



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129537

**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.

<b>Name</b> Harrison, Veronica		<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 387-8838	
<b>Client Organization</b> Education		<b>Job Title</b> Sr. Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/08/17		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Accompanying Minister on travel			<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b>					
<b>16. Travel Dates</b> 2018 08/15 08/16	<b>17. Places Travelled</b> *PCard Destination Start End * Kelowna (PC) 1000 2100 * Kelowna-VIC (PC) 0700 1500			<b>18. Personal Vehicle Use</b> Km Cost 0.00 0.00	<b>19. Other Transport Costs</b> 70.00
				<b>20. &amp; 21. Meals</b> Claim Cost F-B 41.00 F-BD 22.75	<b>22. Lodging Costs</b> 278.40
				<b>20. &amp; 21. Miscellaneous</b> Cost Describe 88.07 Rental,gas,valet	
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 70.00
				<b>38.</b> \$ 63.75	<b>39.</b> \$ 278.40
				<b>40.</b> \$ 88.07	<b>Claim Total</b> \$ 500.22
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001 062	<b>50. Service Line</b> 06000 22001	<b>51. STOB</b> 5702	<b>52. Project</b> 2200000	<b>45. Supplier Code</b> s.22
					<b>Amount</b> \$ 500.22
<b>Less Travel Advance</b> 062					
					<b>54.</b> \$ 500.22
<b>AMOUNT DUE TO EMPLOYEE</b>					
<b>45. Employee Signature (See Audit Trail)</b> - 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.				<b>Print Name</b>	
				<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>	
				<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>	
				<b>Date Signed</b>	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2018Aug27  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E129537 for Harrison, Veronica**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/17 12:09:20	Harrison, Veronica (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/08/17 14:39:05	Harrison, Veronica (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Recalled	Harrison, Veronica Andra.Hahn@gov.bc.ca
2018/08/17 14:40:55	Harrison, Veronica (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Saved	Harrison, Veronica Andra.Hahn@gov.bc.ca
2018/08/17 14:41:28	Harrison, Veronica (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica s. Veronica.Harrison@gov.bc.ca
2018/08/20 09:37:36	Harrison, Veronica s. (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) E129537 for Harrison, Veronica

1 note(s) returned.

Created On	Author	Note
2018/08/17 12:09:20	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	<ul style="list-style-type: none"> <li>-Aug. 15: -accompanied Minister to Kelowna for speaking at event.</li> <li>-Return flight via Pacific Coastal Airlines.</li> <li>- Aug. 15: lunch and dinner</li> <li>-Aug. 15: 1 night hotel</li> <li>- Aug. 16: \$17.83 gas fill up for rental car</li> <li>-Aug. 16: Cab from Victoria International Airport to Legislature</li> <li>- Aug. 16: lunch only as breakfast was provided</li> </ul>

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VH  
Aug 15 + 16

## Reservation Confirmation

Your reservation is now confirmed

Reservation Number: s.22

\*All charges and payments appear in: CAD

### Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
FLEMING, ROBERT	\$793.08	\$39.68	\$832.76	\$832.76	\$0.00

### Additional Passengers

HARRISON, VERONICA

### Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P1525	15 Aug 2018	12:30 - VICTORIA INT ARPT	13:35 - KELOWNA	BEECH 1900	CONFIRMED
2	8P1526	16 Aug 2018	12:50 - KELOWNA	13:55 - VICTORIA INT ARPT	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.  
Aircraft type and schedule subject to change without notice.

### Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	FLEMING, ROBERT	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	FLEMING, ROBERT	CLASSIC FARE	\$142.00	\$7.10	\$149.10
1	FLEMING, ROBERT	Security Surcharge	\$7.12	\$0.36	\$7.48
1	FLEMING, ROBERT	Fuel Surcharge	\$14.00	\$0.70	\$14.70
1	FLEMING, ROBERT	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	FLEMING, ROBERT	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	FLEMING, ROBERT	Carbon Surcharge	\$7.15	\$0.36	\$7.51
2	FLEMING, ROBERT	AIF - YLW	\$15.00	\$0.75	\$15.75
2	FLEMING, ROBERT	CLASSIC FARE	\$142.00	\$7.10	\$149.10
2	FLEMING, ROBERT	Security Surcharge	\$7.12	\$0.36	\$7.48
2	FLEMING, ROBERT	Fuel Surcharge	\$14.00	\$0.70	\$14.70
2	FLEMING, ROBERT	Nav Canada Fee	\$13.00	\$0.65	\$13.65
2	FLEMING, ROBERT	Shop (1) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
2	FLEMING, ROBERT	Carbon Surcharge	\$7.15	\$0.36	\$7.51
1	HARRISON, VERONICA	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	HARRISON, VERONICA	CLASSIC FARE	\$142.00	\$7.10	\$149.10
1	HARRISON, VERONICA	Security Surcharge	\$7.12	\$0.36	\$7.48
1	HARRISON, VERONICA	Fuel Surcharge	\$14.00	\$0.70	\$14.70
1	HARRISON, VERONICA	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	HARRISON, VERONICA	Shop (2) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	HARRISON, VERONICA	Carbon Surcharge	\$7.15	\$0.36	\$7.51
2	HARRISON, VERONICA	AIF - YLW	\$15.00	\$0.75	\$15.75
2	HARRISON, VERONICA	CLASSIC FARE	\$142.00	\$7.10	\$149.10
2	HARRISON, VERONICA	Security Surcharge	\$7.12	\$0.36	\$7.48
2	HARRISON, VERONICA	Fuel Surcharge	\$14.00	\$0.70	\$14.70

2	HARRISON, VERONICA	Nav Canada Fee	\$13.00	\$0.65	\$13.65
2	HARRISON, VERONICA	Shop (3) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
2	HARRISON, VERONICA	Carbon Surcharge	\$7.15	\$0.36	\$7.51
<b>Total</b>			<b>\$793.08</b>	<b>\$39.68</b>	<b>\$832.76</b>

## Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
25 July 2018	Andra Hahn	\$832.76	MASTERCARD		2823068	164715

Tax Registration: 121386296 RT0001



## Fare Terms and Conditions

### Classic Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$52.50 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$52.50 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$26.25 per passenger, per direction (must be done at check-in counter)
- Name Changes: \$52.50 per passenger, per reservation
- Priority Protection Travel Status: 2

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- Name Changes: \$52.50 per passenger, per reservation
- Priority Protection Travel Status: 2

## Checked Baggage Allowance

A checked bag is one (1) item, weighing up to a maximum of 50lbs (23kg) with maximum linear dimension of 62" (158 cm). Linear dimension is calculated by adding together the bags outside height, width and length. All wheels and handles should be included when measuring. Checked baggage fees may apply depending on the fare selecting at the time of booking.

We make every effort to ensure your luggage travels with you. However, there are times where we cannot accommodate all checked baggage due to payload restrictions. We trust our passengers will keep this in mind when packing, keeping important items with them in their carry-on (i.e medication, keys, etc.).

Pacific Coastal Airlines does not accept single checked bags exceeding 70lbs (except for large checked pets). An overweight item is a single piece of checked baggage between the weight of 51lbs and 70lbs. In addition, an oversized item will be any single piece exceeding 62" linear dimensions.

## Carry-on Allowance

Aug 15

Veronica Harrison  
Need  
Need BC NEED  
Canada

Room: s.15  
Folio: s.22  
Cashier: 9  
Arrival: 08-15-18  
Departure: 08-16-18  
Reference:

Group: BCSSA Conference 2018

Date	Description	Additional Information	Charges	Credits
08-15-18	Room Charge		240.00	
08-15-18	Rooms GST		12.00	
08-15-18	Rooms Hotel Room Tax		19.20	
08-15-18	Rooms Municipal Tax		7.20	
08-15-18	Valet Parking		32.00	
08-16-18	Master Card	XXXXXXXXXXXX s.17	XX/XX	310.40

**GST Summary**

Registration No: s.15

Room	12.00
F&B	0.00
Other	1.52
<b>Total</b>	<b>13.52</b>

**PST Summary**

Room	0.00
F&B	0.00
Other	0.00
<b>Total</b>	<b>0.00</b>

<b>Total</b>	<b>310.40</b>	<b>310.40</b>
--------------	---------------	---------------

<b>Balance Due</b>	<b>0.00 CDN</b>
--------------------	-----------------

Guest Signature: \_\_\_\_\_

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

VH  
Aug 15

Veronica Harrison  
Need  
Need BC NEED  
Canada

Room: s.15  
Folio: s.22  
Cashier: 9  
Arrival: 08-15-18  
Departure: 08-16-18  
Reference:

