



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129655

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 Snoddon, Michael				Employee ID s.22				Phone Number (250) 356-0179						
Client Organization Advanced Education, Skills and Training				Job Title Ministerial Assistant				Travel Group Code 3						
5. Date Completed 2018/09/14			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel staffing Minister						Headquarters Victoria					
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2														
16. Travel Dates		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		*PCard	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Cost	Describe
2018														
09/11			* Vancouver (HA)	1730	2359		0.00		F-BLD	12.25		175.08	31.65	personal residence
09/12			Whistler	0700	2359		0.00	26.30	F-	51.50		175.08		
09/13			Whistler	0700	2359		0.00	15.50	F-D	33.25				
09/14			Vancouver	0700	2359		0.00	29.20	F-D	33.25				
09/15			Vancouver	0700	2359		0.00			0.00				
09/16			Vancouver	0700	2359		0.00			0.00				
09/17			* Van/PG/Vic (WJ/AC)	0700	1900		0.00	108.00	F-	51.50			35.57	baggage fee
09/21			* Van/Terrace/Van(AC)	0530	2130		0.00	54.60	F-	51.50				
TOTALS OF COLUMNS						36.	37.		38.	39.	40.	Claim Total		
						\$ 0.00	\$ 233.60		\$ 233.25	\$ 350.16	\$ 67.22	\$ 884.23		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
019		11001		18000		5702		1100000		s.22		\$ 884.23		
019														
019														
019														
Less Travel Advance														
019														
												54.		
												\$ 884.23		
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) E129655 for Snoddon, Michael

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/14 09:06:39	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/14 09:08:21	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/14 11:08:36	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/17 09:30:29	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/18 12:52:41	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/18 12:54:51	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/18 13:07:44	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/19 10:33:37	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/19 10:35:33	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/24 10:31:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/24 10:37:07	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/24 10:48:30	Snoddon, Michael (IDIR\MSNODDON) Michael.Snoddon@gov.bc.ca		Initiated	Flesh, Cindy Cindy.Flesh@gov.bc.ca
2018/09/24 10:55:14	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129655 for Snoddon, Michael

1 note(s) returned.

Created On	Author	Note
2018/09/19 10:33:37	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	see attached for notes

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Notes for Travel Voucher E129665

Michael Snoddon

Sept 11, 2018 – walk to Harbour Air Vic/Van (pd by p/c) – personal ride to personal residence – o/n

Sept 12, 2018 – Royal City Taxi to Minister's home – travel with Minister to Whistler – o/n

Sept 13, 2018 – Whistler – B&J taxi to meetings – B&J taxi back to hotel – o/n

Sept 14, 2018 – personal ride back to Whistler – Bonny's taxi to personal residence – o/n

Sept 15, 2018 – Vancouver – personal

Sept 16, 2018 – Vancouver – personal

Sept 17, 2018 – Royal City Taxi to Vancouver airport Van/Prince George (WJ pd by p/c) – share ride to event and meeting – personal ride back to PG airport PG/Van (WJ pd by p/c) – Van/VIC (AC pd by p/c) – Yellow cab to home

Sept 21, 2018 – Taxi to Victoria airport – Vic/Van/Terrace (AC pd by p/c) - share ride to event and meeting – share ride to Terrace airport Terrace/Van/Vic (AC pd by p/c) – share ride to home.

Guest Folio

Michael Snodden

, BC

Canada

Arrival Date: 12 Sep 2018

Departure Date: 14 Sep 2018

Room Type: s.15

Folio: s.22

Room:

CC Number: *****s.17

Date	Folio	Reference	Amount	Tax	Total
12 Sep 2018	1	Room Charge	\$149.00	\$26.08	\$175.08
13 Sep 2018	1	Room Charge	\$149.00	\$26.08	\$175.08
14 Sep 2018	1	Payment: Mastercard	\$-350.16	\$0.00	\$-350.16
Room Charges			\$298.00	\$52.16	\$350.16
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-350.16	\$0.00	\$-350.16
Balance					\$0.00
Room Tax		\$8.00 % \$298.00	\$23.84		
GST		\$5.00 % \$298.00	\$14.90	Reg #s.15	
RMF		\$2.50 % \$298.00	\$7.46		
MRDT		\$2.00 % \$298.00	\$5.96		

Signature _____

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 the overdue balance.

s.15

s.15

CARD *****
 CARD TYPE MASTERCARD
 DATE 2018/09/14
 TIME 5065 10:07:50
 RECEIPT NUMBER
 C84086710-001-400-029-0
 PRE-AUTH COMPLETION
 TOTAL
\$350.16

MasterCard
 A0000000041010
APPROVED
 AUTH# 143548 01-027
 THANK YOU

CARDHOLDER COPY
 IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

Guest Folio

Michael Snodden

Arrival Date: 12 Sep 2018
Departure Date: 14 Sep 2018

Room Type: s.15

, BC

Folio: s.22

Room:

Canada

CC Number: *****s.17

Date	Folio	Reference	Amount	Tax	Total
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Room Charges			\$298.00	\$52.16	\$350.16
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-350.16	\$0.00	\$-350.16
Balance					\$0.00
Room Tax		\$8.00 % \$298.00	\$23.84		
GST		\$5.00 % \$298.00	\$14.90	Reg: s.15	
RMF		\$2.50 % \$298.00	\$7.46		
MRDT		\$2.00 % \$298.00	\$5.96		

Signature _____

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s.15

s.15

s.1
7

CARD *****
CARD TYPE MASTERCARD
DATE 2018/09/14
TIME 5065 10:07:50
RECEIPT NUMBER
C84086710-001-400-029-0
PRE-AUTH COMPLETION
TOTAL

\$350.16

MasterCard

A000000041010

APPROVED

AUTH# 143548 01-027

THANK YOU

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Michael Matic
Approved by Michael Matic
Reserve Room 84

ROYAL CITY TAXI # 49
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/12
TIME 4192 09:25:39
CLERK ID 1031
RECEIPT NUMBER
C85054616-001-001-122-0

PURCHASE
AMOUNT \$26.30
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
81586A1D190A7E61
0000008000-E800
829A0F3F1EBED3F7

APPROVED

AUTH# 122539 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#104643655
525*525*5616
AT xxxxxx

B&J TAXI
39805 NONAME RD
SQUAMISH BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/13
TIME 2823 10:57.43
RECEIPT NUMBER
C85018538-001-146-006-0

PURCHASE
AMOUNT \$8.25
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
836C121D57BE5E74
0000008000-E800
7CBF8E733982B3AA

APPROVED

AUTH# 135743 01-027
THANK YOU

CARDHOLDER COPY

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B&J TAXI
39805 NONAME RD
SQUAMISH BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/13
TIME 2802 08:54:47
RECEIPT NUMBER
C85018538-001-146-003-0

PURCHASE
AMOUNT \$7.25
TIP s.22
TOTAL

MasterCard
A0000000041010
F3E490EF90BCFC17
0000008000-E800
F5878D3394FA3F0C

APPROVED

AUTH# 115447 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BONNY'S TAXI B 117
5759 SIDLEY STREET
BURNABY BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/14
TIME 0411 14:13:18
CLERK ID 01
RECEIPT NUMBER
C85024841-001-271-007-0

PURCHASE
AMOUNT \$29.20
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
26B8642F9D2FBDEB
0000008000-E800
B68C20A17773D040

APPROVED

AUTH# 171318 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

ROYAL CITY TAXI CAB 01
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/17
TIME 0474 06:34:17
CLERK ID 184
RECEIPT NUMBER
C85054585-001-001-778-0

PURCHASE
AMOUNT \$49.50
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
6EE02F8164C4FFFA
0000008000-E800
33AD7134C274F9C3

APPROVED

AUTH# 093417 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#104643655
604*525*5616

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH218524000M

**** PURCHASE ****

09-17-2018 19:33:41
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: MICHAEL SNODDON
A0000000041010 MasterCard

Operator: 275
Trace # 7281
Inv. # 275
Auth # 223340 RRN 001867001

Purchase \$58.50
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

s.15

CARD s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/09/17
TIME 4310 06:40:41
RECEIPT NUMBER
C85043743-001-541-001-0

PURCHASE
TOTAL

\$9.32

Interac
A0000002771010
D79FC6E5BBA56B08
0080008000-E800
258071E5F2D798F0
0080008000-F800

APPROVED

AUTH# 113195 00-001
THANK YOU

CARDHOLDER COPY

Snoddon, Michael AEST:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: September 16, 2018 7:34 PM
To: Snoddon, Michael AEST:EX
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2018-09-17

Passenger: MICHAEL SNODDON
Departure city: VANCOUVER YVR
Destination city: VICTORIA YYJ

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

GST/TPS: 1.25 CAD

Total CAD: 26.25 CAD

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

Please Note: This fee is non refundable.

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

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

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

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

BLUEBIRD CABS #70
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/21
TIME 8491 05:55:58
RECEIPT NUMBER
C85022234-001-415-001-0

PURCHASE
AMOUNT \$54.60
TIP s.22
TOTAL

MasterCard
A0000000041010
5AA054A4A24EF549
0000008000-E800
311D897CE89221AB

APPROVED

AUTH# 085558 01-027
THANK YOU

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PHONE.250.382.2222

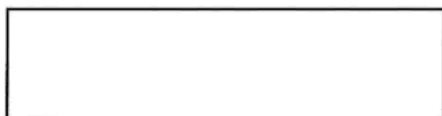
Flesh, Cindy AEST:EX

From: Hubley, Holly AEST:EX
Sent: September 10, 2018 10:43 AM
To: Flesh, Cindy AEST:EX; Snoddon, Michael AEST:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

Follow Up Flag: Follow up
Flag Status: Flagged

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

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Monday, September 10, 2018 10:42 AM
To: Hubley, Holly AEST:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

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

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

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Michael Snoddon

Tuesday, September 11, 2018

Flight #224/Twin Otter

18:00 Victoria Harbour / Map ☐

18:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Michael Snoddon, Male

[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00**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

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see **Luggage** for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

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

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)

Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

Check in time is 60 minutes prior to flight time. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Cancellations less than 24 hours result in a full forfeiture of the fare

Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.

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.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

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eTicket Receipt

Prepared For
SNODDON/MICHAEL MR

RESERVATION CODE	s.22
ISSUE DATE	24Aug18
TICKET NUMBER	8382139548746
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17Sep18	WESTJET WS 3283 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 08:15 Terminal MAIN TERMINAL	PRINCE GEORGE BC, CANADA Time 09:31	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IA14LG Not Valid Before 17SEP18 Not Valid After 17SEP18
17Sep18	WESTJET WS 3284 Operated by: WESTJET ENCORE	PRINCE GEORGE BC, CANADA Time 15:05	VANCOUVER BC, CANADA Time 16:23 Terminal MAIN TERMINAL	Seat Number s.15 (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IA14LG Not Valid Before 17SEP18 Not Valid After 17SEP18

Allowances

Baggage Allowance

YVR to YXS - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YXS to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YVR to YXS , YXS to YVR - 1 Piece (WS - WESTJET)

Carry On Charges

YVR to YXS , YXS to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YVR WS YXS164.00WS YVR164.00CAD328.00END
Fare	CAD 328.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 18.31 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 416.06

Other Charges

SEAT ASSIGNMENT # 8381501833887 (YVR-YXS / QTY 1, YXS-YVR / QTY 1)	CAD 16.00
Taxes	CAD 0.80
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Total	CAD 16.80
Total Fare and Other Charges	CAD 432.86

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)



Booking Confirmation

Booking Reference: s.22

Date of issue: 24 Aug, 2018

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

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



Depart

Economy - Standard

Monday
17 Sep, 201818:05
Vancouver
Vancouver Int. (YVR), BC
Terminal M18:35
Victoria
Victoria Int. (YYJ), BC

AC8077

0hr30
Economy U
Operated by: Air Canada Express -
Jazz | Q400

Passengers

Michael SnoddonTicket Number
0142199569662Seats
AC8077 s.1



Purchase summary

MasterCard

***** S. 1
Amount paid: \$257.38

Tax information

GST/HST no. 10009-2287 RT0001
\$12.26

1 adult

Air Transportation Charges

Base Fare	210.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	11.71
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00
Total airfare and taxes before options	\$245⁸³

Seat selection

Michael Snoddon	
AC8077: - Standard Seat (Window)	11.00
Goods and Services Tax - Canada no. 100092287 RT0001	0.55
Total with options and seat selection fee:	\$257³⁸
GRAND TOTAL (Canadian dollars)	\$257³⁸



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

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

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

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

Baggage allowance


Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Vancouver (YVR) > Victoria (YYJ)

 **1st bag**
\$ 26.25 CAD
Including taxes

 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- [View Air Canada's additional checked baggage policy.](#)
- [View the additional checked baggage policy of Air Canada's codeshare and interline partners.](#)

Economy - Standard

Changes \$100 CAD

- The **change fee** per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$100.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- **Same-day standby** at the airport is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations Non-refundable

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who **no-show** their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- View [Air Canada's refund policy](#) Opens in a new window.
- Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

Seat selection* AC8077: From \$12 CAD

- **Paid Advance Seat Selection** is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the [Travel Documents](#) page on our website for more information.

9. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

 CANADA, U.S.: 1 (888) 247-2262



A STAR ALLIANCE MEMBER 

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Michael Snoddon
E-mail: HOLLY.HUBLEY@GOV.BC.CA
Payment: CCCAXXXXXXXXXXX s.17
 CC CAXXXXXXXXXXX

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)
 Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8056	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Standard (W)	Confirmed
<i>Operated by:</i>	Fri 21-Sept 2018	Fri 21-Sept 2018			
<i>Air Canada Express-Jazz</i>	07:20	07:48 - TERMINAL M -MAIN			

Passenger Information

Passenger: 1 Michael Snoddon
Ticket number: 014 2199 566753

Purchase Summary

Passenger: 1 Ticket number 014 2199 566753

Date of issue

24-Aug 2018

Fare Amount in Canadian dollars: 152.00

(including navigational & other charges)

Taxes, Fees & Charges

Airport Improvement Fee - Canada (SQ) 10.00

Total Fare in Canadian dollars: 10.00A

Options

Change fee in Canadian dollars 100.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG) 5.00

Ticket particularities:

CAD152.00 NONREF-BG:AC

*Fare calculation:

21SEP18YYJ AC YVR Q12.00R140.00CAD152.00 END ROE1.00 PD7.12CA

8.71XG5.00SQ

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Michael Snoddon	
Air Canada baggage rules apply. For flight(s): AC8056	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Policy

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Air Canada Altitude Super Elite 100k, Elite 75k, Elite 50k & Elite 35k	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Air Canada Altitude Prestige 25k	2 bags 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)
Star Alliance Gold	As per fare paid + 1 additional bag 23kg (50lb)	As per fare paid + 1 additional bag 23kg (50lb)	As per fare paid + 1 additional bag 32kg (70lb)
Star Alliance Silver	As per fare paid 23kg (50lb)	As per fare paid 23kg (50lb)	As per fare paid 32kg (70lb)

Excess Baggage

If your baggage exceeds the free allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section. For specific terms and conditions of Air Canada codeshare and interline partners oversized and excess rules, visit the carrier's website.

View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

View [Air Canada's additional checked baggage policy](#).

Embargos: Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's additional checked baggage policy](#).

Currency of Fees

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Carry-On Baggage Allowance

Oversized carry-on bags are not permitted on our aircraft and may cause flight delays for all passengers. Please ensure your carry-on bags are within the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in and boarding gates.

You may carry onboard items which fall within the two (2) piece carry-on allowance: one (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article such as a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Air Canada's [Carry-on Baggage restrictions](#).

	Maximum Size	Maximum Weight
1 standard article	23cm x 40cm x 55cm 9" x 15.5" x 21.5"	Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted.
1 personal article	16cm x 33cm x 43cm 6" x 13" x 17"	Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted.

It is recommended that documents and medication be packed in your carry-on baggage. All prescription medications must be properly labelled with the names of the patient, the medication and the issuing medical office or pharmacy.

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods * include, but are not limited to compressed gases (e.g. oxygen bottles or tear gas), corrosives, explosives (e.g. fireworks), flammable liquids and solids (e.g. paints and lighter fluid), radioactive materials (e.g. radio-pharmaceuticals), oxidizing materials, poisons, infectious substances and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the [Security Requirements and Dangerous Goods](#) page for more information.

There are special exceptions for small quantities (up to 70 ounces total) of medication and toiletry articles carried in your luggage and certain smoking materials carried on your person. United States federal law forbids the carriage of hazardous materials aboard the aircraft in your baggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more.

*also referred as hazardous materials

Codeshare Flights and Other Airlines

Passengers with itineraries that include flights operated by other airlines or codeshare flights may be subject to the carry-on rules and fees of the other airline, which may be different from Air Canada's baggage policy.

For specific terms and conditions of Air Canada [codeshare and interline partners](#) carry-on rules, visit the carrier's website.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

The Government of Canada has introduced a **new entry requirement** for those travelling to or through Canada who are not Canadian or American Citizens, or permanent residents of Canada. You may require an Electronic Travel Authorization (eTA). For more information, consult <http://canada.ca/eta> to determine if this requirement applies to you.

All passengers are advised to view the [Travel documentation](#) and US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included

as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

Check-in and Boarding Gate Deadlines

You can check in for your flight at any time within 24 hours of departure when you use our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Itinerary	When you should check-in	Check-in/baggage drop-off ends	Boarding gate closes
Within Canada	90 minutes	45 minutes †	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International	120 minutes	60 minutes	15 minutes
From Algiers, Algeria; Casablanca, Morocco; Tel Aviv, Israel	180 minutes	60 minutes	30 minutes

† Exception: 20 minutes for flights departing from Toronto City Airport (YTZ).

NOTICE - SOLD SUBJECT TO CARRIER'S TARIFF

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

1. There are no financial limits in respect of death or bodily injury.
2. In respect of destruction, loss of, or damage or delay to baggage, 1,131 Special Drawing Rights (approximately EUR 1,357; US \$1,663) per passenger in most cases.
3. For damage occasioned by delay to your journey, 4,694 Special Drawing Rights (approximately EUR 5,655; US \$6,786) per passenger in most cases.

Where the Warsaw Convention system applies, the following limits of liability may apply:

1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage, and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.

3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit is \$1,500 CAD per passenger.

Further information may be obtained from the carrier as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carrier's individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
4. The Conditions may include, but are not restricted to:
 - o Conditions and limits on the carrier's liability for the bodily injury or death of passengers.
 - o Conditions and limits on the carrier's liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - o Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - o Application of the carrier's Conditions and limits of liability to the acts of the carrier's agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - o Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - o Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services; and the carrier's right to refuse carriage.
 - o Rights of the carrier and limits on the carrier's liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - o Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carrier's airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
6. If a carrier sells air transportation services or checks baggage specifying carriage with another carrier, it does so only as agent for the other carrier.

GOVERNMENTS MAY REQUIRE YOUR CARRIER TO PROVIDE INFORMATION ON OR PERMIT ACCESS TO PASSENGER DATA.

OVERBOOKING NOTICE

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at airport ticket counters and boarding locations.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: **Melanie Mark**
E-mail: **HOLLY.HUBLEY@GOV.BC.CA**
Payment: **CCCAXXXXXXXXXXX** s.17

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)
 Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8236	Vancouver (YVR)	Terrace (YXT)	DH4	Economy Basic (T)	Confirmed
<i>Operated by:</i>	Fri 21-Sept 2018	Fri 21-Sept 2018			
<i>Air Canada Express-Jazz</i>	08:50 - TERMINAL M -MAIN	10:27			
Seat number(s) requested:	s.15				
AC8243	Terrace (YXT)	Vancouver (YVR)	DH4	Economy Standard (S)	Confirmed
<i>Operated by:</i>	Fri 21-Sept 2018	Fri 21-Sept 2018			
<i>Air Canada Express-Jazz</i>	15:30	17:01 - TERMINAL M -MAIN			
Seat number(s) requested:	s.15				

Passenger Information

Passenger: 1 Melanie Mark

Ticket number: **014 2199 561055**

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: s.22

Passenger: 2 Michael Snoddon

Ticket number: **014 2199 561056**

Purchase Summary

Passenger: 1 Ticket number 014 2199 561055

Date of issue	24-Aug 2018
Fare Amount in Canadian dollars:	319.00
<i>(including <u>navigational & other charges</u>)</i>	
Taxes, Fees & Charges	

Total Fare in :	No Additional collection
------------------------	--------------------------

Options

Change fee in Canadian dollars	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.00

Ticket particularities:
CAD319.00 NONREF-BG:AC

Passenger: 2 Ticket number 014 2199 561056

Date of issue	24-Aug 2018
Fare Amount in Canadian dollars:	319.00
<i>(including <u>navigational & other charges</u>)</i>	
Taxes, Fees & Charges	

Total Fare in :	No Additional collection
------------------------	--------------------------

Options

Change fee in Canadian dollars	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.00

*Fare calculation:

21SEP18YVR AC YXT Q18.00R123.00AC YVR Q18.00R160.00CAD319.00
END ROE1.00 PD14.25CA17.26XG12.00SQ

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Melanie Mark	
Air Canada baggage rules apply. For flight(s): AC8236	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): AC8243	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

Baggage Information for: Michael Snoddon	
Air Canada baggage rules apply. For flight(s): AC8236	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): AC8243	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Policy

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Air Canada Altitude Super Elite 100k, Elite 75k, Elite 50k & Elite 35k	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Air Canada Altitude Prestige 25k	2 bags 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)
Star Alliance Gold	As per fare paid + 1 additional bag 23kg (50lb)	As per fare paid + 1 additional bag 23kg (50lb)	As per fare paid + 1 additional bag 32kg (70lb)
Star Alliance Silver	As per fare paid 23kg (50lb)	As per fare paid 23kg (50lb)	As per fare paid 32kg (70lb)

Excess Baggage

If your baggage exceeds the free allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section. For specific terms and conditions of Air Canada codeshare and interline partners oversized and excess rules, visit the carrier's website.

View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

View [Air Canada's additional checked baggage policy](#).

Embargos: Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's additional checked baggage policy](#).

Currency of Fees

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Carry-On Baggage Allowance

Oversized carry-on bags are not permitted on our aircraft and may cause flight delays for all passengers. Please ensure your carry-on bags are within the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in and boarding gates.

You may carry onboard items which fall within the two (2) piece carry-on allowance: one (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article such as a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Air Canada's [Carry-on Baggage restrictions](#).

	Maximum Size	Maximum Weight
1 standard article	23cm x 40cm x 55cm 9" x 15.5" x 21.5"	Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted.
1 personal article	16cm x 33cm x 43cm 6" x 13" x 17"	Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted.

It is recommended that documents and medication be packed in your carry-on baggage. All prescription medications must be properly labelled with the names of the patient, the medication and the issuing medical office or pharmacy.

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods * include, but are not limited to compressed gases (e.g. oxygen bottles or tear gas), corrosives, explosives (e.g. fireworks), flammable liquids and solids (e.g. paints and lighter fluid), radioactive materials (e.g. radio-pharmaceuticals), oxidizing

materials, poisons, infectious substances and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the [Security Requirements and Dangerous Goods](#) page for more information.

There are special exceptions for small quantities (up to 70 ounces total) of medication and toiletry articles carried in your luggage and certain smoking materials carried on your person. United States federal law forbids the carriage of hazardous materials aboard the aircraft in your baggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more.

*also referred as hazardous materials

Codeshare Flights and Other Airlines

Passengers with itineraries that include flights operated by other airlines or codeshare flights may be subject to the carry-on rules and fees of the other airline, which may be different from Air Canada's baggage policy.

For specific terms and conditions of Air Canada [codeshare and interline partners](#) carry-on rules, visit the carrier's website.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

The Government of Canada has introduced a **new entry requirement** for those travelling to or through Canada who are not Canadian or American Citizens, or permanent residents of Canada. You may require an Electronic Travel Authorization (eTA). For more information, consult <http://canada.ca/eta> to determine if this requirement applies to you.

