2359		0.00	59.00 ^{s.22}	0.00
09/10	* Van to Whistler (HA)	1030	2359		0.00		F-B 41.00
09/11	* Whistler to Van (HA)	0001	2030		0.00		F- 51.50
09/19	Van-VCO-Van	1130	1600		0.00	23.00	F-BDI 10.50
09/25	Van-VCO-Van	1330	1600		0.00	12.00	0.00
09/30	Van to Vic	0700	2359		0.00	49.00	0.00
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 0.00	143.00 \$ 160.20	\$ 103.00	\$ 0.00
48.	49.	50.	51.	52.	45.	54.	Claim Total
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Am	
010	15001	10000	5701	1500000	s.22	\$	138.00
010	15001	10000	5750-02	1500000		\$	108.00
010							
010							
Less Travel Advance							
010							
AMOUNT DUE TO EMPLOYEE						54.	
						\$	246.00
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2019Feb27
SLP

Audit Trail for Travel Voucher (Restricted Use) E130439 for Takkar, Namrata (Nimmi)

12 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/24 13:49:43	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/25 09:17:29	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/30 08:17:10	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/30 09:20:13	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/30 09:21:06	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/05 14:21:20	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 11:08:52	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 11:09:04	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 11:21:20	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 11:22:02	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/19 12:49:59	Takkar, Namrata (Nimmi) (IDIR\NTAKKAR) Nimmi.Takkar@gov.bc.ca		Approved	Lawson, Liam Liam.Lawson@gov.bc.ca
2019/02/19 15:46:51	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) E130439 for Takkar, Namrata (Nimmi)

1 note(s) returned.

Created On	Author	Note
2019/01/25 09:17:29	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Details in a word document will be sent separately.

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9/3 Vic to Van, Ferry \$76.20

9/10 Van to Whistler, F-B \$41

9/11 Whistler to Van, F \$51.50

9/19 Van-VCO-Van, Parking \$23, F-BDI \$10.50

9/25 Van-VCO-Van, Parking \$12

9/30 Van to Vic, Ferry \$49

Swartz Bay
To
Tsawwassen



LANE 08

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/03

1	Adult	17.20
---	-------	-------

Total	17.20
-------	-------

Visa	
*****S.17	17.20

AUTH 025043 66277641 0010010070 S

01 APPROVED - THANK YOU 027

CHANGE DUE	0.00
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CARDHOLDER COPY

SWB 03 Sep 2018 20:54:18



1005025 104886

SEE REVERSE SIDE OF TICKET

Hunt, Charlotte PSSG:EX

From: reservation@harbourair.com
Sent: September 10, 2018 8:00 AM
To: Hunt, Charlotte PSSG: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

Nimmi Takkar

Booking s.17

Monday, September 10, 2018

Flight #1207

11:40 Vancouver Harbour / Map

12:25 Whistler / Map

45 minutes

! KK- Confirmed

Invoice s.17

Air Transportation Charges

Sked 1200 : (St) GO Flex \$180.92

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 1200 : Carbon Offset \$0.65

Sked 1200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.57

1 Passenger(s) - GoFlex
Nimmi Takkar, Female

[Add to Calendar](#)

Billing	\$191.43
Taxes	\$9.57
Grand Total	\$201.00

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

s.17

Tuesday, September 11, 2018

Flight #1212

18:30 Whistler / Map

19:15 Vancouver Harbour / Map

45 minutes

! KK- Confirmed

1 Passenger(s) - GoFlex

Invoice #s.17

Air Transportation Charges

Sked 1200 : (St) GO Flex \$180.92

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 1200 : Carbon Offset \$0.65

Sked 1200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.57

Nimmi Takkar, Female

Billing \$191.43

[Add to Calendar](#)

Taxes \$9.57

Grand Total \$201.00

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.

The maximum weight per single piece of luggage is 50 pounds.

s.22

s.22

NAMRATA TAKKAR

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT (\$)
SEP 02	SEP 04	s.22	
SEP 03	SEP 04	BCF-SWARTZ BAY VICTORIA BC 74064498246820182879287	\$59.00
SEP 03	SEP 04	BCF-SWARTZ BAY VICTORIA BC 74064498246820182879295	\$17.20
SEP 03	SEP 04	s.22	
SEP 04	SEP 04		
SEP 05	SEP 07		
SEP 05	SEP 05		
SEP 05	SEP 06		
SEP 13	SEP 14		
SEP 13	SEP 13		
SEP 13	SEP 13		

s.22

s.22

NAMRATA TAKKAR s.22
STATEMENT FROM AUG 15 TO SEP 14, 2018

4 OF 4

s.22

s.22

STATEMENT FROM SEP 15 TO OCT 15, 2018

1 OF 3

PREVIOUS STATEMENT BALANCE

s.22

s.22

NAMRATA TAKKAR

s.22

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT (\$)
SEP 14	SEP 17	s.22	
SEP 16	SEP 18		
SEP 20	SEP 21		
SEP 22	SEP 24		
SEP 22	SEP 24		
SEP 22	SEP 24		
SEP 22	SEP 24		
SEP 23	SEP 25		
SEP 23	SEP 24		
SEP 25	SEP 27		
SEP 25	SEP 26	VINCI PARK - CANADA PLACEVANCOUVER BC	\$12.00
		74064498269920125718816	
SEP 26	SEP 28	s.22	
SEP 26	SEP 27		
SEP 27	SEP 27		
SEP 27	OCT 01		
SEP 27	SEP 28		

s.22

s.22

NAMRATA TAKKAR

s.22

s.22

NAMRATA TAKKAR s.22
STATEMENT FROM SEP 15 TO OCT 15, 2018

2 OF 3

s.22				NAMRATA TAKKAR	
TRANSACTION DATE	POSTING DATE		ACTIVITY DESCRIPTION	AMOUNT (\$)	
SEP 28	OCT 01	s.22			
SEP 28	OCT 01				
SEP 28	OCT 01				
SEP 29	OCT 01				
SEP 30	OCT 01				
SEP 30	OCT 01		BCF - TSAWWASSEN VICTORIA BC	\$49.00	✓
			74064498273820193713398		
SEP 30	OCT 01		BCF - COASTAL RENAISSANCE VICTORIA BC	\$11.43	
			74064498273820195176313		
SEP 30	OCT 01	s.22			
OCT 02	OCT 04				
OCT 02	OCT 03				
OCT 03	OCT 05				
OCT 05	OCT 09				
OCT 05	OCT 09				
OCT 05	OCT 09				
OCT 05	OCT 09				
OCT 09	OCT 10				
OCT 11	OCT 12				
OCT 12	OCT 15				
OCT 12	OCT 15				
OCT 14	OCT 15				

s.22

Aug 23, 2018 to Sep 24, 2018
s.22 NAMRATA TAKKAR

s.22

s.22					
Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-08-22	2018-08-24	s.22			
2018-08-22	2018-08-27				
2018-08-23	2018-08-24				
2018-08-23	2018-08-24				
2018-08-23	2018-08-27				
2018-08-23	2018-08-27				
2018-08-24	2018-08-24				
2018-08-24	2018-08-27				
2018-08-25	2018-08-27				
2018-08-25	2018-08-27				
2018-08-25	2018-08-27				
2018-08-25	2018-08-27				
2018-08-25	2018-08-27				
2018-08-25	2018-08-27				
2018-08-26	2018-08-27				
2018-08-26	2018-08-28				
2018-08-26	2018-08-29				
2018-08-26	2018-08-29				
2018-08-27	2018-08-30				
2018-08-28	2018-08-31				
2018-08-29	2018-08-30				
2018-08-29	2018-09-03				
2018-08-30	2018-08-30				
2018-08-30	2018-08-31				

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-08-30	2018-08-31	s.22			
2018-08-30	2018-08-31				
2018-08-30	2018-08-31				
2018-08-31	2018-09-03				
2018-08-31	2018-09-03				
2018-08-31	2018-09-03				
2018-09-01	2018-09-03				
2018-09-01	2018-09-03				
2018-09-02	2018-09-03				
2018-09-02	2018-09-03				
2018-09-03	2018-09-04				
2018-09-03	2018-09-04				
2018-09-04	2018-09-05				
2018-09-05	2018-09-07				
2018-09-05	2018-09-10				
2018-09-06	2018-09-10				
2018-09-07	2018-09-07				
2018-09-07	2018-09-10				
2018-09-07	2018-09-10				
2018-09-07	2018-09-10				
2018-09-07	2018-09-10				
2018-09-07	2018-09-10				
2018-09-08	2018-09-10				
2018-09-08	2018-09-10				
2018-09-09	2018-09-10				
2018-09-09	2018-09-12				
2018-09-09	2018-09-12				
2018-09-10	2018-09-11				
2018-09-10	2018-09-11				
2018-09-10	2018-09-12				

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-09-10	2018-09-13	s.22			
2018-09-10	2018-09-13				
2018-09-10	2018-09-13				
2018-09-11	2018-09-11				
2018-09-11	2018-09-11				
2018-09-11	2018-09-12				
2018-09-11	2018-09-12				
2018-09-11	2018-09-13				
2018-09-12	2018-09-12				
2018-09-12	2018-09-13				
2018-09-12	2018-09-13				
2018-09-12	2018-09-13				
2018-09-12	2018-09-14				
2018-09-12	2018-09-14				
2018-09-12	2018-09-14				
2018-09-12	2018-09-14				
2018-09-13	2018-09-13				
2018-09-13	2018-09-14				
2018-09-13	2018-09-14				
2018-09-13	2018-09-14				
2018-09-13	2018-09-14				
2018-09-13	2018-09-17				
2018-09-13	2018-09-17				
2018-09-13	2018-09-17				
2018-09-14	2018-09-17				
2018-09-14	2018-09-17				
2018-09-14	2018-09-17				
2018-09-14	2018-09-17				
2018-09-15	2018-09-17				
2018-09-15	2018-09-17				

Transaction Date	Posted Date	Description	Currency	Debit	Credit
2018-09-15	2018-09-17	s.22			
2018-09-15	2018-09-17				
2018-09-15	2018-09-17				
2018-09-15	2018-09-17				
2018-09-15	2018-09-17				
2018-09-16	2018-09-17				
2018-09-16	2018-09-17				
2018-09-16	2018-09-18				
2018-09-16	2018-09-18				
2018-09-16	2018-09-18				
2018-09-16	2018-09-18				
2018-09-16	2018-09-18				
2018-09-16	2018-09-18				
2018-09-17	2018-09-18				
2018-09-17	2018-09-18				
2018-09-17	2018-09-18				
2018-09-17	2018-09-19				
2018-09-18	2018-09-19				
2018-09-18	2018-09-19				
2018-09-18	2018-09-19				
2018-09-18	2018-09-19				
2018-09-18	2018-09-19				
2018-09-18	2018-09-19				
2018-09-18	2018-09-20				
2018-09-18	2018-09-21				
✓ 2018-09-19	2018-09-21	VINCI PARK - CANADA PLACEVANCOUVER BC	CAD	\$23.00	
2018-09-20	2018-09-20	s.22			
2018-09-20	2018-09-24				
2018-09-20	2018-09-24				
2018-09-20	2018-09-24				

Ministry of Municipal Affairs & Housing 2018 UBCM Convention

September 10 - 14, 2018

Venue:
s.15

Each year, local government delegates from across B.C. attend UBCM's annual Convention. The Province has a long history of involvement in the Convention and provincial participation is an integral part of the Convention's success. Through a wide array of activities, including ministerial meetings with delegates, speeches, forums, Cabinet Town Halls, meetings between delegates and provincial staff, workshops and networking events, culminating in the Premier's address to delegates on the final morning, the Province and local governments work together to make B.C. communities great places to live.