Group: BCSSA Conference 2018

Date	Description	Additional Information	Charges	Credits
08-15-18	Room Charge		240.00	
08-15-18	Rooms GST		12.00	
08-15-18	Rooms Hotel Room Tax		19.20	
08-15-18	Rooms Municipal Tax		7.20	
08-15-18	Valet Parking		32.00	
08-16-18	Master Card	XXXXXXXXXXXXX <sup>s.17</sup>	XX/XX	310.40

GST Summary	
Registration No: s.15	
Room	12.00
F&B	0.00
Other	1.52
<b>Total</b>	<b>13.52</b>

PST Summary	
Room	0.00
F&B	0.00
Other	0.00
<b>Total</b>	<b>0.00</b>

<b>Total</b>	<b>310.40</b>	<b>310.40</b>
<b>Balance Due</b>	<b>0.00</b>	<b>CDN</b>

Guest Signature: \_\_\_\_\_

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

Aug. 16

**Husky**



Want great rewards? Visit [myHuskyRewards.ca](http://myHuskyRewards.ca)

Okanagan Wash Zone Husky  
150 Edwards Road  
Kelowna BC  
U1X 7J5  
(250) 491-9256  
GST# 847583705  
Retailer ID 4171825  
Rct:71644 4412-4  
Batch:3384-115

2018/08/16 11:53:48

Pump# 4  
Regular \$17.83  
12.219 L @ \$1.459/L  
AMOUNT \$17.83  
GST(Inc Pump) \$0.85

Pre Auth Completion  
CAPITAL ONE  
AID: A0000000041010  
\*\*\*\*\*S.17 C  
EXP: \*\*/\*\*  
Date: 08/16/2018  
Time: 11:53:48  
AUTHCODE: 07470S 441204EC  
S285001001018 00 000  
TUR: 0000000000 TSI: E800

Approved

s.22

PLEASE TELL US  
HOW WE DID?  
[myHusky.ca/feedback](http://myHusky.ca/feedback)

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240087

\*\*\*\* PURCHASE \*\*\*\*  
08-16-2018 14:45:22  
Acct # \*\*\*\*\*S.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: VERONICA HARRISON  
A0000000041010 MASTERCARD  
Operator: 87  
Trace # 10306  
Inv. # 87  
Auth # 05670S RRN 001303003

Total \$70.00  
(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

[www.yellowcabvictoria.com](http://www.yellowcabvictoria.com)  
250-381-2222

4/0/L





Car and Truck Rental

GST Reg No 101370930 RT 0001

www.bcbudget.com

Devon Transport Ltd. (An Independent Budget System Sub Licensee)

HEAD OFFICE &amp; ADMINISTRATION

2501 Kenworth Road  
Nanaimo, BC V9T 3M4  
(250)729-2420 FAX (250)729-2410 EMAIL: custserv@bcbudget.com

Contract # s.22

Reservation #: s.22

Renter: HARRISON, VERONICA

BCN: TY493U

Vehicle Rented:

Owner: a/Devon Transport

Unit #: 822363

E mber: A162000

Company: BC PROVINCIAL GOVERNMENT

Credit Card: Master Card XXXXXXXXXX s.17

Class: Intermediate SUV

Time Out: 15 Aug 2018 13:32

Licence: GP032D

Time In: 16 Aug 2018 11:30

Km Out: 1475

Location Out: Kelowna Airport

Km In: 1505

Location In: KELLW

Km Driven: 30

Rental Rate Used: PRG-LW-18 - A

Vehicle Class: Compact

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	32.74	200	Regular
Week	1	End	194.83	1400	Regular
Hour	25	End	16.37	0	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently \$1.51 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 13.64% subject to taxes

VLF/ERF: 5.29 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Kelowna

GST: 5% PST: 7% PVRT: 1.50 per Day

**Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.****Charges:**

Item	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Vehicle Rental	Day	1	32.74	1.71	2.29	1.50	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

**Payments & Refunds**

Total: 38.24

Type	Date	Amount	Exchange	Amount	Location
Master Card	16 Aug 2018 13:10			38.24	KELLW
BD014S01 066001001048 XXXXXXXXXXXX s.17 07483S Purchase					
BD014C01 APPROVED 00-000 M					

**Amount Owing**

Net Charges &amp; Taxes: 38.24

Net Payment &amp; Refunds: 38.24

**Maximum 5000 kilometers per rental. Excess mileage will be charged.****Rates are applicable within BC****Customer is responsible to advise Budget of all toll crossings. All unreported crossings will be subject to an administration fee of \$25.00****Accidents must be reported to Budget within 24 hours.**

Contract close subject to final audit.