All passengers are advised to view the [Travel documentation](#) and US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

Check-in and Boarding Gate Deadlines

You can check in for your flight at any time within 24 hours of departure when you use our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Itinerary	When you should check-in	Check-in/baggage drop-off ends	Boarding gate closes
Within Canada	90 minutes	45 minutes †	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International	120 minutes	60 minutes	15 minutes
From Algiers, Algeria; Casablanca, Morocco; Tel Aviv, Israel	180 minutes	60 minutes	30 minutes

† Exception: 20 minutes for flights departing from Toronto City Airport (YTZ).

NOTICE - SOLD SUBJECT TO CARRIER'S TARIFF

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

1. There are no financial limits in respect of death or bodily injury.
2. In respect of destruction, loss of, or damage or delay to baggage, 1,131 Special Drawing Rights (approximately EUR 1,357; US \$1,663) per passenger in most cases.
3. For damage occasioned by delay to your journey, 4,694 Special Drawing Rights (approximately EUR 5,655; US \$6,786) per passenger in most cases.

Where the Warsaw Convention system applies, the following limits of liability may apply:

1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage, and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit is \$1,500 CAD per passenger.

Further information may be obtained from the carrier as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7

days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carrier's individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
4. The Conditions may include, but are not restricted to:
 - Conditions and limits on the carrier's liability for the bodily injury or death of passengers.
 - Conditions and limits on the carrier's liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - Application of the carrier's Conditions and limits of liability to the acts of the carrier's agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services; and the carrier's right to refuse carriage.
 - Rights of the carrier and limits on the carrier's liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carrier's airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
6. If a carrier sells air transportation services or checks baggage specifying carriage with another carrier, it does so only as agent for the other carrier.

GOVERNMENTS MAY REQUIRE YOUR CARRIER TO PROVIDE INFORMATION ON OR PERMIT ACCESS TO PASSENGER DATA.

OVERBOOKING NOTICE

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at airport ticket counters and boarding locations.



Booking Confirmation

Booking Reference: s.22

Date of issue: 24 Aug, 2018

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

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



Economy - Standard

Friday
21 Sep, 201818:05
Vancouver
Vancouver Int. (YVR), BC
Terminal M18:35
Victoria
Victoria Int. (YYJ), BC

AC8077

0hr30
Economy V
Operated by: Air Canada Express -
Jazz | Q400

Passengers

Michael SnoddonTicket Number
0142199569030Seats
AC8077 S.1



Purchase summary

MasterCard

***** s. 17

Amount paid: \$199.63

Tax information

GST/HST no. 10009-2287 RT0001

\$9.51

1 adult

Air Transportation Charges

Base Fare	155.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	8.96
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00
Total airfare and taxes before options	\$188⁰⁸

Seat selection

Michael Snoddon

AC8077: S- - Standard Seat (Window)	11.00
Goods and Services Tax - Canada no. 100092287 RT0001	0.55

Total with options and seat selection fee: **\$199⁶³**

GRAND TOTAL (Canadian dollars) \$199⁶³



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

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

15

minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

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

Baggage allowance


Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Vancouver (YVR) > Victoria (YYJ)

 **1st bag**
\$ 26.25 CAD
Including taxes

 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag
23.0 kg (50.0 lb)

Max. dimensions per bag
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- [View Air Canada's additional checked baggage policy.](#)
- [View the additional checked baggage policy of Air Canada's codeshare and interline partners.](#)

Economy - Standard

Changes \$100 CAD

- The **change fee** per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$100.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- **Same-day standby** at the airport is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations Non-refundable

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who **no-show** their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- View [Air Canada's refund policy](#) Opens in a new window.
- Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

Seat selection* AC8077: From \$12 CAD

- **Paid Advance Seat Selection** is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. **Dangerous goods**
For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the [Restricted and Prohibited Items](#) page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**
Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the [Travel Documents](#) page on our website for more information.
9. **In-flight health**
Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**
Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**
Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

 CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**
A STAR ALLIANCE MEMBER 



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129759

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 Snoddon, Michael				Employee ID s.22				Phone Number (250) 356-0179							
Client Organization Advanced Education, Skills and Training				Job Title Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2018/09/25			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information						
Type of Travel In Province			14. Reason for Travel relocation						Headquarters Victoria						
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2															
16. Travel Dates 2018 09/25	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous					
	Destination Victoria	Start 0700	End 0730	Km	Cost 0.00		Claim	Cost 0.00		Cost 1650.00	Describe legal/real estate				
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00		38. \$ 0.00		39. \$ 0.00		40. \$ 1650.00		Claim Total \$ 1650.00	
48. Client Code 019 019 019 019	49. Resp. 11001	50. Service Line 18000		51. STOB 5226		52. Project 1100000		45. Supplier Code s.22		Amount \$ 1650.00					
Less Travel Advance 019															
										AMOUNT DUE TO EMPLOYEE		54. \$ 1650.00			
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						

Audit Trail for Travel Voucher (Restricted Use) E129759 for Snoddon, Michael

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/25 15:15:42	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/25 17:26:53	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/27 09:50:29	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/09/27 09:52:21	Snoddon, Michael (IDIR\MSNODDON) Michael.Snoddon@gov.bc.ca		Initiated	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/09/27 09:56:19	Iliffe, Liam (IDIR\LILIFFE) Liam.Iliffe@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129759 for Snoddon, Michael

1 note(s) returned.

Created On	Author	Note
2018/09/25 15:15:42	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	partial legal and real estate fees reimbursement - part of his total relocation allowance - see TV E129551

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ALTHOUSE NOTARY CORPORATION

SELLER STATEMENT OF ADJUSTMENTS

Revised September 19, 2018

Seller: s.22
Buyers:
Civic:
Legal:

File Ref. No:
Completion Date: September 21, 2018
Adjustment Date: September 21, 2018
Possession Date: September 21, 2018

Approved!

	Debit	Credit
Sale Price.		\$390,000.00
GST Payable by Buyers		\$0.00
Westcoast Strata Management Services Prorated Monthly Maintenance Fee for the period September 21 to September 30 (10/30 x \$220.00)		\$73.33*
Holdback of proposed Strata Fee increase (to be voted on at AGM September 20)	\$65.50	
Selling Real Estate Commission of \$7,850.00 plus GST payable of \$392.50 to Century 21 Harbour Realty. (Excess Deposit in the sum of \$1,757.50 is being held by Althouse Notary Corporation in Trust and will form part of balance due on closing).	\$8,242.50	
Listing Real Estate Commission of \$6,350.00 plus GST payable of \$317.50 to 460 Realty Inc..	\$6,667.50	
Credit for Buyer's portion of 2018 property taxes of \$2,678.05 less \$770.00 (HOG) = \$1,908.05 paid by the seller for the period September 21 to December 31 (\$1,908.05 x 102/365 days)		\$533.21
Balance payable to B. Martin Kastelein, Notary Public "In Trust".	\$375,631.04	
	\$390,606.54	\$390,606.54

E. & O.E.

*Strata has an AGM scheduled on September 20th where a new budget will be voted on. There is a proposed increased of strata fees of \$220.00 starting September 1st. Adjustment has been made based on the increased amount. If the new budget is not approved this will be readjusted based on the existing Strata fees of \$154.50

See next page attached hereto and forming a part of the Statement of Adjustments.

Initials:

--	--	--	--

REVISED ORDER TO PAY

TO:

s.22

File No:

Seller:

Buyer:

Property:

Legal:

Please accept this as your irrevocable authority and direction to disburse the proceeds of the above-mentioned sale as follows:

Sale Proceeds Coming In As Follows:	Credit
* Proceeds received from Buyer Solicitor/Notary:	\$375,631.04✓
Total Sale Proceeds:	\$375,631.04

Proceeds Paid Out As Follows:	Debit
* CIBC Mortgages Inc. Funds required to payout Mortgage with a principal balance outstanding as at September 21, 2018 of \$226,410.88 and interest accruing at \$18.16 per day for 3 days to September 24, 2018	\$226,465.36
* Legal Fees, Disbursements and Taxes	\$921.07
Fees	\$699.00
Disbursements	\$129.59
GST	\$40.85
PST	\$51.63
* Michael ^{s.22} Olson	\$148,244.61
Balance of Seller Proceeds which may be released to either registered owner and will be available for pickup at the office of B. Martin Kastelein Notary Public one business day after the completion date (electronic transfer of these funds is not available in Canada)	

MINISTRY OF FINANCE AND SUPPORTED ENTITIES
REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES

INVOICE #
 MISC-SNO20180927

FORM USAGE

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

CHEQUE INFORMATION

Payee Name: Michael Snoddon Vendor #: 2780254 Loc. Code: HOME

Cheque Mailing Address: PO Box 9080 Stn Prov Govt Victoria BC V8W 9E2

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
Sept 27, 2018	courier service (Harbour Air) Vic/Van	28.61
Cheque Total		28.61

SEP 27 2018

Date

Signature of Individual Receiving Reimbursement

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

CODING

Client: 019 Resp: 11001 Service Line: 18000 STOB: 6506 Project: 1100000

SEP 27 2018

Date

Expense Authority Signature

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.

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

9/27/2018 9:09:05 AM

GST: 84295 5858 RT0001

CUSTOMER COPY

Booking: s.17

Michael Snoddon

Thursday, September 27, 2018

1 Freight / 3 lbs.

Flight #2040/Twin Otter

Departs 08:30 @ Victoria Harbour

Arrives 09:05 @ Vancouver Harbour

Invoice #: s.17

1x All Skeds : Freight Carbon \$0.25 CDN

1x Freight 200 : Term - to \$27.00 CDN

Goods and Services Tax \$1.36 GST

Grand Total \$28.61 CDN

Payment Information:

Master Card \$28.61 CDN

Date/Time 9/27/2018 9:08:56 AM

Station HYWHCS06

Terminal ID HYWHCC06

Action Purchase

Card Type M/C

Card Number **** * s.17

Amount \$28.61

Authorization 120856

Trace Number 114001001002

Response 00-001/APPROVED 120856

Chip ID A0000000041010

TVR/TSI 0000008000/E800

CUSTOMER COPY

Free WIFI Password: haguest99



Where ideas work

Control No.

E129656

Name	Employee ID	Phone Number
Maartman, William	s.22	(250) 953-4290
Client Organization	Job Title	Travel Group Code
Education	Ministerial Assistant	3

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

Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, BC V8W 9E2

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 115.00		\$ 51.50	\$ 316.07	\$ 0.00	\$ 482.57

[illegible]

AMOUNT DUE TO EMPLOYEE

54.	\$ 482.57
-----	-----------

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) E129656 for Maartman, William

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/14 09:10:19	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/09/14 09:28:18	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica S Veronica.Harrison@gov.bc.ca
2018/09/17 15:03:40	Harrison, Veronica S (IDIR\XHARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129656 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/09/14 09:10:19	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Sept. 3: departed from Victoria by Heli at 6:20 pm for Vancouver, no per diems to claim Sept. 4.: Meetings beginning at 6am, travel by taxi in Vancouver, returned home at 6pm

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Sept-3
WM
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Monday, September 3, 2018 5:58 PM
To: Hahn, Andra EDUC:EX
Subject: MRF & WM - Sept. 3 - Thank you for choosing to take off with Helijet!

D?

Helijet

Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Booking #s.22

Monday, September 3, 2018

790

18:20 Victoria Harbour (Downtown)

18:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Sale

• Robert Fleming, Male

• Will Maartman, Male

[Add to Calendar](#)

Invoice #315108

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

Grand Total \$378.00

Mastercard \$378.00

Date / Time September 3, 2018 @ 5:57:14 PM

Summary s.17

Expiration

Authorization 205713

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

Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 262
Page # : 1 of 1

Mr Will Maartman
Victoria BC V8W 9E2
Canada

Arrival : 09-03-18
Departure : 09-04-18

Date	Description	Additional Information	Charges	Credits
09-03-18	Room Charge - Provincial Govt		269.00	
09-03-18	Destination Marketing Fee		3.48	
09-03-18	Hotel Room Tax		29.97	
09-03-18	Room GST		13.62	
09-04-18	Mastercard	XXXXXXXXXXXXX s.17 XX/XX		316.07
Total			316.07	316.07
Balance Due			0.00	

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. 4
5701
WM.