Please note - on booking, payment for the 1st night will be charged and is 100% non refundable should the booking then be cancelled

<http://www.ubcm.ca/EN/main/convention/2018-convention-information.html>

- 1 FIND ROOMS AND RATES 2 AVAILABLE ROOMS 3 GUEST INFORMATION 4 RESERVATION REVIEW
5 RESERVATION CONFIRMED

Thank you for your reservation! We look forward to seeing you.
Your confirmation number is S.22

HOTEL & ROOM INFORMATION

s.15

CHECK-IN
Sep 9, 2018CHECK-OUT
Sep 14, 20181 room(s), 2 adult(s)
s.15,s.22

RATE INFORMATION

[Currency Conversion >>](#)

Rate Description: Ministry of Community, Spo Att

Average est. room total per night*** Estimated total for your stay**
Room rate CAD 219.00 1 room(s), 2 adult(s) CAD 1,259.25
Taxes **: CAD 32.85
Estimated total**: CAD 251.85

**The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging occurs.

Get complete details about this rate, taxes and other charges

PERSONAL & CREDIT CARD INFORMATION

Name: Miss Namrata Takkar

Address: PO Box Stn Prov Gov
Victoria BC CA V8W9E2

*Primary Telephone : s.22 (Mobile Business)

Your Email : sara.hembree@gov.bc.ca

Card Number : xxxxxxxxxxxx s.1

[Privacy Policy](#)

s.15

MY STAY PREFERENCES

Telecon Charlotte/Chloe 9/
29. Mar 251.25
1 Aug 1007.40
11, 251.25
Takkar.
5496

Airline: Flight Number :

Flight Arrival Time:

Flight Departure Time:

Requested Arrival Time: 09-Sep-2018 04:00 PM

Requested Departure Time: 14-Sep-2018 12:00 PM

Other Requests: Please note that special requests cannot be guaranteed until check-in, but we will do our best to accommodate you.

Make a Green Choice: No (Terms & Conditions)

TERMS & CONDITIONS

Cancellation policy: If you cancel between 03/12/2018 and 4:00 PM hotel time on 08/03/2018, there will be no forfeiture amount. If you cancel after 4:00 PM hotel time on 08/03/2018, the forfeiture amount will be 100.00 percent.

Rate plan Description: Ministry of Community, Spo Att

GTD/Deposit policy: CAD 251.85 deposit is due on 12-Mar-2018 and will be charged to the credit card provided. Please note that any change in your reservation may change the rate and/or require payment of cancellation fees. For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

s.15

Miss Nimrata Takkar
s.22

Page Number : 1
Guest Number : s.22
Folio ID : A
10-SEP-18
14-SEP-18
1
s.15

Invoice Nbr : s.22

14:30
15:05

MI08AA - Ministry of Community, Spo Att

Copy Tax Invoice

Tax ID :
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-SEP-18	DEPOSIT	Deposit-M(s.17		-251.85
10-SEP-18	DEPOSIT	Deposit-M(s.15		-1007.40
10-SEP-18	0909	Room PST 8%	17.52	
10-SEP-18	0909	Room GST 5%	10.95	
10-SEP-18	0909	Guaranteed No Show	219.00	
10-SEP-18	0909	MRDT 2%	4.38	
10-SEP-18	s.15	Room Charge	219.00	
10-SEP-18		Room PST 8%	17.52	
10-SEP-18		Room GST 5%	10.95	
10-SEP-18		MRDT 2%	4.38	
11-SEP-18		Room Charge	219.00	
11-SEP-18		Room PST 8%	17.52	
11-SEP-18		Room GST 5%	10.95	
11-SEP-18		MRDT 2%	4.38	
11-SEP-18		Parking - Self	30.00	
11-SEP-18		Parking GST 5%	1.50	
12-SEP-18		Room Charge	219.00	
12-SEP-18		Room PST 8%	17.52	

Continued on the next page

s.15

Miss Nimrata Takkar
s.22

Page Number : 2 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
10-SEP-18 14:30
14-SEP-18 15:05
1
s.15

MI08AA - Ministry of Community, Spo Att

Date	Reference	Description	Charges (CAD)	Credits (CAD)
12-SEP-18	s.15	Room GST 5%	10.95	
12-SEP-18		MRDT 2%	4.38	
12-SEP-18		Parking - Self	30.00	
12-SEP-18		Parking GST 5%	1.50	
13-SEP-18		Room Charge	219.00	
13-SEP-18		Room PST 8%	17.52	
13-SEP-18		Room GST 5%	10.95	
13-SEP-18		MRDT 2%	4.38	
14-SEP-18	VI	visz s.17		-63.00
** Total			1322.25	-1322.25
*** Balance			0.00	

s.15



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129729

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 Ashbourne, Craig				Employee ID s.22		Phone Number (250) 213-3187	
Client Organization Municipal Affairs and Housing				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/09/21		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria	
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		22. Lodging Costs
2018							
09/08	Vic - Whistler	0900	2359	194	104.76	✓ 91.70	
09/09	Whistler	0700	2359		0.00		s.22
09/10	Whistler	0700	2359		0.00	F-	251.85
09/11	Whistler	0700	2359		0.00	F-	251.85
09/12	Whistler	0700	2359		0.00	F-	251.85
09/13	Whistler	0700	2359		0.00	F-	251.85
09/14	Whistler - Vic	0700	2000	194	104.76	F-	251.85
Took the ferry back on the 15th							
				36.	37.	38.	39.
TOTALS OF COLUMNS				\$ 209.52	\$ 91.70	\$ 309.00	\$ 1007.40
							\$ 178.50
							Claim Total
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
060	51057	54000	5701	5100000	s.22	\$ 1796.12 s.22	
060			6702				
060							
060							
Less Travel Advance							
060							
							54.
							\$ 1796.12
							s.22
AMOUNT DUE TO EMPLOYEE							
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.							

FIN 10 (EFI-F0012 v2.6.1)

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

*Hotel room with tax is 251.85 x 4 = \$1007.40 parking x 5 days is \$178.50 = \$1185.40 for hotel stay.

Audited by PL Oct 10-10

Audit Trail for Travel Voucher (Restricted Use) E129729 for Ashbourne, Craig

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/21 11:03:59	Grant, Lisa (IDIR\ISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/09/21 22:57:20	Ashbourne, Craig (IDIR\CASHBOUR) Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2018/10/05 08:57:04	Robinson, Selina (IDIR\ISEROBINS) Selina.Robinson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129729 for Ashbourne, Craig

1 note(s) returned.

Created On	Author	Note
2018/09/21 11:03:59	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	09/08 - Ferry reservation paid for by MA, ferry for personal vehicle and self 09/09 - Lodging & parking, BLDI 09/10 - Lodging & Parking, BLDI 09/11 - Lodging & parking, BLDI 09/12 - Lodging & parking, BLDI 09/13 - Lodging & parking, BLDI 09/14 - Return ferry to be submitted on supplemental claim, BLDI, drove personal vehicle s.22

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Swartz Bay
To
Tsawwassen



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/08
RESERVATION-R1100
CONF: B181276170
RES: 1

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
s.	Adult	s.22
1	Under 5 years	0.00

Total s.22

Prepayment

Visa

*****S.17

AUTH 093691 66277641 0010011/ew s

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
SWB 08 Sep 2018 10:53:13



SEE REVERSE SIDE OF TICKET

Minus the one passenger \$17.20 = \$91.70

s.15

Craig Ashbourne

Page Number : 1 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
14-SEP-18 14:09
15-SEP-18 09:42
2
s.15

Copy Tax Invoice

Tax ID :
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-SEP-18	DEPOSIT	Deposit-v s.17		-251.85
09-SEP-18	DEPOSIT	Deposit-v		✓ -1007.40
09-SEP-18	s.15	Room Charge	219.00	
09-SEP-18		Room PST 8%	17.52	
09-SEP-18		Room GST 5%	10.95	
09-SEP-18		MRDT 2%	4.38	
09-SEP-18		Parking - Valet	34.00	
09-SEP-18		Parking GST 5%	1.70	
10-SEP-18		Room Charge	219.00	
10-SEP-18		Room PST 8%	17.52	
10-SEP-18		Room GST 5%	10.95	
10-SEP-18		MRDT 2%	4.38	
10-SEP-18		Parking - Valet	34.00	
10-SEP-18		Parking GST 5%	1.70	
11-SEP-18	s.22			
11-SEP-18				
11-SEP-18		Room Charge	219.00	
11-SEP-18		Room PST 8%	17.52	

Continued on the next page

Take last evening off

\$1007.40 is for the four nights the 5th night was paid by deposit on pcard, plus \$178.50 for parking for 5 days - \$1185.90 for the five day stay at the hotel

s.15

Craig Ashbourne

Page Number : 2 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
14-SEP-18 14:09
15-SEP-18 09:42
2
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
11-SEP-18	s.15	Room GST 5%	10.95	
11-SEP-18		MRDT 2%	4.38	
11-SEP-18		Parking - Valet	34.00	
11-SEP-18		Parking GST 5%	1.70	
12-SEP-18		Room Charge	219.00	
12-SEP-18		Room PST 8%	17.52	
12-SEP-18		Room GST 5%	10.95	
12-SEP-18		MRDT 2%	4.38	
12-SEP-18		Parking - Valet	34.00	
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13-SEP-18		Room Charge	219.00	
13-SEP-18		Room PST 8%	17.52	
13-SEP-18		Room GST 5%	10.95	
13-SEP-18		MRDT 2%	4.38	
13-SEP-18		Parking - Valet	34.00	
13-SEP-18		Parking GST 5%	1.70	
14-SEP-18		Deposit-VI-5836		-251.85
14-SEP-18	s.22			
14-SEP-18				
14-SEP-18		Room Charge	219.00	
14-SEP-18		Room PST 8%	17.52	
14-SEP-18		Room GST 5%	10.95	

Continued on the next page

s.15

Craig Ashbourne

Page Number : 3 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
14-SEP-18 14:09
15-SEP-18 09:42
2
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
14-SEP-18	s.15	MRDT 2%	4.38	
14-SEP-18		Parking - Valet	34.00	
14-SEP-18		Parking GST 5%	1.70	
15-SEP-18	VI	visa s.17		-368.55
For Authorization Purpose Only				
xxxxxx s.17				
Date	Code	Authorized		
14-SEP-18	07063I	1		
14-SEP-18	07497I	368.55		

** Total s.22
*** Balance

s.15

s.15

\$1879.65 -251.85 deposit =\$1627.80
\$1627.80-251.85 extra night-21-1.05 meal
-126.00-66.30 (peak to peak pkg)
-178.50 (parking) 5 days
-35.70 extra day parking
=\$1007.40 for hotel charges only for the 5days.

1007.40 plus \$178.50 for the parking is \$1185.90 which works out to
the \$237.18 per day



Control No.

E130628

Name Ashbourne, Craig	Employee ID s.22	Phone Number (250) 213-3187
Client Organization Municipal Affairs and Housing	Job Title Ministerial Assistant	Travel Group Code 3

5. Date Completed 2019/02/20		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel convention					Headquarters Victoria																																						
12. Mailing Address for Cheque																																													
<table border="1"> <tr> <td>16. Travel Dates 2018 09/15</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. Personal Vehicle Use</td> <td>19. Other Transport Costs</td> <td colspan="2">20. & 21. Meals</td> <td>22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td></td> <td>Destination Van-Vic</td> <td>Start 1000</td> <td>End 1230</td> <td>Km</td> <td>Cost 0.00</td> <td>95.70 s.22</td> <td>Claim</td> <td>Cost 0.00</td> <td></td> <td>Cost -17.00</td> <td>Describe xref E129729 Ferry reservation</td> </tr> <tr> <td colspan="6">*Supplemental to E129729</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										16. Travel Dates 2018 09/15	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous			Destination Van-Vic	Start 1000	End 1230	Km	Cost 0.00	95.70 s.22	Claim	Cost 0.00		Cost -17.00	Describe xref E129729 Ferry reservation	*Supplemental to E129729											
16. Travel Dates 2018 09/15	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																			
	Destination Van-Vic	Start 1000	End 1230	Km	Cost 0.00	95.70 s.22	Claim	Cost 0.00		Cost -17.00	Describe xref E129729 Ferry reservation																																		
*Supplemental to E129729																																													
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 95.70 ---s.22		38.	39.	40. -17.00	Claim Total																																		
48. Client Code 060 060 060 060		49. Resp. 51057	50. Service Line 54000		51. STOB 5701	52. Project 5100000		45. Supplier Code s.22		Amount \$ 78.70 --s.22																																			
Less Travel Advance 060																																													
						AMOUNT DUE TO EMPLOYEE					54. \$ 7870																																		
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) E130628 for Ashbourne, Craig

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/20 11:30:34	Rayner, Jena (IDIR\JERAYNER) Jena.Rayner@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Saved	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2019/02/20 11:32:01	Rayner, Jena (IDIR\JERAYNER) Jena.Rayner@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2019/02/20 11:35:13	Rayner, Jena (IDIR\JERAYNER) Jena.Rayner@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Saved	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2019/02/20 13:03:17	Ashbourne, Craig (IDIR\CASHBOUR) Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2019/02/22 11:17:31	Robinson, Selina (IDIR\ISEROBINS) Selina.Robinson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130628 for Ashbourne, Craig

2 note(s) returned.