Remarks:

/Estimated Charges: \$38.24

Contract Copy: #4

Print Date &amp; Time: 17 Aug 2018 10:11

For receipt purpose only. Refer to original contract for completed terms.

Page 1 of 1

Customer Copy

Page 9 of 39 FIN-2019-94092



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129591

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<b>Name</b> Harrison, Veronica			<b>Employee ID</b> s.22			<b>Phone Number</b> (250) 387-8838							
<b>Client Organization</b> Education			<b>Job Title</b> Sr. Ministerial Assistant			<b>Travel Group Code</b> 3							
<b>5. Date Completed</b> 2018/08/30		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>							
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Accompanying Minister				<b>Headquarters</b> Victoria							
<b>12. Mailing Address for Cheque</b>													
<b>16. Travel Dates</b> 2018 08/23	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b> Victoria	<b>Start</b> 0900	<b>End</b> 1200	<b>Km</b>	<b>Cost</b> 0.00		<b>Cost</b> 20.40	<b>Claim</b>	<b>Cost</b> 0.00		<b>Cost</b>	<b>Describe</b>	
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 20.40		<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 20.40		
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001062	<b>50. Service Line</b> 06000 22001		<b>51. STOB</b> 6501	<b>52. Project</b> 2200000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 20.40				
<b>Less Travel Advance</b> 062													
											<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 20.40
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>				
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>				
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>				

**Audit Trail for Travel Voucher (Restricted Use) E129591 for Harrison, Veronica**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/30 14:28:47	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/09/06 16:02:38	Harrison, Veronica S. (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) E129591 for Harrison, Veronica**

1 note(s) returned.

Created On	Author	Note
2018/08/30 14:28:47	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Accompanied Minister to meeting at Government house. Taxi receipt for house to Gov't house.

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Home to LC

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH218524000M

\*\*\*\* PURCHASE \*\*\*\*

08-23-2018 09:36:05  
Acct # \*\*\*\*\*S.17 RF  
Exp Date \*\*/\*\* Card Type MC  
Name:  
A0000000041010 MASTERCARD

Operator: 275  
Trace # 7003  
Inv. # 2993  
Auth # 08150S RRN 001820003

Total \$20.40

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129688

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<b>Name</b> Gunn, Paula S.				<b>Employee ID</b> s.22				<b>Phone Number</b> s.17						
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2018/09/18			<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Buisness					<b>Headquarters</b> Victoria						
<b>12. Mailing Address for Cheque</b> 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2														
<b>16. Travel Dates</b>		<b>17. Places Travelled</b> *PCard			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
		<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Cost</b>	<b>Describe</b>
2018														
08/29		* Vic-Van (HJ)	0900	1159	20	10.80			F-	51.50		421.82	6.50 - s.2	TAXI
08/30		* Van-Vic (HJ)	0900	1159	20	10.80				0.00				
09/05		* Vic-Van (HJ)	0900	1159	20	10.80			F-B	41.00		421.82	22.70	TAXI
09/06		* Van-Vic (HJ)	0900	1159		0.00	29.30		F-LD	22.75		s.22	60.60	TAXI
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>			<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>		
					\$ 32.40	\$ 29.30			\$ 115.25	\$ 843.64	\$ 89.80	1110.39		
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>					
039	18YAA	14001	5701		1800000		s.22		\$ s.22		1110.39			
039														
039														
039														
<b>Less Travel Advance</b>														
039														
											<b>54.</b>			
											\$			
<b>AMOUNT DUE TO EMPLOYEE</b>														
<b>45. Employee Signature (See Audit Trail)</b> - 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.								<b>Print Name</b>				<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>				<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>				<b>Date Signed</b>		

## Audit Trail for Travel Voucher (Restricted Use) E129688 for Gunn, Paula S.2

11 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/18 11:02:59	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 11:08:41	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 11:17:11	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 11:42:44	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 11:56:57	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 12:00:59	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 13:38:01	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 13:50:09	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 13:50:39	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S.2 Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/18 13:55:16	Gunn, Paula S. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/09/19 16:20:46	Conroy, Katrine (IDIR\KCONROY) Katrine.Conroy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E129688 for Gunn, Paula S.