DUPLICATE

YELLOW CAB #305
1441 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE VISA
DATE 2018/09/04
TIME 2906 07:59:34
CLERK ID 1
RECEIPT NUMBER
C85005891-001-139-025-0

PURCHASE
TOTAL

\$55.00

VISA CREDIT
A0000000031010
F12A2E3B4A7350BE
8080008000-6800
72DA757211D68AAF
8080008000-7800

APPROVED

AUTH# 07991F 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

DUPLICATE

YELLOW CAB #305
1441 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE VISA
DATE 2018/09/04
TIME 4001 08:55:00
CLERK ID 1
RECEIPT NUMBER
C85005891-001-139-026-0

PURCHASE
TOTAL

\$60.00

VISA CREDIT
A0000000031010
B0716CB22E40D4FA
8080008000-6800
EA84D8D31304D1C0
8080008000-7800

APPROVED

AUTH# 03774F 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

Sept. 4
WM
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Tuesday, September 4, 2018 4:25 PM
To: Hahn, Andra EDUC:EX
Subject: Thank you for choosing to take off with Helijet!

B/L

Helijet

Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Booking s.22

Tuesday, September 4, 2018

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

2 Passengers - Sale

- Robert Fleming, Male
- Will Maartman, Male

Invoice #319498

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

Grand Total \$378.00

Mastercard \$378.00

Date / Time September 4, 2018 @ 4:23:34 PM

Summary s.17

Expiration

Authorization 192332

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



Control No.

E129657

Name	Employee ID	Phone Number
Maartman, William	s.22	(250) 953-4290
Client Organization	Job Title	Travel Group Code
Education	Ministerial Assistant	3

5. Date Completed 2018/09/14	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
----------------------------------------	-------------------------------	--------------------------------	-----------------------------------

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

12. Mailing Address for Cheque

Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	*PCard			Km	Cost		Claim	Cost		Cost	Describe
	Destination	Start	End								
2018											
09/06	* Vancouver - Heli	1820	2000		0.00	15.00		0.00	293.75		
09/07	* Vancouver - Heli	0700	1600		0.00	33.30	F-D	33.25			

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 48.30		\$ 33.25	\$ 293.75	\$ 0.00	\$ 375.30

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
062	22001	06000	5701	2200000	s.22	\$ 375.30
062						
062						
062						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 375.30
--	------------------------	------------------

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) E129657 for Maartman, William

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/14 09:20:05	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/09/14 09:27:53	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica S Veronica.Harrison@gov.bc.ca
2018/09/17 15:03:26	Harrison, Veronica S. (IDIR\XHARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129657 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/09/14 09:20:05	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Sept. 6: Travel from legislature at 6pm to Vic Helijet for flight to Vancouver Sept. 7: Travel to event in Richmond via taxi and Helijet flight return to Victoria

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Sept. 6
WM.
5701

Legislature to Heel

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240007

**** PURCHASE ****

09-06-2018 18:04:26
Acct # ***** s.17 RF
Exp Date **/** Card Type VI
Name:
A0000600031010 VISA CREDIT

Operator: 107
Trace # 873
Inv. # 555
Auth # 02753F RRN 001392006

Total \$15.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

~~WM~~ WM
Sept. 6
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Thursday, September 13, 2018 4:13 PM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Ndp

Booking #s.22	
Thursday, September 6, 2018	Invoice #320998
858	FARE-QT private fare-2018 \$220.00
18:40 Victoria Harbour (Downtown)	Billing \$220.00
19:15 Vancouver Harbour (Downtown)	Taxes \$0.00
35 minutes	Grand Total \$220.00
Confirmed	Quick Ticket (Prepaid) \$220.00
1 Passengers - Off-Peak	Date / Time September 6, 2018 @ 6:10:21 PM
Will Maartman, Male	Summary #4080963000
Add to Calendar	Service Quick Ticket Prepaid
	Ticket 4080963000
Fully Changeable / Refundable up to 5pm the day prior to departure.	

SEPT. 6
WM
5701

Mr Will Maartman
Canada

Room Number : s.15
Arrival Date : 09-06-18
Departure Date : 09-07-18
Page : 1 of 1
Folio Number :
Confirmation : s.22
Cashier :

INFORMATION INVOICE

Membership No. :

Video Checkout

Company Name : Government of BC*

GST No. : s.15

09-07-18

Date	Description	Charges CAD	Credits CAD
09-06-18	Room Charge	250.00	
09-06-18	Hotel Room Tax	20.00	
09-06-18	Municipal & Regional District Ta	7.50	
09-06-18	Room D.M.F	3.75	
09-06-18	Room GST	12.50	
09-07-18	Manual Mastercard		293.75
Total		293.75	293.75
Balance		0.00	CAD

Room GST 12.50
F&B GST 0.00
Misc GST 0.00
Total 0

s.15

Guest Signature: _____

s.15

Hotel to Announcement

WM
Sept. 7
5701

YELLOW CAB #86
1441 CLARK DR
VANCOUVER BC
S.17

CARD
CARD TYPE
DATE 2018/09/07
TIME 2277 08:41:09
CLERK ID 1
RECEIPT NUMBER
H85020507-001-003-787-0

PURCHASE
AMOUNT \$33.30
TIP S.22
TOTAL

VISA CREDIT
A0000000031010
84849814558D3DF1
0000000000-

APPROVED

FF/DT 20 01-027
AUTH# 03257F
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

WM
Sept. 7
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Monday, September 10, 2018 10:29 AM
To: Hahn, Andra EDUC:EX
Subject: Thank you for choosing to take off with Helijet!

QUICK
TICKET

Helijet

Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Advisory

Hi Andra,

Sorry about the confusion.

Have a wonderful day!
Sheila McFarlane

Booking s.22

Friday, September 7, 2018

Invoice #320999

721

15:00 Vancouver Harbour (Downtown)

15:35 Victoria Harbour (Downtown)

35 minutes

FARE-YWH-Full_Summer - 2018	\$438.10
FARE-QT private fare-2017	\$220.00
FARE-QT private fare-2018	\$220.00
FARE-YWH-Full_Summer - 2018	(\$438.10)
+ GST	\$0.00

Confirmed**2 Passengers - Off-Peak**

- Robert Fleming, Male
- Will Maartman, Male

[Add to Calendar](#)

Billing	\$440.00
Taxes	\$0.00
Grand Total	\$440.00

Mastercard	\$460.00
Date / Time	September 7, 2018 @ 2:46:36 PM
Summary	s.17
Expiration	
Authorization	174633

Mastercard	(\$460.00)
Date / Time	September 10, 2018 @ 10:24:59 AM
Summary	s.17
Expiration	
Authorization	037725

Quick Ticket (Prepaid)	\$220.00
Date / Time	September 10, 2018 @ 10:25:54 AM
Summary	#4080962999
Service	Quick Ticket Prepaid
Ticket	4080962999



Quick Ticket (Prepaid)	\$220.00
Date / Time	September 10, 2018 @ 10:27:50 AM
Summary	#4080962998
Service	Quick Ticket Prepaid
Ticket	4080962998



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)



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129696

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 Maartman, William				Employee ID s.22				Phone Number (250) 953-4290					
Client Organization Education				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 Accompanying Minister					Headquarters Victoria					
12. Mailing Address for Cheque Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, BC V8W 9E2													
16. Travel Dates		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
2018		*PCard			Km		Cost	Claim		Cost	Cost		
2017		*Destination			Start		End	Cost	F-H		Cost	Describe	
09/17		* Chilliwack-I.Exp			0630		2100	0.00	78.00		51.50		
09/18		* Vancouver - Heli			0700		1300	0.00	s.22		25.75		
TOTALS OF COLUMNS					36. \$ 0.00		37. 78.00 \$ s.22	38. \$ 77.25		39. \$ 338.75	40. \$ 0.00		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Am	
062		22001		06000		579201		2200000		s.22		\$	
062													
062													
062													
Less Travel Advance													
062													
											54.		
											\$		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed			

FIN 10 (EFI-F0012 v2.6.1)

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

Delay in getting updated receipt from car rental company. Car rental will be claimed on a separate travel claim

Audited 2018Oct25
SLP

Audit Trail for Travel Voucher (Restricted Use) E129696 for Maartman, William

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/18 13:58:42	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/09/24 11:17:56	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica s.2 Veronica.Harrison@gov.bc.ca
2018/09/24 14:59:30	Harrison, Veronica s. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129696 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/09/18 13:58:42	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Sept. 17: - travel by taxi from home at 6:30am to Airport - travel by Island Air Express from Victoria Airport to Abbotsford - travel by rental car from Abbotsford to announcement in Chilliwack - travel by rental car from Chilliwack to hotel in Vancouver Sept. 18: - travel by rental car from hotel to meeting and announcement at SFU - travel by rental car from SFU to Helijet - travel by Helijet from downtown Van to Vic

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Sept. 17

WM
5711

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240031

**** PURCHASE ****
09-17-2018 07:28:25
Acct # *****S.17 C
Exp Date **/** Card Type MC
Name: WILLIAM MAARTMAN
A0000000041010 MasterCard

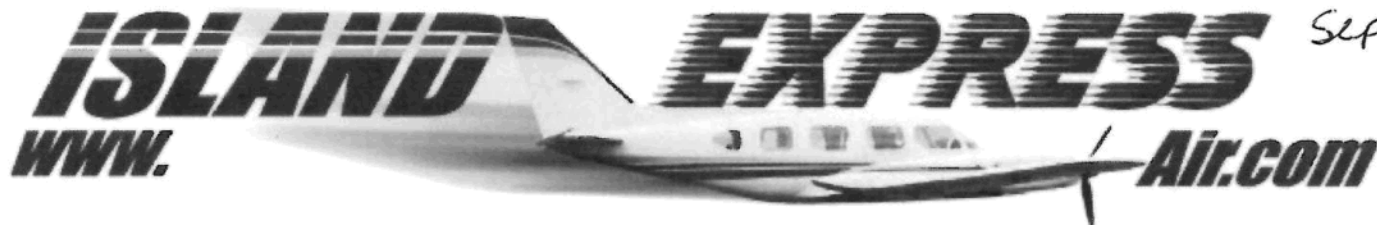
Operator: 031
Trace # 7139
Inv. # 031
Auth # 102825 RRN 001603003

Total \$78.00

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

WM
5911
Sept. 17



Billed to :	Andra Hahn
Address :	Room 124, Parliament Buildings, Victoria , V8W 9E2
Contact name & phone # :	Andra Hahn 250-387-8838/778-584-4344

Invoice No : 4001272 Invoice date : 2018-Aug-20
GST No : RT 83362 7896 Flight Date : 2018-Sep-17

You are confirmed on the following flights :

	Passenger Name	Flight No	Flight Time	From	To
1	William Maartman (M)	301 FRD	08:00 am	YYJ	YXX
2	Robert Fleming (M)	301 FRD	08:00 am	YYJ	YXX

	Ticket Fare	FSC/Nav Can.	Airport Improv.	Security Tax	Luggage	GST	Total
1	123.69	13.00	15.00	7.12	0.00	7.94	166.75
2	123.69	13.00	15.00	7.12	0.00	7.94	166.75
Total	247.38	26.00	30.00	14.24	0.00	15.88	\$ 333.50
PAID							\$-333.50
Due							\$ 0.00

** Please note: some amounts may include rounded down half pennies. The final total properly reflects these items.
*** FLX denotes a Flex Ticket. FRD denotes a Freedom Ticket

ISLAND EXPRESS AIR

1-604-856-6260 1-888-856-6260

30440 Liberator Avenue
Abbotsford, BC V2T 6H5

WM
5701
Sept. 17

Mr Wil Maartman
Canada

Room Number : s.15
Arrival Date : 09-17-18
Departure Date : 09-18-18
Page : 1 of 1
Folio Number :
Confirmation : s.22
Cashier :