Created On	Author	Note
2019/02/20 11:32:01	Rayner, Jena (IDIR\JERAYNER) Jena.Rayner@gov.bc.ca	09/15- Van to Vic, return from UBCM convention, supplemental claim from E129729.
2019/02/20 11:35:13	Rayner, Jena (IDIR\JERAYNER) Jena.Rayner@gov.bc.ca	09/15- Van to Vic: UBCM convention, supplemental claim from E129729

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From: [Rayner, Jena MAH:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: RE: E130628
Date: February 22, 2019 2:44:27 PM

Yes you are correct.

Thanks

Jena Rayner

Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Office: 250-387-2283

From: Laird, Patricia FIN:EX
Sent: February 22, 2019 1:54 PM
To: Rayner, Jena MAH:EX <Jena.Rayner@gov.bc.ca>
Subject: E130628

Hi Jena,

I talked to Christine about Craig's travel claim. I noticed he got paid an extra \$^{s.22} for the reservation on the BC ferries trip on E129729 but it was put on Lisa Grant's October PCARD.

I started to check for this travel for the return trip and could not locate any reservation for ^{s.22} for Sept 15, 2018 for Craig. On E130628 ^{s.22} . Now it will be \$ 4.00 + 57.50+17.20=78.70 What I did was minus the ^{s.22} to get the \$4.00.

Unless you can confirm Craig did not pay for the deposit on Sep 15, 2018.

Thank you,

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

To
Swartz Bay



LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/15
RESERVATION-R1700
CONF: B181336762
RES: 1

1	Reservation Pr	21.00	
20'	Undersize Vehi	57.50	
s.22			
s 1 -	Adult	s.22	-----17.20

Total	s.22
Prepayment	

Visa
*****s.17
AUTH 086451 66277660 001001
01 APPROVED - THANK YOU 027
CHANGE DUE

---17.20

s.22

\$4.00 + 57.50 + 17.20 = 78.70

* Will have to remove
s.22 as well Craig was
reimbursed E129729 for the
full amount including the
Reservation fee which was
on Lisa Grant's October
PCARD

CARDHOLDER COPY
TSA 15 Sep 2018 16:06:23



SEE REVERSE SIDE OF TICKET

Add \$4.00 to claim amount
as the Reservation for this
Ferry on 09/15 was not on a
PCARD s 22
owing is \$4.00



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129730

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 Ashbourne, Craig			Employee ID s.22			Phone Number (250) 213-3187																																						
Client Organization Municipal Affairs and Housing			Job Title Ministerial Assistant			Travel Group Code 3																																						
5. Date Completed 2018/09/21		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria																																						
12. Mailing Address for Cheque																																												
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <td>2018 09/17</td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td>Costs</td> <td>Claim</td> <td>Cost</td> <td>Costs</td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td></td> <td>Vic - Van - Vic (HJ) QUICK TICKETS</td> <td>0900</td> <td>1900</td> <td></td> <td>0.00</td> <td>30.00</td> <td>F-BLD</td> <td>12.25</td> <td></td> <td></td> <td></td> </tr> </table>									16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		2018 09/17	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Describe		Vic - Van - Vic (HJ) QUICK TICKETS	0900	1900		0.00	30.00	F-BLD	12.25			
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																		
2018 09/17	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Describe																																	
	Vic - Van - Vic (HJ) QUICK TICKETS	0900	1900		0.00	30.00	F-BLD	12.25																																				
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 30.00		38. \$ 12.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 42.25																																	
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount																																				
060		51057	54000	5701	5100000	s.22		\$ 42.25 s.22																																				
060		51057	54000	6501	5100000																																							
060																																												
060																																												
Less Travel Advance																																												
060																																												
									54.																																			
									\$ 42.25																																			
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) E129730 for Ashbourne, Craig

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/21 11:16:06	Grant, Lisa (IDIR\ISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/09/21 22:57:54	Ashbourne, Craig (IDIR\CASHBOUR) Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2018/10/05 08:57:17	Robinson, Selina (IDIR\ISEROBINS) Selina.Robinson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129730 for Ashbourne, Craig

1 note(s) returned.

Created On	Author	Note
2018/09/21 11:16:06	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	09/17 - Helijet paid for with quick tickets, taxi to and from event, incidentals

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VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/09/17 ✓
TIME 8904 11:40:53
CLERK ID 2222
RECEIPT NUMBER
H85012679-001-789-005-0

PURCHASE
AMOUNT ✓ \$16.60
TIP s.22
TOTAL

Visa Credit
A0000000031010
CD03F8536AE88FEA
0000000000-

APPROVED

AUTH# 016161 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLACKTOP & CHECKERS CABS
#376
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE VISA ✓
DATE 2018/09/17
TIME 5896 13:34:48
CLERK ID 1
RECEIPT NUMBER
C85026288-001-598-010-0

PURCHASE
AMOUNT ✓ \$13.40
TIP s.22
TOTAL

\$

Visa Credit
A0000000031010
8C3DA9186B07B1B7
0080008000-E800
0C56357EF475F495
0080008000-F800

APPROVED

AUTH# 034541 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

From: passengerservices@helijet.com
To: [Grant, Lisa MAH:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: September 6, 2018 3:45:52 PM

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	Craig Ashbourne

Booking s.22

Monday, September 17, 2018

710

09:35 Victoria Harbour (Downtown)

**10:10 Vancouver Harbour
(Downtown)**

35 minutes

Confirmed

1 Passengers - Sale

· Craig Ashbourne, Male

[Add to Calendar](#)

Invoice #321611

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 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**Monday, September 17, 2018****729****17:45 Vancouver Harbour
(Downtown)****18:20 Victoria Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Sale****· Craig Ashbourne, Male****[Add to Calendar](#)**

Invoice #321612

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 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)

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



Control No.

E129675

Name	Employee ID	Phone Number
Newhook, Kelly	s.22	(250) 953-0905
Client Organization	Job Title	Travel Group Code
Tourism, Arts and Culture	SENIOR MA	3

5. Date Completed 2018/09/17	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

Type of Travel In Province	14. Reason for Travel UBCM	Headquarters Minister's Office
-------------------------------	-------------------------------	-----------------------------------

12. Mailing Address for Cheque

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
09/10 Vic-	Whistler (Ferry)	0730	2100	246	132.84	91.70	F-	51.50	448.50	47.25	s.22 parking
09/11	Whistler	0700	2200		0.00		F-	51.50	448.50	141.75-	s.22 reception & parking
09/12	Whistler	0700	2200		0.00		F-	51.50		47.25	
09/13	Whistler	0700	2000		0.00		F-	51.50		47.25	
09/14	Victoria (Ferry)	0700	1400	246	132.84	96.70	H-	25.75	*09/10 on PCARD	-	s.22

[illegible]

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	126	51384	54006	5701	5188888	s.22	\$ s.22
	126			5702			\$ 1866.33
	126						
	126						

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

Audit Trail for Travel Voucher (Restricted Use) E129675 for Newhook, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/17 11:44:32	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/09/18 15:35:31	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/09/18 15:35:46	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Notified	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/09/18 15:50:54	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2018/09/19 11:06:57	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129675 for Newhook, Kelly

1 note(s) returned.

Created On	Author	Note
2018/09/18 15:35:31	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Kelly travelled by personal vehicle to Whistler (ferry and kms) stayed with the Minister. He first nights hotel stay was charge to the p-card as per hotel policy, but the remaining totally was on her travel card. No meals were provided (Full day per-diems)

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E129675

Swartz Bay
To
Tsawwassen



LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/10
RESERVATION-R0900
CONF: B181282367
RES: 1

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	91.70	✓
Prepayment	17.00	
Master Card		
*****s.1	74.70	✓
AUTH 112050 66277637 0010010090 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE	0.00	

CARDHOLDER COPY

SWB 10 Sep 2018 08:20:58



1005034 485839

SEE REVERSE SIDE OF TICKET

Ms. Kelly Newhook
Canada



Room Number: s.15

Arrival Date: 09/10/18

Departure Date: 09/14/18

A/R No:

Folio No:

Page No: 1 of 1

Guest Name Ms. Kelly Newhook

INFORMATION INVOICE

s.15

09/14/18

Date	Description		Charges	Credits
09/10/18	Parking - Valet	(First night already paid for on office PCARD)	✓ 45.00	
09/10/18	Parking GST		2.25	
09/11/18	Room Charge		✓ 390.00	
09/11/18	Room Tax		39.00	
09/11/18	Room GST		19.50	
09/11/18	Parking - Valet		✓ 45.00	
09/11/18	Parking GST		2.25	
09/12/18	Room Charge		✓ 390.00	
09/12/18	Room Tax		39.00	
09/12/18	Room GST		19.50	
09/12/18	Parking - Valet		✓ 45.00	
09/12/18	Parking GST		2.25	
09/13/18	Parking - Valet		✓ 45.00	
09/13/18	Parking GST		2.25	
Total			1,086.00	0.00
Balance			1,086.00	

GST Summary:

Rooms GST: 39.00
F&B GST: 0.00
Other GST: 9.00

PST Summary:

Rooms PST: 78.00
F&B PST: 0.00
Other PST: 0.00

From: [Holding, Marina TAC:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: RE: Receipts
Date: September 26, 2018 2:51:36 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Pat,

I did check with the hotel on this one, and they only offer valet parking.

Thanks,

Marina

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: September 26, 2018 2:49 PM
To: Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>
Subject: RE: Receipts

Hi Marina,

Can you double check with the hotel if valet parking is the same price as self parking. As per policy if self-parking is cheaper they are to use that. I know at the Westin where others were staying Valet was the 45.00 and self park was 40.00. If valet is more expensive I will have to change it to the lowest one.

Please let me know.

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: Holding, Marina TAC:EX
Sent: September 26, 2018 2:32 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Receipts

Hello,

Attached are outstanding receipts for a few travel claims. Apologies that some of these are quite late coming,



Union of BC
Municipalities

UNION OF BC MUNICIPALITIES

Suite 60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Tel: (604) 270-8226 | Email: ubcm@ubcm.ca

REGISTRATION INVOICE

INVOICE # s.22

DATE

TO KELLY NEWHOOK
Sr Ministerial Assistant
Min. of Tourism, Arts and Culture
Rm 151 - 501 Belleville St
Victoria, British Columbia V8W9E2

ITEM	AMOUNT
Welcome Reception (Delegate Fee)	\$90.00

UNION OF BC MUNICIPALITY
#60-10551 SHELLBRIDGE WAY
RICHMOND, BC
6042708226

SUBTOTAL	\$ 90.00
PST	\$ 0.00
(10815 0541) GST	\$ 4.50
TOTAL	\$ 94.50

SALE

MID: 5643971 HST: 1234567890
TID: 005 REF#: 00000010
Batch #: 254001 RRN: 00000010
09/11/18 10:25:12
APPR CODE: 132516
MASTERCARD Chip
*****s.17 ***

AMOUNT \$94.50

APPROVED

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSE: E8 00

BY ENTERING A VERIFIED PIN CARDHOLDER AGREES
TO PAY THE TOTAL IN ACCORDANCE WITH
ISSUER'S AGREEMENT WITH CARDHOLDER
AGREEMENT
WITH CARDHOLDER

THANK YOU / MERCE

Please return a copy of this statement with payment to the above address.
Any questions regarding this statement may be directed to Raelene Adamson.