0 note(s) returned.

Created On	Author	Note

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TO CLAIM SEPTEMBER 7th

<b>NEW</b>						
<b>Aug 29-30 Vancouver meetings</b>	Mileage from home to Helijet	n/a				
	helijet	Helijet	Emily's Pcard			
	Taxi	My Pcard		s.22 16.50		
	L, D, B	N/A				
	s.15	My Pcard				
	Helijet home	Emily's Pcard				
	Mileage from Helijet home	n/a				
<b>Sept 5-6 Vancouver childcare events</b>						
	Mileage home to work					
	helijet	Emily's Pcard				
	Taxi to Langara	My pcard		22.70		
	L,D	N/A				
Sept 6	s.15			421.82		
	hotel					
<i>clerk's fund?</i> - Breakfast	Taxi to MCFD Burnaby office	My pcard		41.00		
	Taxi to BCIT for event (got ride with Karen to helijet)	My pcard		19.60		
	helijet	Emily's Pcard		N/A		
	Taxi home	My pcard		29.30		

Home address s.22

Aug 29<sup>th</sup>

\*DUPLICATE\*

BLACKTOP & CHECKER  
CABS#114  
777 PACIFIC ST  
VANCOUVER BC

\*DUPLICATE\*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/08/29  
TIME 0795 09:25.23  
CLERK ID 1  
RECEIPT NUMBER  
F85045707-001-845-008-0

PURCHASE  
AMOUNT \$6.50  
TIP s.22  
TOTAL

CHIP CARD SWIPED

APPROVED

AUTH# 122523 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

Booking # s.22

Wednesday, August 29, 2018

704

07:50 Victoria Harbour

08:25 Vancouver Harbour

35 minutes

Cancelled

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

Invoice #315276

FEE-YWH\_Full\_Summer17 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

**Grand Total \$230.00**

Mastercard \$230.00

Date / Time August 29, 2018 @ 7:44:08 AM

Summary s.17

Expiration

Authorization 104408

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

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

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

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

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

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

Booking s.22

Thursday, August 30, 2018

725

16:40 Vancouver Harbour

17:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

Add to Calendar

Invoice #315277

FARE-YWH-OffPeak\_2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

**Grand Total \$230.00**

Mastercard \$230.00

Date / Time August 30, 2018 @ 4:04:28 PM

Summary s.17

Expiration

Authorization 190426

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

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

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

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

Aug 29

Room : s.15  
 Folio # :  
 Invoice # :  
 Cashier # : 654  
 Page # : 1 of 1

Ms Paula Gunn  
 Parliament Buildings  
 Victoria BC V  
 Canada

Arrival : 08-29-18  
 Departure : 08-30-18

Date	Description	Additional Information	Charges	Credits
08-29-18	Room charge		359.00	
08-29-18	Destination Marketing Fee		4.64	
08-29-18	Room PST		40.00	
08-29-18	Room GST		18.18	
08-30-18	Mastercard	XXXXXXXXXX s.17 XX/XX		421.82
<b>Total</b>			<b>421.82</b>	<b>421.82</b>
<b>Balance Due</b>			<b>0.00</b>	

GST Summary

Room : 18.18  
 F&B : 0.00  
 Other : 0.00  
 Total : 18.18

HST Summary

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

s.15



Sept 9<sup>th</sup> / 6<sup>th</sup>

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

BONNY'S TAXI BM 44  
5759 SIDLEY STREET  
BURNABY BC

\*DUPLICATE\*

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

\*DUPLICATE\*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/05  
TIME 0711 13:45:23  
CLERK ID 4759  
INVOICE # 1  
RECEIPT NUMBER  
C85009750-001-480-907-0

PURCHASE  
AMOUNT \$22.70  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
62A7C5580D32058A  
0000008000-E800  
4D31559A086B6DA9

APPROVED

AUTH# 164523 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/06  
TIME 0087 11:48:19  
CLERK ID 10459  
INVOICE # 10459  
RECEIPT NUMBER  
C85000985-001-724-004-0

PURCHASE  
AMOUNT \$41.00  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
124A4EED1C027B25  
0000008000-E800  
B4E02B55A4C669E9