INFORMATION INVOICE

Membership No. :

Video Checkout

Company Name : Government of BC*

GST No. s.15 09-18-18

Date	Description	Charges CAD	Credits CAD
09-17-18	Room Charge	250.00	
09-17-18	Hotel Room Tax	20.00	
09-17-18	Municipal & Regional District Ta	7.50	
09-17-18	Room D.M.F	3.75	
09-17-18	Room GST	12.50	
09-17-18	Daily Parking Valet	45.00	
09-18-18	Manual Mastercard		338.75
Total		338.75	338.75
Balance		0.00	CAD

Room GST 12.50
F&B GST 0.00
Misc GST 2.14
Total 9.58

s.15

Guest Signature: _____

s.15



Rental Agreement # s.22

Invoice # s.22

Renter Information

Renter Name

WILLIAM MAARTMAN

Renter Address

s.22

Contract

PROVINCIAL GOVERNMENT OF BC

Vehicle Information

FORD ESCAPE (U9H) SEL 4DR 4X4

License #: FW835M

State/Province: BC

Vehicle Class Driven

Intermediate SUV 4-Door/Automatic/Air

Vehicle Class Charged

Standard 4-door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 21,856 Ending: 22,072

Total: 216

**Thank you for renting with
Enterprise Rent-A-Car**

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please do
not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently Asked
Questions or send us a secured message
by visiting our [Support Center](#)

Trip Information

Pickup☐ Mon, Sep 17 2018 ☐ 9:16 A.M.**Start Charges**☐ Mon, Sep 17 2018 ☐ 9:30 A.M.**ABBOTSFORD INTL AIRPORT (YXX)** ✈

30440 LIBERATOR AVENUE

ABBOTSFORD, BC V2T6H5

CAN

Return☐ Tue, Sep 18 2018 ☐ 11:20 A.M.**DOWNTOWN CANADA PLACE**

999 CANADA PL

VANCOUVER, BC V6C3B5

CAN

Rental Charges

Rental Rate	Time & Distance 2 Hour at 10.86 CAD / Hour	21.72 CAD
	Time & Distance 1 Day at 54.29 CAD / Day	54.29 CAD
Add-Ons	Discount (5.00%)	-3.80 CAD
	Refueling Charge (2.75 CAD / Liter)	60.50 CAD
Mileage	Unlimited Mileage	Included
Taxes and Fees	Drop Fee (50.00 CAD / Rental)	50.00 CAD
	Provincial Sales Tax (7.00%)	11.13 CAD
	Vlf Rec .99/day (0.99 CAD / Day)	1.98 CAD
	Concession Recovery Fee 15.60 Pct (15.60%)	28.81 CAD
	Goods And Services Tax (5.00%)	11.13 CAD
	Customer Facility Charge \$3/day (3.00 CAD / Day)	6.00 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	3.00 CAD

Total 244.76 CAD

(Subject to audit)

Amount charged on Sep 18 2018 to MASTERCARD s.17 (220.81 CAD)

Amount charged on Sep 18 2018 to MASTERCARD (23.95 CAD)

Amount Due 0.00 CAD

WM
5701
Sept. 18

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Tuesday, September 18, 2018 11:05 AM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Ndp

Booking #s.22

Tuesday, September 18, 2018

715

12:00 Vancouver Harbour (Downtown)

12:35 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

2 Passengers - Sale

• Robert Fleming, Male

• Will Maartman, Male

Invoice #321002

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

Grand Total \$378.00

Mastercard \$378.00

Date / Time September 18, 2018 @ 11:03:34 AM

Summary s.17

Expiration

Authorization 140332

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129797

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 Maartman, William		Employee ID s.22		Phone Number (250) 953-4290	
Client Organization Education		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/10/02		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Accompanying Minister			Headquarters Victoria
12. Mailing Address for Cheque Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, BC V8W 9E2					
16. Travel Dates 2018 09/27	17. Places Travelled *PCard Destination * Fort St. John-WJ/AC Start 0500 End 2300			18. Personal Vehicle Use Km Cost 0.00	19. Other Transport Costs 70.00
				20. & 21. Meals Claim F-L Cost 41.00	22. Lodging Costs
				20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 70.00
				38. \$ 41.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 111.00
48. Client Code 062 062 062 062	49. Resp. 22001	50. Service Line 06000	51. STOB 5702	52. Project 2200000	45. Supplier Code s.22 Amount \$ 111.00
Less Travel Advance 062					
AMOUNT DUE TO EMPLOYEE					54. \$ 111.00
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

Audit Trail for Travel Voucher (Restricted Use) E129797 for Maartman, William

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/02 08:11:40	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/10/02 08:59:27	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/10/02 09:56:02	Harrison, Veronica S. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129797 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/10/02 08:11:40	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	- Travel with Minister to Fort St. John for a school opening, school tours and ground breaking ceremony - Taxi with Minister from homes to Victoria Airport

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WM
SEP. 27
5702

Home to Airport

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240037

**** PURCHASE ****

09-27-2018 05:36:00
Acct # ***** s.17 C
Exp Date **/** Card Type MC
Name: WILLIAM MAARTMAN
A0000000041010 MasterCard

Operator: 137
Trace # 5154
Inv. # 37
Auth # 083559 RRN 001406010

Purchase \$70.00
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

no taxi home



WM
SEPT 27
5102

eTicket Receipt

Prepared For
MAARTMAN/WILLIAM MR

RESERVATION CODE	s.22
ISSUE DATE	25Jul18
TICKET NUMBER	8382138689107
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/GX7

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
27Sep18	WESTJET WS 3114 Operated by: WESTJET ENCORE	VICTORIA BC, CANADA Time 06:30	VANCOUVER BC, CANADA Time 07:01 Terminal MAIN TERMINAL	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GB14ULG Not Valid Before 27SEP18 Not Valid After 27SEP18
27Sep18	WESTJET WS 3202 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 08:45 Terminal MAIN TERMINAL	FORT ST JOHN BC, CANADA Time 10:29	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GB14ULG Not Valid Before 27SEP18 Not Valid After 27SEP18

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YYJ WS X/YVR WS YXJ170.00CAD170.00END
Exchanged Ticket	8382138628067
Fare	CAD 170.00
Change Fee	CAD 25.00
Tax on change fee	CAD 1.25
Taxes/Fees/Carrier-Imposed Charges	CAD 18.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)

	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 9.76 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 0.75 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 220.63
Total Additional Collection	CAD 87.15

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your [WestJet Rewards account](#).

Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Robert Fleming
E-mail: ANDRA.HAHN@GOV.BC.CA
Payment: CCCAXXXXXXXXXXXXXX s.17
CC CAXXXXXXXXXXXXXX

Customer Care
Air Canada Reservations
1-888-247-2262

Air Canada Flight Information
1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8186	Ft. St. John (YXJ)	Vancouver (YVR)	DH4	Economy Flex (M)	Confirmed
<i>Operated by:</i>	Thu 27-Sept 2018	Thu 27-Sept 2018			
<i>Air Canada Express- Jazz</i>	17:25	19:11 - TERMINAL M -MAIN			
Seat number(s) requested:	s.15				
AC8081	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Flex (M)	Confirmed
<i>Operated by:</i>	Thu 27-Sept 2018	Thu 27-Sept 2018			
<i>Air Canada Express- Jazz</i>	20:40 - TERMINAL M -MAIN	21:10			
Seat number(s) requested:	s.15				

Passenger Information

Passenger: 1 Robert Fleming
 Ticket number: **014 2198 133026**

Passenger: 2 Mr Willia Maartman
 Ticket number: **014 2198 133027**

Purchase Summary

Passenger: 1 Ticket number 014 2198 133026

Date of issue	25-Jul 2018
Fare Amount in Canadian dollars:	451.00
<i>(including <u>navigational & other charges</u>)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	14.55
Total Fare in Canadian dollars:	305.55A
Options	
Change fee in Canadian dollars	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.25
Ticket particularities:	
CAD433.00 NONREF-BG:AC	

Passenger: 2 Ticket number 014 2198 133027

Date of issue	25-Jul 2018
Fare Amount in Canadian dollars:	451.00
<i>(including <u>navigational & other charges</u>)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	14.55
Total Fare in Canadian dollars:	305.55A
Options	
Change fee in Canadian dollars	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.25

**Fare calculation:*
 27SEP18YXJ AC X/YVR Q18.00AC YYJ R433.00CAD451.00 END ROE1.00
 PD7.12CA9.26XG18.00SQ

Canadian tax registration numbers:
 XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
 RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
 XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129799

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 Maartman, William		Employee ID s.22		Phone Number (250) 953-4290	
Client Organization Education		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/10/02		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Accompanying Minister			Headquarters Victoria
12. Mailing Address for Cheque Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, BC V8W 9E2					
16. Travel Dates 2018 09/28	17. Places Travelled *PCard Destination *Vancouver-HJ/HA Start 1100 End 1730			18. Personal Vehicle Use Km Cost 0.00	19. Other Transport Costs Cost 37.00
				20. & 21. Meals Claim H- Cost 25.75	22. Lodging Costs
					20. & 21. Miscellaneous Cost Describe
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 37.00
				38. \$ 25.75	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 62.75
48. Client Code 062 062 062 062	49. Resp. 22001	50. Service Line 06000	51. STOB 5701	52. Project 2200000	45. Supplier Code s.22 Amount \$ 62.75
Less Travel Advance 062					
AMOUNT DUE TO EMPLOYEE					54. \$ 62.75
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) E129799 for Maartman, William

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/02 08:22:05	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/10/02 08:22:41	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/10/02 08:59:05	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica S Veronica.Harrison@gov.bc.ca
2018/10/02 09:55:52	Harrison, Veronica S (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129799 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/10/02 08:22:05	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Taxi from Legislature to Helijet terminal Travel to Vancouver via Helijet Taxi from school announcement and to meeting Travel from Vancouver to Victoria via Harbour Air

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MAINT
WM
SEPT. 28
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Friday, September 28, 2018 10:35 AM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Ndp

Booking s.22

Friday, September 28, 2018

714

11:00 Victoria Harbour (Downtown)

11:35 Vancouver Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

Will Maartman, Male

Invoice #329728

FARE-YWH-Full_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

Mastercard \$230.00

Date / Time September 28, 2018 @ 10:34:29 AM

Summary s.17

Expiration

Authorization 133428

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

WM
SEPT. 28
5701

Home to heli

Meeting to meeting

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240070

**** PURCHASE ****

09-28-2018 10:30:30
Acct # ***** s.17 C
Card Type MC
Name: WILLIAM MAARTMAN
A0000000041010 MasterCard

Operator: 070
Trace # 310
Inv. # 070
Auth # 133030 RRN 001520002

Total \$15.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLACKTOP & CHECKER
CABS#16
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/09/28
TIME 0805 12:36:19
CLERK ID 1
RECEIPT NUMBER
C85048496-001-757-006-0

PURCHASE
TOTAL

\$22.00

MasterCard
A0000000041010
50BBBF4278CB7819
0000008000-E800
5EA432C9B0C8D204

APPROVED

AUTH# 153619 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

SEPT-28
11:15 - WM
5701

Hahn, Andra EDUC:EX

From: reservation@harbourair.com
Sent: Friday, September 28, 2018 4:17 PM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

Booking s.17

Friday, September 28, 2018

Flight #2210
16:30 Vancouver Harbour /
Map
17:05 Victoria Harbour /
Map

Invoice s.17	
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	\$373.28
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$1.30

35 minutes

Sked 200 : VHFC Terminal Fee \$19.72

+ Goods and Services Tax \$19.70

KK- Confirmed

Billing \$394.30

Taxes \$19.70

2 Passenger(s) - GoFlex

Robert Fleming, Male

Will Maartman, Male

Grand Total \$414.00

Add to Calendar

Master Card \$414.00

Date / Time September 28, 2018 @ 3:25:54 PM
s.17

Authorization 182553

s.22

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



Control No.