To
Swartz Bay

BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 42

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/14 ✓
RESERVATION-R1200
CONF: B181325372
RES: 1

1	Res Change Fee	5.00
1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	96.70	✓
Prepayment	22.00	
Master Card		
*****s.17	74.70	
AUTH 142052 66277660 0010016020 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE	0.00	

CARDHOLDER COPY
TSA 14 Sep 2018 11:20:52



1007128 522857

SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129764

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 Newhook, Kelly				Employee ID s.22		Phone Number (250) 953-0905																																																													
Client Organization Tourism, Arts and Culture				Job Title SENIOR MA		Travel Group Code 3																																																													
5. Date Completed 2018/09/26		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information																																																													
Type of Travel In Province		14. Reason for Travel Staffing Minister				Headquarters Minister's Office																																																													
12. Mailing Address for Cheque																																																																			
<table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th>17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>Vic-Vancouver (HA)</td> <td>0700</td> <td>1800</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/21</td> <td>Vancouver -Vic (HA)</td> <td>0800</td> <td>1400</td> <td></td> <td>0.00</td> <td>426.00</td> <td>F-LD 22.75 F-BD 22.75</td> <td></td> <td></td> </tr> <tr> <td>09/25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>52.40 22.80 27.00</td> <td>ferry and parking taxi and parking xref E129842 under payment UBCM</td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 426.00</td> <td></td> <td>38. \$ 45.50</td> <td>39. \$ 0.00</td> <td>40. -s.22</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	Describe	2018	Vic-Vancouver (HA)	0700	1800		0.00					09/21	Vancouver -Vic (HA)	0800	1400		0.00	426.00	F-LD 22.75 F-BD 22.75			09/25								52.40 22.80 27.00	ferry and parking taxi and parking xref E129842 under payment UBCM	TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 426.00		38. \$ 45.50	39. \$ 0.00	40. -s.22
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126		51384		54006		5701		5188888		s.22		\$ 546.70																																																							
126		51384		54006		5702		5188888				\$ 27.00																																																							
126																																																																			
126																																																																			
Less Travel Advance																																																																			
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										54.		\$ 573.70 -s.22																																																							
AMOUNT DUE TO EMPLOYEE																																																																			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																																																										
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																																																										
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed																																																										

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 23-18

Audit Trail for Travel Voucher (Restricted Use) E129764 for Newhook, Kelly

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/26 11:31:21	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/02 10:15:43	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2018/10/02 10:24:06	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129764 for Newhook, Kelly

1 note(s) returned.

Created On	Author	Note
2018/09/26 11:31:21	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Sept. 21, Kelly returned with DM, DM charged ferry to her card, and Kelly gave her cash for the ferry

Production *** Copyright © Government of British Columbia

E129764

PLACE FACE UP ON DASH
Place Ticket Face Up
on Dash and Lock Vehicle

Expiration Date/Time

11:59 PM
SEP 21, 2018 ✓

Purchase Date/Time: 07:42am Sep 21, 2018
Total Due: \$18.00 Rate: Daily \$18.00
Total Paid: \$18.00 ✓ Payment Type: Card
Ticket #: 00042051
S/N #: 100007281834
Setting: Swartz Short Term
Mach Name: Meter 5 - Short Term

Card #****.S.1 MasterCard ✓ Auth #: 104255
Place Ticket Face Up
on Dash and Lock Vehicle

RECEIPT

Place Ticket Face Up
on Dash and Lock Vehicle

Expiration Date/Time: 11:59pm Sep 21, 2018
Purchase Date/Time: 07:42am Sep 21, 2018

Total Due: \$18.00 Rate: Daily \$18.00
Total Paid: \$18.00 Payment Type: Card
Ticket #: 00042051
Setting: Swartz Short Term
Mach Name: Meter 5 - Short Term

Card #****.S.1 MasterCard Auth #: 104255

To
Tsawwassen

BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

FOOT AREA OT

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/21

1 Adult 17.20

Total 17.20 ✓
Master Card
*****S.17 17.20
AUTH 184458 66277633 8818819328 S
01 APPROVED - THANK YOU 827
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 21 Sep 2018 07:44:58



1005145 228370
SEE REVERSE SIDE OF TICKET

Tsawwassen
To
Swartz Bay

BC Ferries
Suite 500 - 1321 Blanshard Street

LANE 38

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/21

20' Undersize Vehi 57.50
s.22

Total s.22
Master Card
*****S.17
AUTH 818854 66277661 8818812858 S
01 APPROVED - THANK YOU 827
CHANGE DUE 0.00

*Paid DM \$17.20 for the ferry

CARDHOLDER COPY
TSA 21 Sep 2018 14:57:02



1007132 298243
94382
SEE REVERSE SIDE OF TICKET

B-fast
only

17.20
claimed



ENJOY DOWNTOWN

Payment

Space #: 513
Tariff Zone: Wharf Lot
Card balance: \$---

60157 Wharf #2

▼ PARKING TIME EXPIRES AT ▼

8:08am on
09/26/2018 ✓

Ticket # 5867/872 ✓
Amount \$15.00
GST paid: \$0.71
Cash 0.00 Card 15.00
From: 09/25/2018, 8:08am

BLACKTOP & CHECKER
CABS#97
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/09/25
TIME 4888 12:53:39
CLERK ID 1
RECEIPT NUMBER
C85046287-001-869-009-0

PURCHASE ✓
AMOUNT \$7.80
TIP s.22
TOTAL

amount claimed

MasterCard
A0000000041010
8642049C564EDB7F
0000008000-E800
B1E363E26EA19CA9

APPROVED

AUTH# 155340 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

s.15

Kelly Newhook


Page Number : 1 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
Arrive Date : 27-SEP-18 17:04
Depart Date : 28-SEP-18 08:18
No. Of Guest : 1
Room Number : s.15
Club Account :

Copy Tax Invoice

s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-SEP-18	s.15	Room Chrg Government	479.20	
27-SEP-18		Hotel Room Tax	52.71	
27-SEP-18		Room GST	23.96	
27-SEP-18		Destination Marketing Fee	7.19	
28-SEP-18	MC	Master Card s.17		-563.06
		** Total	563.06	-563.06
		*** Balance	0.00	

I agreed to pay all room & incidental charges.



Paid \$536.06
Should have been \$563.06

Approved: 

Continued on the next page

Harbour Air Seaplanes

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

Toll-free 1-800-665-0212
Website: www.harbourair.com
25/09/2018 8:12:09 AM
GST: 84295 5658 RT0001

CUSTOMER COPY

Booking s.17

Lisa Beare
Tuesday, September 25, 2018 ✓
1 Passenger(s)

Flight #2040A
Departs 08:30 @ Victoria Harbour ✓
Arrives 09:05 @ Vancouver Harbour

Group list:
o Newhook, Kelly

Invoice #: s.17

1x All Skeds - Baggage : Chec \$0.00 CDN
1x Sked 200 : Carbon Offset \$0.65 CDN
1x Sked 200 : VHFC Terminal \$9.86 CDN
1x Sked 200/300 : (St) GO F \$186.64 CDN

Lisa Beare
Tuesday, September 25, 2018
1 Passenger(s)

Flight #2150/Twin Otter
Departs 13:30 @ Vancouver Harbour
Arrives 14:05 @ Victoria Harbour ✓

Group list:
o Newhook, Kelly

Invoice #: s.17

1x All Skeds - Baggage : Chec \$0.00 CDN
1x Sked 200 : Carbon Offset \$0.65 CDN
1x Sked 200 : VHFC Terminal \$9.86 CDN
1x Sked 200/300 : (Pk) GO F \$198.07 CDN

Goods and Services Tax \$20.27 GST

Grand Total \$426.00 CDN

Payment Information:

Master Card \$426.00 CDN

Date/Time 25/09/2018 8:12:03 AM
Station HYWHCS05
Terminal ID HYWHCC05
Action Purchase
Card Type M/C
Card Number **** * s.17 ✓
Amount \$426.00
Authorization 111203
Trace Number 112001001014
Response 00-001/APPROVED 111203
Chip ID A0000000041010
TVR/TSI 0000008000/E800

CUSTOMER COPY

Free WIFI Password: haguest99



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129842

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 Newhook, Kelly				Employee ID s.22		Phone Number (250) 953-0905																																																																									
Client Organization Tourism, Arts and Culture				Job Title SENIOR MA		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 Staffing Minister at Event					Headquarters Minister's Office																																																																								
12. Mailing Address for Cheque																																																																															
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								*Will credit E129746 hotel was 536.06 not 536.06 of \$27.00																																																																							
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 219.00		38. \$ 63.75	39. \$ 536.06	40. \$ 37.40	Claim Total \$ 856.21																																																																					
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount																																																																							
126		51384	54006	5701	5188888	s.22		\$ 856.21 s.22																																																																							
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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) E129842 for Newhook, Kelly

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/09 15:46:44	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/09 15:53:53	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/09 16:03:03	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/09 16:03:15	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Notified	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/09 16:27:29	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2018/10/09 16:27:57	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129842 for Newhook, Kelly

1 note(s) returned.

Created On	Author	Note
2018/10/09 16:03:03	Holding, Marina (IDIR\MAHOLDIN) Marina.Holding@gov.bc.ca	Kelly travelled to Vancouver on HA, staffed the Minister at an evening event (dinner), stayed over night (hotel, unfortunately limited avail resulted in no gov't rates), and returned after a meeting with the Minister the following morning (HA again, but on p-card)

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s.15

Kelly Newhook


Page Number : 1 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
Arrive Date : 27-SEP-18 17:04
Depart Date : 28-SEP-18 08:18
No. Of Guest : 1
Room Number : s.15
Club Account :

Copy Tax Invoice

s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-SEP-18	s.15	Room Chrg Government	479.20	
27-SEP-18		Hotel Room Tax	52.71	
27-SEP-18		Room GST	23.96	
27-SEP-18		Destination Marketing Fee	7.19	
28-SEP-18	MC	Master Card s.17		-563.06
** Total			563.06	-563.06
*** Balance			0.00	

I agreed to pay all room & incidental charges.