E130173

Name	Employee ID	Phone Number
Maartman, William	s.22	(250) 953-4290
Client Organization	Job Title	Travel Group Code
Education	Ministerial Assistant	3

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

Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, BC V8W 9E2

Supplemental to claim E129696

48.	Client Code 062 062 062 062	49.	Resp. 22001	50.	Service Line 06000	51.	STOB 5701	52.	Project 2200000	45.	Supplier Code s.22	Amount \$ 191.11
-----	-----------------------------------------	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	---------------------

	AMOUNT DUE TO EMPLOYEE		54. \$ 191.11
--	------------------------	--	-------------------------

- 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.

57. Payment Authority Signature (See Audit Trail)
- Requisition for payment pursuant to section 32 of the Financial Administration Act.

FIN 10 (EFI-F0012 v2.6.1)	Production *** Copyright © Government of British Columbia	Ministry Spending Authority ARCS 1240-2 Ministry Payment Authority ARCS 1050-0
---------------------------	-----------------------------------------------------------	-----------------------------------------------------------------------------------

Audit Trail for Travel Voucher (Restricted Use) E130173 for Maartman, William

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/27 13:10:31	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/11/27 14:00:29	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2018/11/27 14:03:01	Harrison, Veronica (IDIR\ VHARRIS) Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130173 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/11/27 13:10:31	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Car rental receipt in addition to travel on claim e129696

Production *** Copyright © Government of British Columbia



30440 LIBERATOR AVENUE
ABBOTSFORD, BC V2T6H5
Federal GST# :889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

s.22

BILL TO

WILLIAM MAARTMAN
s.22

RENTAL INFORMATION

Date/Time Out	Start Charges	Date/Time In
09/17/2018 09:16	09/17/2018 09:30	09/18/2018 11:20

Renter
MAARTMAN, WILLIAM

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
GRAY	FW835M	ESCAPE	7Q77YX	21,856	22,072

VIN: 1FMCU9HDXJUB88478

CLAIM INFORMATION

Claim# / PO# / RO#	Insured
Date of Loss	Type of Loss
	Type of Vehicle
	Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 HR	17.25	34.50
TIME & DISTANCE	1 DAY	69.00	69.00
REFUELING CHARGE	22 LTR	2.75	60.50
DISCOUNT		5.00 %	-5.18
OTHER CHARGE*	1 RNT		5.18
INCORRECT PRODUCT RATE-DEBIT	1 RNT		7.60
	1 RNT		-38.90

Subtotal 132.70

CONCESSION RECOVERY FEE 15.60 PCT	PCT	15.60	27.08
CUSTOMER FACILITY CHARGE 3/DAY	2 DAY	3.00	6.00
PROV VEHICLE RENTAL TAX 1.50/DAY	2 DAY	1.50	3.00
VLF REC .99/DAY	2 DAY	0.99	1.98
PROVINCIAL SALES TAX	PCT	7.00	9.87
GOODS AND SERVICES TAX	PCT	5.00	10.48

Total Charges (CAD) 191.11

PAYMENTS

Payment	Master Card	-220.81
Payment	Master Card	-23.95
Refunds	Master Card	53.65

Total Payments (CAD) -191.11

Amount Due (CAD) 0.00

Individual line item charges such as rental rates, for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

For Billing Inquiries / Payment Terms :

Tel#: 6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :

ENTERPRISE RENT-A-CAR
13160 88 AVE
SURREY, BC V3W3K3

Amount Due (CAD)

0

Paid By:

WILLIAM MAARTMAN
s.22

Account #

Rental Agreement
s.22

Amount
0

GPBR
C41E



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130228

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 Arora, Jasleen				Employee ID s.22		Phone Number (250) 356-5781	
Client Organization Children and Family Development				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/12/10		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial business				Headquarters Victoria	
12. Mailing Address for Cheque 027-501 Belleville Street Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Claim
2018							Cost
08/28	Vic>Van	1730	2359	31	16.74	91.70	0.00
08/29	vancouver	0730	1630		0.00		31.65
08/30	Vancouver	0730	1630		0.00		31.65
09/08	Van>Vic	1617	2359	50	27.00	74.70	0.00
				36.	37.	38.	39.
TOTALS OF COLUMNS				\$ 43.74	\$ 149.40	\$ 66.50	\$ 63.30
				40.	41.	42.	43.
				\$ 0.00	\$ 0.00	\$ 0.00	Claim Total
							\$ s.22 339.94
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	53. Supplier Code	54. Amount	
039	18YAB	14001	5701	1800000	s.22	\$	339.94
039							
039							
039							
Less Travel Advance							
039							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 339.94
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) E130228 for Arora, Jasleen

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/10 11:58:31	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/12/11 15:56:53	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/12/11 16:08:37	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2018/12/12 10:48:35	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Recalled	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/12/12 10:50:19	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Initiated	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/12/12 11:09:33	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130228 for Arora, Jasleen

1 note(s) returned.

Created On	Author	Note
2018/12/10 11:58:31	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	August 28 - travelled Vic>Van (31km) from home in Vic to ferry Aug29-30 - meetings w/ minister in Vancouver Sept 8 - travelled from Van>Vic (50km) from Accommodations to Ferry August 28- August 30 - had private accommodations while working in Vancouver

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Audit Trail for Travel Voucher (Restricted Use) E130228 for Arora, Jasleen

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/10 11:58:31	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/12/11 15:56:53	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca

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To
Swartz Bay

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

LANE 39

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/08

20'	Undersize Vehi	57.50
1	Adult	17.20
Total		74.70
Visa		
*****S.17.		74.70
AUTH 011355 66277659 0010010000 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE		0.00

CARDHOLDER COPY
TSA 08 Sep 2018 16:17:04



Swartz Bay
To
Tsawwassen

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

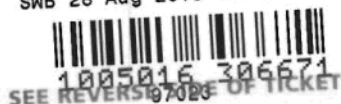
LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2018/08/28
RESERVATION-R1800
CONF: B181183361
RES: 1

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20
Total		91.70
Prepayment		17.00
Visa		
*****S.17		74.70
AUTH 007705 66277643 0010014970 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE		0.00

CARDHOLDER COPY
SWB 28 Aug 2018 17:29:59





Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130229

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 Arora, Jasleen				Employee ID s.22		Phone Number (250) 356-5781	
Client Organization Children and Family Development				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/12/10		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministrial Business				Headquarters Victoria	
12. Mailing Address for Cheque 027-501 Belleville Street Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	*PCard	Start	End	Km	Cost		
2018	Destination					Claim	Cost
09/12	* Vic>Whistler (HA)	1015	2359		0.00	F-	51.50
09/13	Whistler	0000	2350		0.00	F-	51.50
09/14	* Whistler>Van (PCL)	0000	1430		0.00	F-D	33.25
09/14	* Van>Vic (HA)	1600	1700		0.00		0.00
							22. Lodging Costs
							20. & 21. Miscellaneous
							Cost
							Describe
							7.15 18.35 Taxi Taxi
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 136.25	39. \$ 0.00
				40. \$ 25.50	Claim Total \$ 161.75		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		
039	18YAB	14001	5702	1800000	s.22		
039							
039							
039							
Less Travel Advance							
039							
				AMOUNT DUE TO EMPLOYEE			
				54. \$ 161.75			
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) E130229 for Arora, Jasleen

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/10 12:23:45	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/12/11 16:09:36	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2018/12/12 10:48:50	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Recalled	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2018/12/12 10:50:44	Arora, Jasleen (IDIR\JARORA) Jasleen.Arora@gov.bc.ca		Initiated	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/12/12 11:09:24	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130229 for Arora, Jasleen

1 note(s) returned.

Created On	Author	Note
2018/12/10 12:23:45	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sept 12- Travelled from Vic>Whistler on Harbour Air to attend UBCM Sept 12-14 at UBCM Conference Sept 14- Travelled from Whistler>Van by Pacific Coast Lines Sept 14 - travelled from Van>Vic by harbour air back home

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Audit Trail for Travel Voucher (Restricted Use) E130229 for Arora, Jasleen

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/10 12:23:45	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca

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s.22

s.22

Transactions


 [Logout](#)

s.22

Select period to review:

Current 

To download these transactions, select format:

Quicken 2005 & Earlier (.qif) 

Click the Transaction Description to view details.

Trans Date	Post Date	Transaction Description	Debits	Credits
13/09/2018	14/09/2018	WHISTLER DISPATCH & SERV.	\$18.35	
12/09/2018	13/09/2018	WHISTLER DISPATCH & SERV.	\$7.15	
12/09/2018	14/09/2018	s.22		
11/09/2018	13/09/2018			
10/09/2018	12/09/2018			
09/09/2018	10/09/2018			
08/09/2018	10/09/2018			
08/09/2018	10/09/2018			
08/09/2018	10/09/2018			
08/09/2018	12/09/2018			
07/09/2018	10/09/2018			
07/09/2018	10/09/2018			

Wilson, Cherie MCF:EX

From: Notifications <notifications@inntopia.travel>
Sent: Friday, November 2, 2018 9:26 AM
To: Wilson, Cherie MCF:EX
Subject: Whistler.com - CRS Quote

Dear Jasleen,

Thank you for your interest in visiting Whistler, British Columbia.

Please see below the quote you requested for your vacation. To secure your booking, click on the "Book My Itinerary" link or call us toll free at **1.800.944.7853**. You may also email **reservations@whistler.com** and we will be happy to assist you.

We look forward to helping you plan your trip to Whistler!

Kind Regards,

Chris

Your Whistler Itinerary:

[Book or Modify My Itinerary Now](#)

Agent: Chris Watson

Email: chris@whistler.com

Phone: 1.800.944.7853 ext.220

Itinerary

Guest Information:

Jasleen Arora
027-501 Belleville St.
Victoria, BC v8w 9e2
cherie.wilson@gov.bc.ca

CONFIRMED
Itinerary ID: 9.22

Payment Information:
JASLEEN ARORA

home s.22
Work: +1 0
Mobile s.17

MC XXXX-XXXX-XXXX s.17
Expiration s.17

Item	Price	Taxes/Fees	Total
*****CONFIRMED***** Pacific Coach Lines Confirmation: 549570 (1) <u>Express Whistler Village to Downtown - One Way - 12:30pm - Adult/Child Gateway Loop Only Summer Rate</u> <u>Pacific Coach Lines</u> Date: 09/14/2018 Special Instructions: Please be outside at your pick up location 30 minutes prior to your departure time. Pacific Coach Lines emergency number: 1800 6611725 Southbound Vancouver Hotel Drop-off Location:: Burrard Skytrain Station (Melville and Burrard St) Emergency Phone Number: 1-250-256-5781 Guest 1 Are you traveling with a bike or ski bag? : No	\$20.00	GST \$1.00	\$21.00
Total			\$20.00 \$1.00 \$21.00

**Upcoming Payments Due for Confirmed Items(See
deposit and cancellation policies below)**

Collected By	Date Due	Total Due
Pacific Coach Lines	09/10/2018	\$21.00

Whistler.com - CRS

<http://www.whistler.com>

4010 Whistler Way
Whistler, BC V8E 1J2

1-604-932-0606

1-800-944-7853

reservations@whistler.com

Policies:

Pacific Coach Lines

Written Cancellation Policy: PACIFIC COACH POLICIES

BAGGAGE POLICY: Is limited to 2 pieces, not to exceed 50lbs (22.5kg) per piece and 1 carry on. Should the weight of your baggage exceed 50lbs (per piece), it is a mandatory requirement to decrease weight to under 50lbs. We are not responsible for lost or stolen baggage; baggage is the responsibility of the traveler. Weight restrictions are strictly enforced.

NO SHOW: are 100% non-refundable and cannot be used for future travel. Schedules, fares and taxes are subject to change without notice. Travelling times are approximate and subject to traffic, weather & road conditions. Delayed or missed flights are not the responsibility of Pacific Coach.

Wilson, Cherie MCF:EX

From: reservation@harbourair.com
Sent: Wednesday, September 12, 2018 9:03 AM
To: Wilson, Cherie MCF:EX
Subject: Important Update: Reservation for Jasleen Arora

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. Please visit Real Time Flight Status @ www.harbourair.com

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

Jasleen Arora

Advisory

Flight may be affected by weather. Please visit Real Time Flight Status @ www.harbourair.com

Booking s.17

Wednesday, September 12, 2018

Flight #1000

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)

KK- Confirmed

1 Passenger(s) - GoFlex

Jasleen Arora, Female

Add to Calendar

Sked 1000 : Carbon Offset	\$1.30
+ Goods and Services Tax	\$13.24
Billing	\$264.76
Taxes	\$13.24
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.

Wilson, Cherie MCF:EX

From: reservation@harbourair.com
Sent: Monday, September 10, 2018 1:18 PM
To: Wilson, Cherie MCF: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	Jasleen Arora

Booking s.17

Friday, September 14, 2018

Flight #221/Twin Otter

16:00 Vancouver Harbour / Map

16:35 Victoria Harbour / Map

35 minutes

KK- Confirmed

Invoice s.17

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex \$198.07

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 \$10.42

1 Passenger(s) - GoFlex
Jasleen Arora, Female

Add to Calendar

Billing	\$208.58
Taxes	\$10.42
Grand Total	\$219.00

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.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129863

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 Smith, Jessica C. ✓			Employee ID s.22			Phone Number (250) 387-1023					
Client Organization Agriculture			Job Title Ministerial Assistant			Travel Group Code 3					
5. Date Completed 2018/10/12			6. Fiscal Year 2019			7. Special Cheque Issue					
8. Cheque Stub Information											
Type of Travel In Province			14. Reason for Travel Travel with Minister								
Headquarters Victoria											
12. Mailing Address for Cheque PO Box 9043 Stn Prov Govt , BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018	Van-Vic	0800	1100		0.00	232.60		0.00			
06/29	Vic-Van-Delta-Va (ferry)	1130	2359	81	43.74	91.70 s.22	F-B	41.00			
08/23	Van-Vic-Van (HA)	0730	1830		0.00	P/C 13.70		0.00			
08/24	Van-Vic (ferry)	1930	2230	68	36.72	80.00 s.22		0.00			
08/29											
TOTALS OF COLUMNS					36. ✓ \$ 80.46	37. 418.00 \$ s.22		38. ✓ \$ 41.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ s.22
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Am		
130	29001	30000		5701	2900000		s.22		539.46 \$		
130											
130											
130											
Less Travel Advance											
130											
AMOUNT DUE TO EMPLOYEE											54. 539.46 \$ s.22
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) E129863 for Smith, Jessica C.

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/12 15:14:34	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/10/12 15:32:21	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/10/12 15:32:28	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Notified	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/10/15 10:26:10	Smith, Jessica C. (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Initiated	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/15 16:04:19	Godfrey, Sam ✓ (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129863 for Smith, Jessica C.

1 note(s) returned.

Created On	Author	Note
2018/10/12 15:32:21	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	June 29 Taxi home-H/A (Debit) H/A Van-Vic (MC) August 23 Ferry Vic-Van (MC), Drove pers vehicle Leg-SB ferry, ferry SB Tsaw (MC) Drove Tsaw-Delta-Van, Overnight Van-no claim August 24 Taxi home-H/A (MC), Flew H/A Van-Vic(Pcard) August 29 Drove pers vehicle Van-Tsaw Ferry Tsaw-Swartz Bay (MC), Drove Swartz Bay-home

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From: [Janke, Debra FIN:EX](#)
To: [Leppard, Brianna AGRI:EX](#)
Subject: RE: E129863 Jessica Smith
Date: October 25, 2018 10:58:00 AM

Thanks, Brianna. I will add the BC Ferries reservation fees to Jessica's claim and send a copy of the revised reimbursement for your records.

The processing time for travel claims is ten working days once we are in receipt of both the claim receipts and expense authority approvals.

I am processing the following travel claims for Jessica, today:

E129863	receipts received on Oct 12 and approved on Oct 15
E129876	receipts received on Oct 15 and approved on Oct 17
E129879	receipts received on Oct 15 and approved on Oct 17

Debra

From: Leppard, Brianna AGRI:EX
Sent: October 25, 2018 10:46 AM
To: Janke, Debra FIN:EX
Subject: RE: E129863 Jessica Smith

Hi Debra,

Jessica says she did reserve the ferries on her P Card, so she would like to claim it please.

She was also wanted me to ask you if there is an ETA for processing her travel as she hasn't received anything yet.

Thank you so much,
Brianna

From: Janke, Debra FIN:EX
Sent: Thursday, October 25, 2018 10:31 AM
To: Leppard, Brianna AGRI:EX
Subject: E129863 Jessica Smith

Hi Brianna,

The BC Ferries reservation fees have not been claimed (\$17.00 Aug 23 & \$21.00 Aug 29). Please advise if the reservation fees were paid on a purchase card, or, if Jessica does or does not wish to claim these amounts.

Swartz Bay
To
Tsawwassen



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2018/08/23
RESERVATION-R1300
CONF: B181123330
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.17	74.70
AUTH 154388 66277637 0010012540 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

Potato & Veg
Growers Field Day

CARDHOLDER COPY
SWB 23 Aug 2018 12:43:08



1005034 299658
105670
SEE REVERSE SIDE OF TICKET

Van > HA Flight Vic

MACLURE'S CAB 92
1275 75TH AVE W
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/08/24
TIME 5089 18:02:04
CLERK ID 2
RECEIPT NUMBER
C85004353-001-221-002-0

PURCHASE
AMOUNT

TIP s.22
TOTAL

\$

MasterCard
A0000000041010
47803D2B2E2B1522
0000008000-E800
8335742371C5CCF1

APPROVED

AUTH# 210204 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*****604 831 1111*****

Tsawwassen
To
Swartz Bay



LANE 42

RECEIPT - PLEASE RETAIN

PURCHASE 2018/08/24
RESERVATION-R2000
NF: B181205895
S: 1

Reservation Pr	21.00
Undersize Vehi	41.80
Adult	17.20

Total	80.00
Prepayment	21.00
Master Card	
*****s.17	59.00
222824 66277660 0010014650 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

turn from Ad
check & veg field
Meets in Van
08/27

CARDHOLDER COPY
29 Aug 2018 19:28:24



1007128 411052
SEE REVERSE SIDE OF TICKET

Van > HA vic

YELLOW CARD 4131

1441 CLARK DR

VANCOUVER BC

CARD s.17

CARD TYPE

INTERAC

ACCOUNT TYPE

CHEQUING

DATE

2018/06/29

TIME

0984 09:00:49

CLERK ID

1

RECEIPT NUMBER

C85002839-001-001-565-0

PURCHASE

AMOUNT

\$13.60

TIP

s.22

TOTAL

Interac

A0000002771010

AC8F10BF0390BA6F

8080008000-6800

CBACBD504379945D

8080008000-7800

APPROVED

AUTH# 324500

00-001

THANK YOU

CARDHOLDER COPY

GST105762447RT0001

Harbour Air Seaplane

Vancouver (604) 274-1277

Victoria (250) 384-2277

Nanaimo (250) 754-0000

Call 1-877-537-9880

Toll-free 1-800-665-0212

Website: www.harbourair.com

29/06/2018 9:05:09 AM

GST: 84295 5858 RT0001

CUSTOMER COPY

Booking s.17

Jessica Smith

Friday, June 29, 2018

1 Passenger(s)

Flight #2070A

Departs 09:30 @ Vancouver Harbour

Arrives 10:05 @ Victoria Harbour

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 \$10.42 GST

Grand Total \$219.00 CDN

Payment Information: BMO: Proof of Pymt,
attached

Master Card \$219.00 CDN

Date/Time 29/06/2018 9:05:03 AM

Station HCXHCS04

Terminal ID HCXHCC04

06/10	06/12 230198824	HARBOUR A RICHMOND BC	\$ 184.82 210902	\$ 22.18 (e)	\$ 207.00
06/16	06/18 231162171	s.15 COURTENAY BC	\$ 166.52 191421	\$ 19.98 (e)	\$ 186.50
06/21	06/22 232714168	BONNY S TAXI B 70 BURNABY BC	\$ 14.55 021725	\$ 1.75 (e)	\$ 16.30
06/22	06/22 232714267	EVO CAR SHARE BURNABY BC	\$ 3.69 071900	\$ 0.44 (e)	\$ 4.13
06/23	06/25 233003325	EVO CAR SHARE BURNABY BC	\$ 91.40 071710	\$ 10.97 (e)	\$ 102.37
✓ 06/29	07/03 234315145	HARBOUR A RICHMOND BC	\$ 195.54 120503	\$ 23.46 (e)	\$ 219.00 =====
07/03	07/03 234315244	s.22			

TOTAL CREDITS	xxxx-xxxx-xxx	s.17		s.22
TOTAL DEBITS	xxxx-xxxx-xxx		✓	

From: reservation@harbourair.com
To: [Johnson, Lisa E AGRI:EX](#); [Wendland, Justine AGRI:EX](#)
Subject: Flight Itinerary. Thanks for choosing Harbour Air!
Date: August 14, 2018 3:06:08 PM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

Would you prefer a guaranteed single window seat? 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

Jessica Smith

Booking s.22

Friday, August 24, 2018



Flight #207/Twin Otter

09:00 Vancouver Harbour / Map



09:35 Victoria Harbour / Map



35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Jessica Smith, Female



[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex

\$198.07

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

\$10.42

Billing

\$208.58

Taxes	\$10.42
Grand Total	\$219.00

GoFlex Fare Conditions:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
 \$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- 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.

1 Passenger(s) - GoFlex

Jessica Smith, Female ✓

Billing \$208.58

Taxes \$10.42

Add to Calendar**Grand Total** \$219.00**GoFlex Fare Conditions:**

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within 24hrs of
departure**Booking** s.17

Friday, August 24, 2018 ✓

Invoice s.17

Flight #222/Twin Otter

Air Transportation Charges

17:00 Victoria Harbour / Map 

Sked 200/300 : (Pk) GO Flex \$198.07

17:35 Vancouver Harbour / Map ✓

Taxes, Fees and Charges

35 minutes

All Skeds - Baggage : Checked Baggage Fee \$0.00

KK- Confirmed

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$10.42

1 Passenger(s) - GoFlex

Jessica Smith, Female ✓

1 Passenger(s) - GoFlex

Jessica Smith, Female ✓

Billing \$208.58

Taxes \$10.42

Add to Calendar**Grand Total** \$219.00**GoFlex Fare Conditions:**

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within 24hrs of
departu! re**Booking Information****Domestic Flights**

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

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

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest



Travel Voucher (Restricted Use)

Control No.

E129641

Name	Employee ID	Phone Number
van Baarsen, Amanda ✓	s.22	(250) 387-7934
Client Organization	Job Title	Travel Group Code
Citizens' Services	Ministerial Assistant	3

5. Date Completed 2018/09/10	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

Minister of Citizens' Services Rm 236, Parliament Buildings Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Cost	Describe
2018												
08/29	Vic-Van	0800	1700		0.00		F-	51.50	31.65			
08/30	Van	0800	1700		0.00		F-	51.50	31.65			
08/31	Van-Vic	0800	1630		0.00	9.50	F-D	33.25		164.28 Car Rental/Gas (2 days) \$119.41/44.87		

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 9.50	\$ 136.25	\$ 63.30	\$ 164.28	\$ 373.33

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	112	32805	34610	5701	3200000	s.22	373.33 \$s.22
	112	32805	34610	5701	3200000		
	112						
	112						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	\$ 373.33
--	------------------------	-----	-----------

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) E129641 for van Baarsen, Amanda

16 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/10 15:28:37	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/10 16:09:11	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/11 15:21:17	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/11 15:43:30	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/12 11:53:05	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/12 12:04:28	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/12 12:33:14	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/09/17 09:58:47	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Recalled	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/17 10:00:23	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/17 10:00:31	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/17 10:04:22	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/09/17 15:26:38	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Recalled	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/18 09:36:19	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/18 09:40:37	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/09/18 09:41:17	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/09/18 19:22:13	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129641 for van Baarsen, Amanda

2 note(s) returned.