Continued on the next page

Sept. 27

E129842

Harbour Air Seaplanes
Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880
Toll-free 1-800-665-0212
Website: www.harbourair.com
27/09/2018 3:32:20 PM
GST: 34295 5858 RT0001

CUSTOMER COPY

Booking s.17

Lisa Beare
Thursday, September 27, 2018
1 Passenger(s)

Flight #220/Tin Otter
Departs 16:00@ Victoria Harbour
Arrives 16:35@ Vancouver Harbour ✓

Group list:
o Newhook, Elly ✓

Invoice #: s.17

1x All Skds - Baggage : Chec \$0.00 CDN
1x Sked 2 : Carbon Offset \$0.65 CDN
1x Sked 2 : VHFC Terminal \$9.86 CDN
1x Sked 2/300 : (Pk) GO F \$198.07 CDN

Goods and Svices Tax \$10.42 GST

Grand Total \$219.00 CDN ✓

Payment Information:

Master Card \$219.00 CDN

Date/Time 27/09/2018 3:32:12 PM
Station HYVHCS02
Terminal ID HYVHCC02
Action Purchase
Card Type M/C
Card Number **** *s.17
Amount \$219.00
Authorizatin 183212
Trace Number 114001001054
Response 00-001/APPROVED 183212
Chip ID A000000041010
VR/TSI 000008000/E800

Sept. 28



ENJOY DOWNTOWN

Payment

Space #: 572
Tariff Zone: Wharf Lot
Card balance: \$---

60155 Wharf #1

▼ PARKING TIME EXPIRES AT ▼

4:28pm on
09/28/2018 ✓

Ticket # 10373/022
Amount \$17.50
GST paid: \$0.83 ✓
Cash 0.00 Card 17.50
From: 09/27/2018 3:20pm

Sept. 27

YELLOW CAB #159
1441 CLARK DR
VANCOUVER BC

CARD * * * * * s.17
CARD TYPE MASTERCARD ✓
DATE 2018/09/27 ✓
TIME 5488 23:06:00
CLERK ID 5
RECEIPT NUMBER
C85049315-001-001-290-0

PURCHASE
AMOUNT
TIP
TOTAL

s.22

\$6.10 ✓

amount claimed

\$

MasterCard
A0000000041010
A486627E39C6F93E
0000008000-E800
55212DAB4E28166C

APPROVED

AUTH# 020600 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Sept. 27

BLACKTOP & CHECKER
CABS#107
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/09/27 ✓
TIME 5196 17:03:01
CLERK ID 2
RECEIPT NUMBER
C85012387-001-276-003-0

PURCHASE

AMOUNT

TIP

TOTAL

s.22

\$7.80

✓ amount claimed

MasterCard
A0000000041010
2C69622BA302F210
0000008000-E800
8A7E109A7E1F0FBF

APPROVED

AUTH# 200301 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Sept. 27

BLACKTOP & CHECKER
CABS#105
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/09/27 ✓
TIME 5463 17:45:48
CLERK ID 2
RECEIPT NUMBER
C85013414-001-972-003-0

PURCHASE
AMOUNT
TIP
TOTAL

s.22

\$6.00

amount claimed ✓

\$

MasterCard
A0000000041010
7706197E45360BFD
000008000-E800
FEBA10D227BC7B6E

APPROVED

AUTH# 204548 01-027
THANK YOU

VERIFIED BY PTN

MERCHANT COPY

Sept. 28

Harbour Air Seaplanes

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

Toll-free 1-800-665-0212
Website: www.harbourair.com
2018-09-28 12:00:54 PM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Lisa Beare
Friday, September 28, 2018 ✓
1 Passenger(s)

Flight #2150/Twin Otter
Departs 13:30 @ Vancouver Harbour
Arrives 14:05 @ Victoria Harbour

Group list:
o Newhook, Kelly ✓
s.17

Invoice #:

1x	All Skeds - Baggage : Chec	\$0.00	CDN
1x	Sked 200 : Carbon Offset	\$0.65	CDN
1x	Sked 200 : VHFC Terminal	\$9.86	CDN
1x	Sked 200/300 : (St) GO F	\$186.64	CDN
1x	Souvenir: 08 Kids Aviator	\$16.99	CDN

Goods and Services Tax	\$10.70	GST
Provincial Sales Tax	\$1.19	PST

Grand Total \$226.03 CDN

Payment Information:

Master Card

Date/Time	2018-09-28 12:00:20 PM
Station	HCXHCS07
Terminal ID	HCXHCC07
Action	Purchase/Telephone
Card Type	M/C
Card Number	**** * s.17
Amount	\$207.00
Authorization	150020
Trace Number	269001001037
Response	00-001/APPROVED 150020

\$207.00 CDN

Amount
claimed

✓
p-card

Debit Card

\$19.03 CDN

Date/Time	2018-09-28 12:00:50 PM
Station	HCXHCS07
Terminal ID	HCXHCD07
Action	Purchase
Account Type	None
Card Type	DIRECT PAYMENT
Card Number	***** s.17
Amount	\$19.03
Authorization	216251
Trace Number	001001001003
Response	00-001/APPROVED 216251



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129817

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 Beale, William		Employee ID s.22		Phone Number s.22	
Client Organization Agriculture TRANSPORTATION		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/10/03		6. Fiscal Year 2019		7. Special Cheque Issue	
Type of Travel In Province		14. Reason for Travel Ministerial		8. Cheque Stub Information	
12. Mailing Address for Cheque Room 325-501 Belleville St Victoria BC, BC V8V 1X4					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
	Destination	Start	End	Km	Cost
2018					
09/07	Vic - Van	0800	1600	0.00	✓ 95.70
09/09 (HA)	Van-Vic-Whistler(Ferry)	0800	1600	0.00	✓ 224.20
09/10	Whistler	0800	1600	0.00	
09/11	Whistler	0800	1600	0.00	
09/12	Whistler	0800	1600	0.00	
09/13	Whistler	0800	1600	0.00	
09/14	Whistler - Vic (FERRY)	0800	1600	0.00	17.20
09/23	Van	0800	1600	0.00	
09/25	Vic - Van (HA)	0800	1600	0.00	
09/26	Van - Vic (HA)	0800	1600	0.00	
				36.	37.
				\$ 0.00	\$ 337.10
				38.	39.
				\$ 374.50	\$ 316.07
					PCARD s.22
				40.	Claim Total
				\$ 206.58	-s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
034					s.22
130	55001	60410	5701	5500102	
130	55001	60410	6501 5702	5500102	
130	55001	60410	6502	5500102	
130			6509		
					Amount
					\$ 407.62
					\$ 682.15
					\$ 144.48
Less Travel Advance					
130					
					54.
					\$ 1234.25
					-s.22
AMOUNT DUE TO EMPLOYEE					
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) E129817 for Beale, William

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/03 15:51:56	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/10/03 15:59:07	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/10/03 16:29:57	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/10/16 15:29:48	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/10/18 11:29:57	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2018/10/18 12:00:16	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Notified	Beale, William William.Beale@gov.bc.ca
2018/10/18 12:01:10	Beale, William (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	Waters, Leah Leah.Waters@gov.bc.ca
2018/10/18 12:04:34	Waters, Leah (IDIR\WATERS) Leah.Waters@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129817 for Beale, William

2 note(s) returned.

Created On	Author	Note
2018/10/16 15:29:48	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sept 7 - Ferry Reservation + Vehicle + 1 Adult \$95.70 Sept 9 - Flight Van-Vic \$207 (Lost receipt, posted charge provided Sept 9) Taxi Vic-Ferry \$15 Ferry \$17.20 = \$239.20 Sept 14 - Ferry \$17.20; Waiting for receipt from MER Sept 23 - Taxi \$29.80; Lost receipt, posted charge provided Sept 23, Sept 23 Sept 25/26 - Hotel expense signed off by MCT; Flights bought by L. Waters Sept 9 - Note of Other Travel total reduce from \$239.20 to \$224.20 to not include taxi fare of \$15 (placed into Miscellaneous)
2018/10/18 11:29:57	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Third STOB code should be 6509 - Printing Expenses however, wasn't an available option

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SEPT 6, 2018

Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/06
RESERVATION-R1600
CONF: B181274167
RES: 1

1	Reservation Pr	21.00
20'	Undersize Vehi	57.50
s.22		

Total	112.90
Prepayment	21.00
Visa	
*****S.2	91.90
AUTH 000211 66277643 0010019980 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

Total 95.10

CARDHOLDER COPY
SWB 06 Sep 2018 15:26:02



1005016 406166
SEE REVERSE SIDE OF TICKET

Transaction Details

Transaction Date Sep 09, 2018

Posted Date Sep 11, 2018

Debit \$207.00 ✓

Transaction Description HARBOUR AIR/BEALE W
RICHMOND
BC
CA
Card # s.22 ✓

This is not an official record of your transaction.

Traveling back to Victoria, flew HA had to leave again on the Ferry to Vancouver for the UBCM the same day

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240012

**** PURCHASE ****
09-09-2018 14:14:42
Acct # ***** s.17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Operator: 112
Trans # 4900
Inv. # 112
Auth # 03263F RRN 00137400

Purchase \$15.00
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Swartz Bay
To
Tsawwassen

BC Ferries
Suite 308 2321 Blanshard Street
Victoria BC Canada V8W 8B7

LANE 06

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/09

s.22

s. Adult s.22

Total s.22

Master Card
*****s.17

AUTH 193183 66277643 8818814238 S
01 APPROVED - THANK YOU 827

CHANGE DUE 0.00

\$17.20 paid

CARDHOLDER COPY
SWB 09 Sep 2018 16:31:03

1005016 438327

SEE REVERSE SIDE OF TICKET

17.20

Beale, William TRAN:EX

From: No-Reply@uniguest.com
Sent: September 11, 2018 11:19 AM
To: Beale, William TRAN:EX
Subject: Session Receipt

*Printing Services

Hotel Computing Services Receipt

Hello William^s, Beale,

We would like to thank you for using our computing services and we appreciate your business. Any comments or suggestions to improve your experience are always welcome and will be taken into consideration.

Please note that services are provided by Uniguest and the charges outlined below will appear on your credit card statement as **HOTEL COMPUTING SERVICES**. You may also notice an additional pre-authorization of up to \$25 on your statement. This is a **temporary pre-authorization and will not be added to your bill**.

If you have a question about your statement, please call 888-422-2583 or email our support team at service@uniguest.com. If you have a question about your order, please contact the hotel, ^{s.15}
^{s.15}

Order Information

Date: 9/11/2018 1:03:51 ^{s.15} ✓
PM

OrderID: ^{s.15}

Payment Information

Payment Method:
William^s Beale
Visa ^{s.22}
8/20

Items Ordered

Description	Quantity	Total (USD)
PC Use	15	\$6.95

B&W Printer Use	5	\$5.00	
Color Printer Use	0	\$0.00	
B&W Printer Use	4	\$4.00	
B&W Printer Use	35	\$35.00	
Sales Tax	1	\$6.11	
Grand Total:		\$57.06	✓

Transaction Details

Transaction Date Sep 11, 2018

Posted Date Sep 12, 2018

Debit \$77.07

USD 57.06 converted at 1.35068

The foreign exchange transaction amount was determined on the date when the transaction was posted to the account.

Transaction Description UNIGUEST INC - USD
NASHVILLE
TN

Card # US
s.22

This is not an official record of your transaction.

②

Transaction Details

Transaction Date Sep 11, 2018

Posted Date Sep 12, 2018

Debit \$16.55 ✓

USD 12.26 converted at 1.34992

The foreign exchange transaction amount was determined on the date when the transaction was posted to the account.

Transaction Description UNIGUEST INC - USD
NASHVILLE
TN

Card # US
s.22 ✓

This is not an official record of your transaction.

①

s.22

PRINTING SERVICES

Transaction Details

Transaction Date Sep 12, 2018

Posted Date Sep 13, 2018

Debit \$31.46 ✓

USD 23.46 converted at 1.34101

The foreign exchange transaction amount was determined on the date when the transaction was posted to the account.

Transaction Description UNIGUEST INC - USD
NASHVILLE
TN

Card # US ✓
s.22

This is not an official record of your transaction.

s.22

*PRINTING SERVICES

Transaction Details

Transaction Date Sep 14, 2018

Posted Date Sep 17, 2018 ✓

Debit \$19.40

USD 14.50 converted at 1.33793

The foreign exchange transaction amount was determined
on the date when the transaction was posted to the
account.

Transaction Description UNIGUEST INC - USD
NASHVILLE
TNCard # US
s.22 ✓

This is not an official record of your transaction.