Created On	Author	Note
2018/09/10 15:28:37	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	Aug 29 Vic-Van via harbour air picked up rental car at airport Aug 30 Van- Ministerial duties all day Aug 31- purchased gas for car- dropped off rental car at airport took harbour air home (Van-Vic) cabbed home from harbour air 29th- Media
2018/09/10 16:09:11	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	30th- Meeting with Minister 31st- Media

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Booking ^{s.17}

Amanda Van Baarsen (Ministry Of Citize...)

Wednesday, August 29, 2018

1 Passenger(s)

Flight #502

Departs 08:31 @ Victoria Harbour

Arrives 09:10 @ South Vancouver (YVR)

Invoice #: ^{s.17}

1x All Skeds - Baggage : Chec \$0.00 CDN
 1x Sked 500 : Carbon Offset \$0.65 CDN
 1x Sked 500 : (St) GO Flex \$151.73 CDN

Amanda Van Baarsen (Ministry Of Citize..)

Friday, August 31, 2018 ✓

1 Passenger(s)

Flight #509

Departs 15:20 @ South Vancouver (YVR)

Arrives 15:50 @ Victoria Harbour

Invoice #: ^{s.17}

1x All Skeds - Baggage : Chec \$0.00 CDN
 1x Sked 500 : Carbon Offset \$0.65 CDN
 1x Sked 500 : (St) GO Flex \$151.73 CDN

Goods and Services Tax \$15.24 GST

Grand Total ^{FYI} \$320.00 CDN

Payment Information:

Master Card \$320.00 CDN

Date/Time 29/08/2018 8:00:15 AM
 Station HYWHCS03
 Terminal ID HYWHCC03
 Action Pre-Auth Completion
 Card Type M/C
 Card Number **** * ^{s.17} *
 Amount \$320.00 ^{AC'S}
 Authorization 121927 ^{PCARD}
 Trace Number 197001001003
 Response 00-000/APPROVED 121927



4440 COWLEY CRESENT
RICHMOND, BC V7B1B8
Federal GST# :889365821

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

s.22

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	CSA-Ok ✓ 2 DAY	51.90	103.80

Subtotal 103.80

PROV VEHICLE RENTAL TAX 1.50/DAY 2 DAY 1.50 3.00

PROVINCIAL SALES TAX PCT 7.00 7.27

GOODS AND SERVICES TAX PCT 5.00 5.34

Total Charges (CAD) 119.41

PAYMENTS

Payment Master Card -119.41

Total Payments (CAD) -119.41

Amount Due (CAD) 0.00 ✓

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g. sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

AMANDA VAN BAARSEN ✓
s.22

RENTAL INFORMATION

Date/Time Out 08/29/2018 09:20 ✓ | **Date/Time In** 08/31/2018 09:20

Renter
VAN BAARSEN, AMANDA

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
RED MED	GL654F	ALTIMA	7R63LL	6,181 6,496

VIN: 1N4AL3AP0JC238543

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

For Billing Inquiries / Payment Terms :

Tel#: 6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance

Amount Due (CAD) 0

Remit To :

ENTERPRISE RENT-A-CAR
13160 88 AVE
SURREY, BC V3W3K3

Paid By:

AMANDA VAN BAARSEN
s.22

Account #

Rental Agreement
s.22

Amount
0

GPBR
C481



RA # s.22 AMANDA VAN BAARSEN s.22	RES # s.22 ACCOUNT PROVINCIAL GOVERNMENT OF BC ✓ EXT REF #	EC # FT #	
RENTAL LOCATION SOUTH TERMINAL AT YVR (604)273 6572 SOUTH TERMINAL-VANCOUVER AIRPORT 4440 COWLEY CRESENT RICHMOND, BC V7B 1B8	RENTAL DATE 29-AUG-2018 RENTAL TIME 09:20 AM	RETURN LOCATION VANCOUVER INTL ARPT MAIN (604)207 3730 VANCOUVER INTL AIRPORT 3211 GRANT MCCONACHIE WAY RICHMOND, BC V7B0A4	RETURN DATE 31-AUG-2018 RETURN TIME 09:20 AM
RATE RULES AND QUALIFICATIONS INITIAL X _____ SCTY 3614638 Monthly Charge up to 31 days		VEHICLE INFORMATION RESERVED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C DRIVEN Full Size 2/4 Door Car Auto A/C CHARGED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C MAKE NISSAN MODEL ALTIMA COLOR RED MED ODOMETER 6181 PLATE GL654F REG AREA BC VEHICLE # JC238543 BAY STALL	
CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	MONTH	1245.60 X	0.00
* TIME & DISTANCE	WEEK	308.81 X	0.00
* TIME & DISTANCE	Day	51.90 X 2	103.80
* TIME & DISTANCE	Hour	25.95 X	0.00
* EXTRA - TIME & DISTANCE	Hour	25.95 X	0.00
* EXTRA - TIME & DISTANCE	Day	51.90 X	0.00
* FREE MILES/KM-TIME & DISTANCE	M/KM	0.00 X 400	0.00
* EXTRA MILES/KM - TIME & DISTANCE	M/KM	0.05 X	0.00
* REFUELING SERVICE CHARGE	Litre	2.10 X	0.00
* CUSTOMER FACILITY CHARGE \$5/DAY	Day		INCLUDED
* PREMIUM LOCATION CHARGE 17.21 PCT @ 17.21%			INCLUDED
* PROV VEHICLE RENTAL TAX \$1.50/DAY	Day		3.00
* VLF REC .99/DAY	Day		INCLUDED
PROVINCIAL SALES TAX	Percenta	0.00 X	7.27
GOODS AND SERVICES TAX 5.00%			5.34
ESTIMATED CHARGES			119.41 INITIAL X _____
<small>(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).</small> PAYMENTS MASTERCARD s.17 Auth # _____			
I DECLINE OPTIONAL LOSS DAMAGE WAIVER. X _____			
I DECLINE NATIONAL'S OPTIONAL ROADSIDE ASSISTANCE PROTECTION X _____			
I RECOGNIZE THAT MY INSURANCE POLICY WILL BE PRIMARY INSURANCE COVERAGE FOR DAMAGE OR LIABILITY AS TO THE CAR WHILE I AM THE RENTER. X _____			
NOTICE REGARDING A CHANGE TO THE RENTAL AGREEMENT : For rental agreements commencing on or after August 1, 2012, where Personal Accident Insurance (PAI) and Personal Effects Coverage (PEC) is accepted, benefits will now be provided under a policy issued by: ACE INA Insurance. To file a PAI or PEC claim or to obtain a claim form, please contact: ACE INA Insurance / Enterprise Rent-A-Car Canada Company Insurance Program, 1400-25 York Street Toronto, Ontario M5J 2V5, 1-877-772-7797 (English) or 1-877-337-9494 (French), Fax: 416-368-0641 or email: Canada.ahclaims@acegroup.com X			
LIABILITY FOR LOSS BY ACCIDENT: WARNING: YOUR AUTOMOBILE INSURANCE COVERAGE IS PRIMARY. IF APPLICABLE, OWNER'S COVERAGE IS SUBJECT TO LIMITS AND RESTRICTIONS. SEE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. X			
OPTIONAL PRODUCTS NOTICE: OUR CONTRACT OFFERS, FOR AN ADDITIONAL CHARGE, AS OPTIONAL PRODUCTS: DAMAGE WAIVER, PERSONAL ACCIDENT INSURANCE, PERSONAL EFFECTS COVERAGE AND ROADSIDE ASSISTANCE PROTECTION. BEFORE DECIDING WHETHER TO PURCHASE ANY OF THESE PRODUCTS, YOU MAY WISH TO DETERMINE WHETHER YOUR PERSONAL INSURANCE OR CREDIT CARD PROVIDES YOU COVERAGE DURING THE RENTAL PERIOD. THE PURCHASE OF ANY OF THESE OPTIONAL PRODUCTS IS NOT REQUIRED TO RENT VEHICLE. X _____			
I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE			

RA # s.22

PAGE 1 OF 2

PANORAMA TOWN PANTRY
12823 - 58TH AVENUE
SURREY, BC
V3X 2P7

2018-08-31 13:09:40

STORE #: 43113
TRANS #: 088109
GST #: R743318321

Gas for rental car
Stop: 6180

PUMP 6
REGULAR
28.600L AT \$1.569/L

ACCT:
MASTERCARD
\$ 44.87

GST INCLUDED \$ 2.14

TOTAL \$ 44.87

MASTERCARD
*****s.17
REFERENCE #:
66282993 0012410230C
AUTH 160940

→ travel card

MASTERCARD
A00000000041010
0000008000
E800

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

THANK YOU FOR
SHOPPING AT
CHEVRON

Aug 31

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240063

**** PURCHASE ****

08-31-2018 ☒ s.17 19:57
Acct # ***** C
Exp Date **/** Card Type MC
Name: AMANDA VAN BAARSEN
A0000000041010 MasterCard

Operator: 163
Trace # 17894
Inv. # 163
Auth # 191957 RRN 001498003

Purchase (\$9.50)
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

→ travel card

6501- 3200000

cab from
harbour air → home

MINISTRY OF FINANCE AND SUPPORTED ENTITIES
REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES

INVOICE # VAN180809
BEA-VAN-18-08-09

FORM USAGE

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

CHEQUE INFORMATION

#2725858

Payee Name: Amanda Van Baarsen ✓ Vendor #: 2725858 Loc. Code: _____

Cheque Mailing Address: Ministry of Citizen Services' PO BOX 9068 Stn Prov Gov Victoria, BC V8W9E2 Room 236

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
2018/08/09	Coffee s.15	33.98 ✓

Cheque Total

33.98

A. van Baarsen ✓

Signature of Individual Receiving Reimbursement

Aug 15 2018

Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

CODING

Client: 112 Resp: 32805 Service Line: 34610 STOB: 6531 Project: 32000000

[Signature] ✓

Expense Authority Signature

2018-08-15

Date

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.

[Signature] ✓
2018-08-15

s.15

s.22

333666 EB - LUSH	16.99
333666 EB - LUSH	16.99
SUBTOTAL	33.98
TAX	0.00
**** TOTAL	

XXXXXXXXXX s.17
ACCT: MASTERCARD
REFERENCE #: 66285188-0010018670 C
AUTH #: 172634 2018/08/09 14:26:34
Invoice Number: 013867 ✓
Purchase - MasterCard
A0000000041010
0000008000 E800

01 APPROVED - THANK YOU 027
AMOUNT: 33.98

IMPORTANT - retain this copy
for your records
CUSTOMER COPY

MasterCard	33.98
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 2
2018/08/09 14:26:33 552 13 282 1
OP#: 1 Name: Murray C

Thank You!
Please Come Again

G = GST P=PST
GST #121476329RT

Whse:552 Trm:13 Trn:282 OP:1

Alan Baer

[Signature]

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Chelsea Delaney-Spindler

TELEPHONE NO.

(250) 387 9699

YYYY / MM / DD

DATE SUBMITTED

2018/04/18

MINISTRY/DIVISION/BRANCH

Citizens' Services

LOCATION (CITY) OF EVENT

YYYY / MM / DD

START DATE OF EVENT

2018/04/01

YYYY / MM / DD

END DATE OF EVENT

2019/03/31

SECTION 2 – NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Blanket BEA for the 2018-2019 fiscal year, including coffee, tea, water, cream, milk, sugar, cookies, & machine rental

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	134.40
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings	6531	1382.71
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input checked="" type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.		
5. Business Meals in Restaurant	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER		
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other:		
ESTIMATED TOTAL		\$1517.11

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE SERVICE LINE PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING

328053461032000000

EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.

Shannon Russell

PRINT NAME OF EXPENSE AUTHORITY

DATE SIGNED

YYYY / MM / DD

Shannon Russell

2018.04.16

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE – Certified goods/services received pursuant to CPPM 4.3.2.

X

James Smith

REIMBURSEMENT TOTAL