(2)

*PAID ON THE OFFICE PCARD

Ms. Claire Trevena
 Parliament Bldg
 Room 201
 Victoria BC V8V 1X4
 Canada

Date : 08/13/18
Time : 15:41
Room :
Receipt No.: s.22

ADVANCE DEPOSIT			
Date	Description	Exp Date	Amount
08/13/18	Master Card XXXXXXXXXXXX ^{s.17}	XX/XX	339.25CAD
	Arrival 09/09/18	Departure 09/10/18	

 Guest Signature

 Cashier No. 88

WFR GL Transaction Details
034 Transportation and Infrastructure Client

From: APR-19 (Closed) To: OCT-19 (Open)

Run Date: 2018/10/25 Run Time: 11:07:38

GL Account	Description	Supplier Number	Distribution Supplier Number	Document Number	Effective Date	Actual Amount	Batch Name
034.55001.60410.5702.5500102	TRAVEL APR 02 T	s.22		E128638	2018/04/30	1,011.81	TH19EXEPAL3
034.55001.60410.5702.5500102	TRAVEL AUG 16 T			E129577	2018/08/31	596.39	TH19EXEPAL21
034.55001.60410.5702.5500102	TRAVEL JUL 03 TC			E129131	2018/08/31	(118.51)	TH19EXEPAL20
034.55001.60410.5702.5500102	TRAVEL JUL 10 TC			E129202	2018/08/31	567.95	TH19EXEPAL20
034.55001.60410.5702.5500102	TRAVEL JUL 16 TC			E129440	2018/08/31	1,275.79	TH19EXEPAL17
034.55001.60410.5702.5500102	TRAVEL JUL 24 TC			E129300	2018/08/31	1,054.12	TH19EXEPAL15
034.55001.60410.5702.5500102	TRAVEL JUL 29 TC			E129531	2018/08/31	515.95	TH19EXEPAL16
034.55001.60410.5702.5500102	TRAVEL JUL 29 TC			E129637	2018/10/31	1,836.20	TH19EXEPAL24
034.55001.60410.5702.5500102	TRAVEL MAR 11 T			E128479	2018/04/30	259.98	TH19EXEPAL1
034.55001.60410.5702.5500102	TRAVEL MAR 19 T			E128527	2018/04/30	51.47	TH19EXEPAL1
034.55001.60410.5702.5500102	TRAVEL MAR 21 T			E128616	2018/04/30	445.29	TH19EXEPAL3
034.55001.60410.5702.5500102	TRAVEL MAR 26 T			E128620	2018/04/30	616.77	TH19EXEPAL3
034.55001.60410.5702.5500102	TRAVEL MAY 02 T			E128740	2018/05/31	45.67	TH19EXEPAL5
034.55001.60410.5702.5500102	TRAVEL MAY 11-1			E128868	2018/08/31	91.83	TH19EXEPAL17
034.55001.60410.5702.5500102	TRAVEL MAY 23 T			E128878	2018/06/30	181.73	TH19EXEPAL10
034.55001.60410.5702.5500102	TRAVEL MAY 23-1			E129869	2018/08/31	113.19	TH19EXEPAL17
034.55001.60410.5702.5500102	TRAVEL MAY 28 T			E128867	2018/06/30	1,174.45	TH19EXEPAL9
034.55001.60410.5702.5500102	TRAVEL SEP 04 T			E129728	2018/10/31	(857.73)	TH19EXEPAL24
034.55001.60410.5702.5500102	TRAVEL SEP 04 T			E129728	2018/10/31	857.73	TH19EXEPAL24
034.55001.60410.5702.5500102	TRAVEL SEP 04 T			E129728	2018/10/31	941.38	TH19EXEPAL24
034.55001.60410.5702.5500102	TRAVEL SEP 25 T			E129789	2018/10/31	458.24	TH19EXEPAL24
034.55001.60410.5702.5500102	TRAVEL SPE 16 T			E129774	2018/10/31	569.74	TH19EXEPAL24
034.55001.60410.5702.5500102	UBCM ACCOM. - J			OWEN 6775 SEP11	2018/10/31	736.21	TH190354KKM
034.55001.60410.5702.5500102	UBCM ACCOM. - V			OWEN 6775 SEP11	2018/10/31	736.21	TH190354KKM
034.55001.60410.5702.5500102	UBCM HOTEL 1ST			OWEN 006775 NO'	2018/10/31	262.90	TH180430JSA
034.55001.60410.5702.5500102	UBCM HOTEL 1ST			OWEN 006775 NO'	2018/10/31	262.90	TH180430JSA
034.55001.60410.5702.5500102	UBCM HOTEL 1ST			OWEN 006775 NO'	2018/10/31	262.90	TH180430JSA
034.55001.60410.5702.55MTVNC	APR-19 TRN CCA,			MOSS-FY19-APRIL	2018/04/30	(597.37)	FI19JVDML9 Spre
034.55001.60410.5702.55MTVNC	AUG-19 TRN CCA,			MOSS-FY19-AUGL	2018/08/31	(1,012.60)	FI19JVRLC20 Spre
034.55001.60410.5702.55MTVNC	BC FERRIES ASSU			E129300	2018/08/31	45.67	TH19EXEPAL15
034.55001.60410.5702.55MTVNC	E128478 MINISTE			Reverses "MOSS-A	2018/04/17	(295.58)	Reverses "MOSS-A
034.55001.60410.5702.55MTVNC	E128479 MINISTE			Reverses "MOSS-A	2018/04/17	(147.79)	Reverses "MOSS-A
034.55001.60410.5702.55MTVNC	FERRY TOP UP M	s.22		E128618	2018/04/30	55.29	TH19EXEPAL3
034.55001.60410.5702.55MTVNC	JUN-19 TRN CCA,			MOSS-FY19-JUNE	2018/06/30	(197.31)	FI19JVRLC13 Spre
034.55001.60410.5702.55MTVNC	MAY-19 TRN CCA,			MOSS-FY19-MAY I	2018/05/31	(346.82)	FI19JVRLC8 Sprea
034.55001.60410.5702.55MTVNC	TRAVEL APR 08 T			E128640	2018/04/30	301.15	TH19EXEPAL3
034.55001.60410.5702.55MTVNC	TRAVEL APR 22 T			E128670	2018/05/31	301.15	TH19EXEPAL4
034.55001.60410.5702.55MTVNC	TRAVEL JUL 10 TC			E129202	2018/08/31	318.95	TH19EXEPAL20
034.55001.60410.5702.55MTVNC	TRAVEL JUN 05 TC			E128935	2018/08/31	647.98	TH19EXEPAL15
034.55001.60410.5702.55MTVNC	TRAVEL MAR 04 T			E128478	2018/04/30	295.58	TH19EXEPAL1
034.55001.60410.5702.55MTVNC	TRAVEL MAR 11 T			E128479	2018/04/30	147.79	TH19EXEPAL1
034.55001.60410.5702.55MTVNC	TRAVEL MAR 21 T			E128616	2018/04/30	(627.57)	TH19EXEPAL3
034.55001.60410.5702.55MTVNC	TRAVEL MAR 21 T			E128616	2018/04/30	240.93	TH19EXEPAL3
034.55001.60410.5702.55MTVNC	TRAVEL MAR 21 T			E128616	2018/04/30	627.57	TH19EXEPAL3

*Hotel was already paid for
removed the amount from the
travel claim

s.15

William Beale
s.22

UI09AA - UBCM Annual Convention 2018

Page Number : 1 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
10-SEP-18 11:21
14-SEP-18 10:24
2
s.15

Copy Tax Invoice

Tax ID :

s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-SEP-18	DEPOSIT	Deposit-MC s.17		-824.55
10-SEP-18	DEPOSIT	Deposit-MC		-274.85
10-SEP-18	40165	s.22		
10-SEP-18	40165			
10-SEP-18	40165			
10-SEP-18	40165			
10-SEP-18	s.15	Room Charge	✓ 239.00	
10-SEP-18		Room PST 8%	19.12	
10-SEP-18		Room GST 5%	11.95	
10-SEP-18		MRDT 2%	4.78	
11-SEP-18		Room Charge	✓ 239.00	
11-SEP-18		Room PST 8%	19.12	
11-SEP-18		Room GST 5%	11.95	
11-SEP-18		MRDT 2%	4.78	
12-SEP-18		Room Charge	✓ 239.00	
12-SEP-18		Room PST 8%	19.12	
12-SEP-18		Room GST 5%	11.95	
12-SEP-18		MRDT 2%	4.78	

Continued on the next page

s.15

William Beale
s.22

Page Number : 2
Guest Number : s.22
Folio ID : A

Invoice Nbr : s.22

UI09AA - UBCM Annual Convention 2018

10-SEP-18 11:21
14-SEP-18 10:24
2
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
13-SEP-18	s.15	Room Charge	✓ 239.00	
13-SEP-18		Room PST 8%	19.12	
13-SEP-18		Room GST 5%	11.95	
13-SEP-18		MRDT 2%	4.78	
14-SEP-18	VI	visa s.22		s.22
For Authorization Purpose Only				
xxxxx s.22				
Date	Code	Authorized		
10-SEP-18	08173I	1		
13-SEP-18	02924I	100		
** Total			s.22	
*** Balance			✓ 0.00	

s.15

Continued on the next page

s.15

William Beale
s.22

UI09AA - UBCM Annual Convention 2018

Page Number	:	3	Invoice Nbr	:	s.22
Guest Number	:	s.22			
Folio ID	:	A			
		10-SEP-18	11:21		
		14-SEP-18	10:24		
		2			
		s.15			

s.15

s.15

s.22

Transaction Details

Transaction Date ✓ Sep 23, 2018

Posted Date Sep 24, 2018

Debit ✓ \$29.80

Transaction Description
YELLOW CAB #145
VANCOUVER
BC
s.22

Card # ✓

This is not an official record of your transaction.

Room : s.15
 Folio # :
 Invoice # :
 Cashier # : 10090
 Page # : 1 of 1

*
 Mr Will Beale ✓
 Po Box 9055 Stn Prov Govt
 Victoria BC V8W9E2
 Canada

Arrival : 09-25-18 ✓
 Departure : 09-26-18

Date	Description	Additional Information	Charges	Credits
09-25-18	Room Charge - Provincial Govt		269.00	
09-25-18	Destination Marketing Fee		3.48	
09-25-18	Hotel Room Tax		29.97	
09-25-18	Room GST		13.62	

Total	316.07	0.00
--------------	---------------	-------------

Balance Due	✓ 316.07
--------------------	-----------------

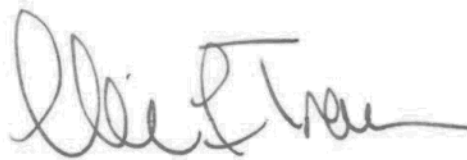
GST Summary

Room : 13.62
 F&B : 0.00
 Other : 0.00
 Total : 13.62

HST Summary

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

s.15



SEPT 25, 2018

MACLORE'S CABS 159
1275 75TH AVE W
VANCOUVER BC

s.22

CARD *****
CARD TYPE VISA
DATE ✓ 2018/09/25
TIME 0709 19:05:28
CLERK ID 2
RECEIPT NUMBER
H85040775-001-163-003-0

PURCHASE

AMOUNT ✓ \$7.00
TIP s.22
TOTAL

VISA CREDIT
A0000000031010
6C59D59834F69621
0000000000-

APPROVED

AUTH# 058241 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #80
1441 CLARK DR
VANCOUVER BC

s.22

CARD *****
CARD TYPE VISA
DATE ✓ 2018/09/25
TIME 8066 19:36:39
CLERK ID 5
RECEIPT NUMBER
H85042705-001-001-118-0

PURCHASE

AMOUNT ✓ \$10.30
TIP s.22
TOTAL

VISA CREDIT
A0000000031010
6091283AF2D85B43
0000000000-

APPROVED

AUTH# 091331 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Harbour Air Seaplanes

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

Toll-free 1-800-665-0212
 Website: www.harbourair.com
 25/09/2018 11:12:23 AM
 GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Leah Waters (Ministry Of Transportation)
 Tuesday, September 25, 2018
 1 Passenger(s)

Flight #2100/Twin Otter
 Departs 11:30 @ Victoria Harbour
 Arrives 12:05 @ Vancouver Harbour

Group list:
 o Beale, William

s.17

Invoice #:

1x All Skeds - Baggage : Chec \$0.00 CDN
 1x Sked 200 : Carbon Offset \$0.65 CDN
 1x Sked 200 : VHFC Terminal \$9.86 CDN
 1x Sked 200/300 : (St) GO F \$186.64 CDN

Goods and Services Tax \$9.85 GST

Grand Total \$207.00 CDN

Payment Information:

Master Card \$207.00 CDN

Date/Time 25/09/2018 11:12:19 AM
 Station HYWHCS03
 Terminal ID HYWHCC03
 Action Purchase/Telephone
 Card Type M/C
 Card Number **** * s.17
 Amount \$207.00
 Authorization 141219
 Trace Number 224001001005
 Response 00-001/APPROVED 141219

CUSTOMER COPY

Free WIFI Password: haguest99

Harbour Air Seaplanes

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

Toll-free 1-800-665-0212
 Website: www.harbourair.com
 2018-09-26 2:31:03 PM
 GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Leah Waters (Ministry Of Transportation)
 Wednesday, September 26, 2018
 2 Passenger(s)

Flight #219
 Departs 15:00 @ Vancouver Harbour
 Arrives 15:35 @ Victoria Harbour

Group list:
 o Beale, William
 o Trevena, Claire

s.17

Invoice #:

2x All Skeds - Baggage : Chec \$0.00 CDN
 2x Sked 200 : Carbon Offset \$1.30 CDN
 2x Sked 200 : VHFC Terminal \$19.72 CDN
 2x Sked 200/300 : (Pk) GO F \$396.14 CDN

Goods and Services Tax \$20.84 GST

Grand Total \$438.00 CDN

Payment Information:

Master Card \$438.00 CDN

Date/Time 2018-09-26 2:31:00 PM
 Station HCXHCS05
 Terminal ID HCXHCC05
 Action Purchase/Telephone
 Card Type M/C
 Card Number **** * s.17
 Amount \$438.00
 Authorization 173100
 Trace Number 107001001053
 Response 00-001/APPROVED 173100

CUSTOMER COPY

Free WIFI Password: haguest99 Page 96 of 121 FIN-2019-93763



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130068

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 MacDonald, Alex		Employee ID s.22		Phone Number (250) 952-7623	
Client Organization Mental Health and Addictions		Job Title Sr. Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/11/13		6. Fiscal Year 2019		7. Special Cheque Issue	
Type of Travel In Province		14. Reason for Travel UBCM Conference		8. Cheque Stub Information	
12. Mailing Address for Cheque PO Box 9087 Stn Prov Gov't		Headquarters Victoria			

12. Mailing Address for Cheque											
PO Box 9087 Stn Prov Gov't											
16. Travel Dates	17. Places Travelled			18. 0.54 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
09/09	Vic/Whistler/Vic	0800	2200	520	280.80			0.00		0.00	mileage
09/09	Vic to Van (ferry)	0800	2200	(return)	0.00	74.70		0.00		s.22	Ferry
09/14	Van to Vic (ferry)	0800	2200		0.00	74.70		0.00			Ferry
09/09	Dinner Whistler	0800	2200		0.00		F-BL	30.50		0.00	UBCM
09/10	b//d Whistler	0800	2200		0.00		F-	51.50		0.00	UBCM
09/11	b//d Whistler	0800	2200		0.00		F-	51.50		0.00	UBCM
09/12	b//d Whistler	0800	2200		0.00		F-	51.50		0.00	UBCM
09/13	b// Whistler	0800	2200		0.00		F-D	33.25		0.00	UBCM
09/09	Hotel Accomo.	0800	2200		0.00			0.00	1159.65	-26.25	Hotel 09/09-14
09/14	Hotel Accomo	0800	2200		0.00			0.00	720.35	s.22	Hotel 09/09 -14
TOTALS OF COLUMNS				520 kms	36. ✓ \$ 280.80	37. 149.40 \$ s.22		38. ✓ \$ 218.25	39. 1880.00 \$ s.22	40. -26.25	Claim Total
											2502.20

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
027	66M02	44900	5704	66MHA00	s.22	2502.20 \$ s.22
027						
027						
027						

Less Travel Advance						
027						

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) E130068 for MacDonald, Alex

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/13 13:12:09	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Notified	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/11/13 13:26:08	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Saved	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/11/13 13:31:52	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Lindsay-Baugh, Anna s.2 Anna.LindsayBaugh@gov.bc.ca
2018/11/13 14:34:18	Lindsay-Baugh, Anna s ✓ (IDIR\ANLINDSA) Anna.LindsayBaugh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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From: Janke, Debra FIN:EX
To: Gotto, Sarah F MMHA:EX
Subject: RE: TV#E130056 Minister Darcy
Date: November 16, 2018 3:14:00 PM

Thanks, Sarah,

For Alex's stay at the s.15 charged \$1,880.00 and this amount was paid on Alex's Travel Card. It doesn't appear that the prepaid deposit was transferred from Meaghan to Alex? Can Lori call the Hotel and confirm? If they did not then the Hotel should credit Alex's credit card for \$251.85.

Please advise.

Thanks.

Debra

From: Gotto, Sarah F MMHA:EX
Sent: November 16, 2018 2:02 PM
To: Janke, Debra FIN:EX
Subject: RE: TV#E130056 Minister Darcy

Hi. That makes sense as it was booked way before my time.

The deposit that was made by Debbie's card for Meaghan was actually for Alex at UBCM. Alex went and Meaghan did not. Alex took her place and the reservation was changed to Alex.

Sarah

From: Janke, Debra FIN:EX
Sent: Friday, November 16, 2018 1:23 PM
To: Gotto, Sarah F MMHA:EX
Subject: TV#E130056 Minister Darcy

Hi Sarah,

The s.15 folio indicates that the \$251.85 deposit for the Minister was paid by Debbie Wade's April 3, 2018 purchase card number ending in s.17 This amount will be deducted from the Minister's travel claim.

A deposit was also made on Debbie's April purchase card for Meaghan. I have not received Meaghan's travel claim yet for her travel to the UBCM conference.

Thanks.

SEPT 9-14 2018

ALEX: UBCM CONF. WHISTLER BC.

SEPT 9: FERRY FROM VIC TO VAN → TRAVEL TO WHISTLER
260 KM.
SEPT 9-14 HOTEL ACCOMMODATIONS FERRY 74.70
WHISTLER HOTEL \$ 1159.65
\$ 720.35

SEPT	9	PER	D.	D.
	10	"	"	BLD
	11	"	"	BLD
	12	"	"	BLD
	13	"	"	BL
	14	"	"	D

SEPT 14 FERRY FROM VAN TO VIC → TRAVEL FR WHISTLER
260 KM
FERRY 74.70

From: [Larson, Lori MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: Alex's E130068/69 Receipts
Date: November 13, 2018 2:59:15 PM
Attachments: [E130068 - Alex MacDonald.msg](#)
[E130069 Alex MacDonald Expenses.msg](#)

Hi Debra

Please see attached receipts for E130068 and E130069.

TY

Lori Larson

Administrative Assistant
to The Honourable Minister Judy Darcy
PO Box 9087
Stn. Prov. Gov.
Victoria BC V8W 9E4

Lori.Larson@gov.bc.ca
250.952.7623

s.15

Mr Alex Macdonald ✓
 Room 346 Parliament Bldg
 501 Belleville St
 Victoria, BC, V8W 1X4
 Canada
 MI08AA - Ministry of Community, Spo Att

Page Number : 2 Invoice Nbr : s.22
 Guest Number : s.22
 Folio ID : A
 09-SEP-18 20:44
 13-SEP-18 03:18
 1
 s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
11-SEP-18	s.15	MRDT 2%	4.38	
11-SEP-18		Parking - Self	30.00	
11-SEP-18		Parking GST 5%	1.50	
12-SEP-18		Room Charge	219.00	
12-SEP-18		Room PST 8%	17.52	
12-SEP-18		Room GST 5%	10.95	
12-SEP-18		MRDT 2%	4.38	
12-SEP-18		Parking - Self	30.00	
12-SEP-18		Parking GST 5%	1.50	
13-SEP-18	MC	MasterCard s.17 ✓		-152.25
For Authorization Purpose Only				
xxxxx s.17				
Date	Code	Authorized		
09-SEP-18	234404	1		
10-SEP-18	062418	100		
12-SEP-18	054623	100		
** Total			1159.65	-1159.65
*** Balance			0.00	

Continued on the next page

s.15

Mr Alex Macdonald
Room 346 Parliament Bldg
501 Belleville St
Victoria, BC, V8W 1X4
Canada
MI08AA - Ministry of Community, Spo Att

Page Number : 1
Guest Number : s.22
Folio ID : A
09-SEP-18
13-SEP-18
1
s.15

Invoice Nbr : s.22
20:44
03:18

Copy Tax Invoice

Tax ID :

Westin Resort & Spa NOV-09-2018 15:10 ANDWEI

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-SEP-18	DEPOSIT	Deposit-MC s.17		-1007.40 ✓
09-SEP-18	s.15	Room Charge	219.00	
09-SEP-18		Room PST 8%	17.52	
09-SEP-18		Room GST 5%	10.95	
09-SEP-18		MRDT 2%	4.38	
09-SEP-18		Parking - Self	30.00	
09-SEP-18		Parking GST 5%	1.50	
10-SEP-18	s.22			
10-SEP-18				
10-SEP-18	s.15	Room Charge	219.00	
10-SEP-18		Room PST 8%	17.52	
10-SEP-18		Room GST 5%	10.95	
10-SEP-18		MRDT 2%	4.38	
10-SEP-18		Parking - Self	30.00	
10-SEP-18		Parking GST 5%	1.50	
11-SEP-18		Room Charge	219.00	
11-SEP-18		Room PST 8%	17.52	
11-SEP-18		Room GST 5%	10.95	

Continued on the next page

s.15

Mr Alex Macdonald
Room 346 Parliament Bldg
501 Belleville St
Victoria, BC, V8W 1X4
Canada

Page Number : 1 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
13-SEP-18 03:21
14-SEP-18 10:34
1
s.15

Tax Invoice

Tax ID :
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
13-SEP-18	DEPOSIT	Deposit-M/s.17		-688.85
13-SEP-18	s.15	Room Charge	599.00	
13-SEP-18		Room PST 8%	47.92	
13-SEP-18		Room GST 5%	29.95	
13-SEP-18		MRDT 2%	11.98	
13-SEP-18		Parking - Self	30.00	
13-SEP-18		Parking GST 5%	1.50	
14-SEP-18	MC	MasterCard s.17		-31.50
For Authorization Purpose Only				
xxxxx: s.17				
Date	Code	Authorized		
13-SEP-18	062101	1		
13-SEP-18	045221	100		
** Total			720.35	-720.35
*** Balance			0.00	

Continued on the next page

s.15

Mr Alex Macdonald
Room 346 Parliament Bldg
501 Belleville St
Victoria, BC, V8W 1X4
Canada

Page Number : 1 Invoice Nbr : s.22 --
Guest Number : s.22
Folio ID : A
13-SEP-18 03:21
14-SEP-18 10:34
1
s.1

Copy Invoice

Tax ID :
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
13-SEP-18	DEPOSIT	Deposit- s.17		-688.85
13-SEP-18	s.15	Room Charge	599.00	
13-SEP-18		Room PST 8%	47.92	
13-SEP-18		Room GST 5%	29.95	
13-SEP-18		MRDT 2%	11.98	
13-SEP-18		Parking - Self	30.00	
13-SEP-18		Parking GST 5%	1.50	
14-SEP-18	MC	MasterCard s.17		-31.50
For Authorization Purpose Only				
xxxxxx s.17				
Date	Code	Authorized		
13-SEP-18	062101	1		
13-SEP-18	045221	100		
** Total			720.35	-720.35
*** Balance			0.00	

Continued on the next page

s.15

Mr Alex Macdonald
Room 346 Parliament Bldg
501 Belleville St
Victoria, BC, V8W 1X4
Canada

Page Number : 2
Guest Number : s.22
Folio ID : A
13-SEP-18
14-SEP-18
1
s.15

Invoice Nbr : s.22
03:21
10:34

s.15

s.15

s.15

Mr Alex Macdonald
Room 346 Parliament Bldg
501 Belleville St
Victoria, BC, V8W 1X4
Canada

Page Number	:	2	Invoice Nbr	:	s.22
Guest Number	:	s.22			
Folio ID	:	A			
		13-SEP-18	03:21		
		14-SEP-18	10:34		
		1			
		s.1			
		-			

s.15

s.15

Tsawwassen
To
Swartz Bay



LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/14
RESERVATION-R1600
CONF: B181330244
RES: 1

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

Total	95.70
-------	-------

Prepayment	21.00
------------	-------

Master Card	
*****s.17	74.70

AUTH 190514 66277657 0010015140-5
01 APPROVED - THANK YOU 027

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

CARDHOLDER COPY
TSA 14 Sep 2018 16:05:13



SEE REVERSE SIDE OF TICKET

Swartz Bay
To
Tsawwassen



LANE 06

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/09

20'	Undersize Vehi	57.50
1 ✓	Adult	17.20

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

Master Card	
*****s.17	74.70

AUTH 180824 66277641 0010011570-5
01 APPROVED - THANK YOU 027

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

CARDHOLDER COPY
SWB 09 Sep 2018 15:00:24



SEE REVERSE SIDE OF TICKET



Control No.

E130069

Name	Employee ID	Phone Number
MacDonald, Alex ✓	s.22	(250) 952-7623
Client Organization	Job Title	Travel Group Code
Mental Health and Addictions	Sr. Ministerial Assistant	3

5. Date Completed 2018/11/13	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

2010/11/15	2010		
Type of Travel In Province	14. Reason for Travel Meeting		Headquarters Victoria

12. Mailing Address for Cheque

PO Box 9087 Stn Prov Gov't

[illegible]

X Ref #E130068 not

```
f prev pd
```

ng

ng

l Van

Meeting

TOTALS OF COLUMNS

36.	\$ 0.00
-----	---------

37.	8.60
0	\$ s.2

38.	✓	\$ 120.00
-----	---	-----------

	39292.58
0	\$ s.22

3	40.	0
---	-----	---

	Class
	\$

Sim Total
\$ 421.18

48.	Client Code 027 027 027 027	49.	Resp. 66M02	50.	Service Line 44900	51.	STOB 5701	52.	Project 66MHA00	45.	Supplier Code s.22	Amount \$ 421.18
-----	---	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	---------------------

027	
Less Travel Advance	
027	

AMOUNT DUE TO EMPLOYEE

54.	\$ 421.18
-----	-----------

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) E130069 for MacDonald, Alex

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/13 14:06:24	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Notified	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/11/13 14:11:38	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Lindsay-Baugh, Anna S. Anna.LindsayBaugh@gov.bc.ca
2018/11/13 14:33:20	Lindsay-Baugh, Anna S. (IDIR\ANLINDSA) Anna.LindsayBaugh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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ALEX MACDONALD: AUG 20/21 2018 VAN. STAFF. MEET.

AUG 20 - VIC TO VAN HELIJET ON LORIS P CARD.

AUG 20 - ^{s.15} ACC. \$ 292.58

AUG 21 - VAN TO VIC HELIJET LORIS P CARD.

AUG 20 PER DIEM L/D
AUG 21 " " B.

SEPT 14 UBCM PER DIEM D. - RET. TO VIC

AUG 24 PER DIEM B/L BCCSU MEET. VAN.
" " TAXI \$ 8.60

From: [Janke, Debra FIN:EX](#)
To: [Larson, Lori MMHA:EX](#)
Subject: RE: E130069 Aug 24/18
Date: November 19, 2018 11:45:00 AM

Thanks, Lori. I won't hold up the payment and will attach the Ministers approval to the claim when received.

Debra

From: Larson, Lori MMHA:EX
Sent: November 19, 2018 11:44 AM
To: Janke, Debra FIN:EX
Subject: RE: E130069 Aug 24/18

Hi Debra

I did get the hotel from the govt approved list but have printed the receipt to have Minister sign as I probably didn't ask for the gov rate when I called to make the reservation.

I'm hoping to get this back to you sooner than later.

Lori

From: Janke, Debra FIN:EX
Sent: November 19, 2018 11:31 AM
To: Larson, Lori MMHA:EX <Lori.Larson@gov.bc.ca>
Subject: RE: E130069 Aug 24/18

Thanks, Lori.

The only air invoice needed now is the Heli Jet, August 21st Vancouver to Victoria.

The **s.15** Hotel exceeds the CSA approved single rate of \$209.00 plus taxes, per night. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and email signed copy.

Debra

From: Larson, Lori MMHA:EX
Sent: November 19, 2018 11:05 AM
To: Janke, Debra FIN:EX
Subject: FW: E130069 Aug 24/18

Hi Debra

Here is the August 24th travel.

From: [Janke, Debra FIN:EX](#)
To: [Larson, Lori MMHA:EX](#)
Subject: E130069 Alex MacDonald
Date: November 19, 2018 11:02:00 AM

Hi Lori,

Please email the air invoice for travel Vancouver to Victoria on August 21st. Please advise how Alex travelled to Vancouver on August 24th and email air invoice if applicable. Aug 24th rec'd Nov 19th and attached both air invoices rec'd and attached

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

From: [Larson, Lori MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: Alex's E130068/69 Receipts
Date: November 13, 2018 2:59:15 PM
Attachments: [E130068 - Alex MacDonald.msg](#)
[E130069 Alex MacDonald Expenses.msg](#)

Hi Debra

Please see attached receipts for E130068 and E130069.

TY

Lori Larson

Administrative Assistant
to The Honourable Minister Judy Darcy
PO Box 9087
Stn. Prov. Gov.
Victoria BC V8W 9E4

Lori.Larson@gov.bc.ca
250.952.7623

Mr Alex Macdonald
Unknown

Invoice

Invoice date 8/21/2018
Invoice number s.22
Our reference CCC-FC324130 /
GST Number s.15

Guest **Mr Alex Macdonald** Arrival **8/20/2018** Departure **8/21/2018** Room s.15

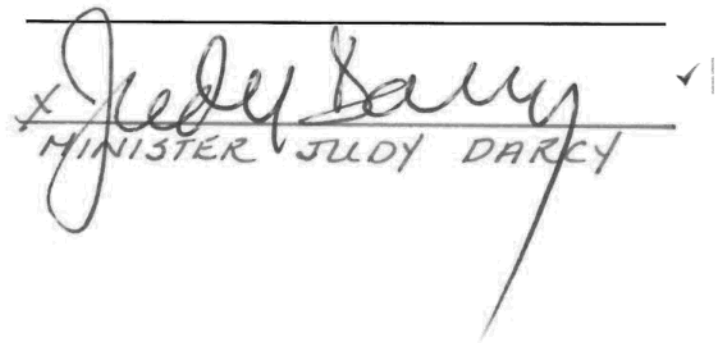
Date	Description	Quantity	Unit Price	Total (CAD)
8/20/2018	Room Charge	1	249.00	249.00
8/20/2018	DMF @1.293% Plus Taxes	1	3.22	3.22
8/20/2018	Federal Tax GST	2	0.00	12.61
8/20/2018	Provincial Room Tax	2	0.00	20.18
8/20/2018	Municipal Room Tax	2	0.00	7.57

8/21/2018	MC ****s.17 Auth: 000814	Total invoice	292.58
			-292.58
		Total Paid	-292.58
		Total Due	0.00

Total GST 12.61

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


MINISTER JUDY DARCÝ

Mr Alex Macdonald ✓
Unknown

Exceeds the CSA approved single rate of \$209.00 plus taxes, per night
emailed request for Ministers approval on Nov 19/18, attached : rec'd and attached

Invoice

Invoice date 8/21/2018
Invoice number s.22
Our reference CCC-FC324130 /
GST Number s.15

Guest **Mr Alex Macdonald** Arrival **8/20/2018** Departure **8/21/2018** Room s.15

Date	Description	Quantity	Unit Price	Total (CAD)
✓ 8/20/2018	Room Charge	1	249.00	249.00
8/20/2018	DMF @1.293% Plus Taxes	1	3.22	3.22
8/20/2018	Federal Tax GST	2	0.00	12.61
8/20/2018	Provincial Room Tax	2	0.00	20.18
8/20/2018	Municipal Room Tax	2	0.00	7.57

8/21/2018	MC ***s.17 Auth: 000814	Total invoice	292.58
			-292.58
		Total Paid	-292.58
		Total Due	0.00 ✓

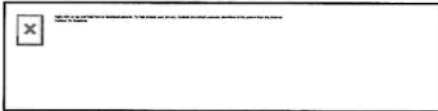
Total GST 12.61

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 _____

Larson, Lori MMHA:EX

From: reservation@harbourair.com
Sent: August 21, 2018 6:57 AM
To: Larson, Lori MMHA: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? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information**Account**

HAS # s.17
 Name Alexander Macdonald
 Company Ministry Of Mental Health & Addictions

Booking #s.17**Monday, August 20, 2018****Flight #2100**

11:55 Victoria Harbour / Map
12:25 Vancouver Harbour / Map

30 minutes**KK- Confirmed**

Invoice #s.17

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

	+ Goods and Services Tax	\$9.85
1 Passenger(s) - GoFlex		
Alexander Macdonald, Male		
Add to Calendar	Billing	\$197.15
	Taxes	\$9.85
	Grand Total	\$207.00
	Master Card	\$207.00
	Date / Time	August 10, 2018 @ 12:02:38 PM
	Summary	s.17
	Expiration	
	Authorization	150156

GoFlex Fare Conditions:
 Refundable up to 15 minutes prior to Departure
 Changeable up to 15 minutes prior to Departure
 (subject to difference in fare value)
 Select Seating \$10 (space permitting)
 50% cancellation fee for groups of 4+ if cancelled within
 24 hrs of departure

Baggage:
All routes (except routes listed below)
 25 lbs. Guaranteed
 25 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
 35 lbs. Guaranteed
 15 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
 50 lbs. Guaranteed
 \$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
 100% cancellation fee if cancelled within 24hrs of
 departure

Booking	s.17
Tuesday, August 21, 2018	s.17
Flight #2030/Twin Otter	Invoice
	Air Transportation Charges

07:30 Vancouver Harbour / Map **08:05 Victoria Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Alexander Macdonald, Male****Add to Calendar**

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card \$207.00

Date / Time August 10, 2018 @ 12:02:38 PM

Summary s.17

Expiration

Authorization 150156

GoFlex Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure
(subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure**Baggage:****All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within 24hrs of
departure

From: passengerservices@helijet.com
To: [Larson, Lori MMHA:EX](#)
Subject: Thank you for choosing to take off with Helijet!
Date: November 15, 2018 12:41:18 PM

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	Alex Macdonald
Company	Ministry Of Mental Health & Addiction

Booking **s.22**

Friday, August 24, 2018

Invoice #316664

704

07:50 Victoria Harbour (Downtown)

**08:25 Vancouver Harbour
(Downtown)**

35 minutes

Cancelled

1 Passengers - Off-Peak
Alex Macdonald, Male

[Add to Calendar](#)

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#:

MACLURE'S CAB 210
1275 75TH AVE W
VANCOUVER BC

CARD *****s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/08/24 ✓
TIME 2698 09:36:53
CLERK ID 1
RECEIPT NUMBER
C85029266-001-392-006-0

PURCHASE

AMOUNT

\$8.60

TIP

s.22

TOTAL

\$

Interac
A0000002771010
0C8F815DCC223392
0280008000-E800
46DA8192AAC68FBF

APPROVED

AUTH# 113652

00-001

THANK YOU

CARDHOLDER COPY