APPROVED

AUTH# 144819 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/06  
TIME 4265 13:16:38  
CLERK ID 01  
RECEIPT NUMBER  
C85024923-001-364-008-0

PURCHASE  
AMOUNT \$19.60  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
7F84F3D108C92031  
0000008000-E800  
BDCC4E1A4AD92E05

APPROVED

AUTH# 161638 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLUEBIRD CABS #100  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/06  
TIME 7244 17:07:14  
RECEIPT NUMBER  
C85022017-001-087-006-0  
PURCHASE  
AMOUNT \$29.30  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
0D2B14E9D9298758  
0000008000-E800  
59A377E4650027C5

APPROVED  
AUTH# 200714  
THANK YOU

s.15

Room : s.15  
Folio # :  
Invoice # :  
Cashier # : 887  
Page # : 1 of 1

Ms Paula Gunn  
Parliament Buildings  
Victoria BC V  
Canada

Arrival : 09-05-18  
Departure : 09-06-18

Date	Description	Additional Information	Charges	Credits
09-05-18	Room Charge		359.00	
09-05-18	Destination Marketing Fee		4.64	
09-05-18	Room PST		40.00	
09-05-18	Room GST		18.18	
09-06-18	Mastercard	XXXXXXXXXXXX s.17 XX/XX		421.82
<b>Total</b>			<b>421.82</b>	<b>421.82</b>
<b>Balance Due</b>			<b>0.00</b>	

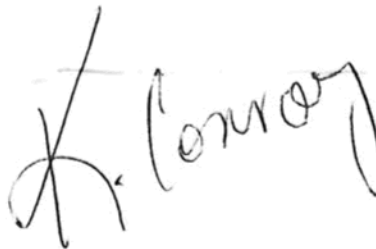
GST Summary

Room : 18.18  
F&B : 0.00  
Other : 0.00  
Total : 18.18

HST Summary

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

s.15



s.15

Booking: s.22

Wednesday, September 5, 2018

Invoice #315106

716

12:25 Victoria Harbour

13:00 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

FARE-YWH-Full\_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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

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

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

### THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

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

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via



**From:** Morton, Kaitlin MCF:EX  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!  
**Date:** October 2, 2018 1:31:51 PM

---

Proof of flight Sept 6<sup>th</sup> Helijet return flight ---booked on Emily's pcard

Thanks Saija!

Kaitlin

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Tuesday, October 2, 2018 1:31 PM  
**To:** Morton, Kaitlin MCF: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	Paula Gunn
Company	Ministry Of Children & Family Development

#### Booking s.22

Thursday, September 6, 2018

723

16:00 Vancouver Harbour (Downtown)

16:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak  
Paula Gunn, Female

[Add to Calendar](#)

Invoice #315990

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 6, 2018 @ 3:49:59 PM

Summary \*\*\*\*\*s.17



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129904

**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.

<b>Name</b> Sharma, Niki				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-5767							
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3							
<b>5. Date Completed</b> 2018/10/18			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b> EFT			<b>8. Cheque Stub Information</b>						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Business						<b>Headquarters</b> Victoria						
<b>12. Mailing Address for Cheque</b> Rm 027-501 Belleville Street Victoria, BC V8V 1X4															
<b>16. Travel Dates</b>		<b>17. Places Travelled</b> *PCard				<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
		<b>Destination</b>		<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>			<b>Cost</b>	<b>Describe</b>
2018		*Vancouver (HJ)		0600	0625		0.00				0.00			13.10	Taxi -
08/01		*Victoria (HJ)		1258	1307		0.00				0.00			7.60	Taxi -
08/14		Vancouver		1300	1332		0.00				0.00			14.00	Taxi -
08/27		Van>NewWest		0800	0851		0.00				0.00			36.80	Taxi -
08/29		Vancouver		1500	1521		0.00				0.00			17.00	Taxi -
08/30		Vancouver		1203	1233		0.00				0.00			16.00	Taxi -
09/05		Vancouver		1605	1620		0.00				0.00			13.30	Taxi -
09/22		Van>Rich		1820	1906		0.00				0.00			29.20	Taxi -
09/27		Van>Rich		0940	1020		0.00				0.00			30.00	Taxi -
09/27		Rich>Van		1300	1337		0.00				0.00			28.00	Taxi -
<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00			<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 205.00	<b>Claim Total</b> \$ 205.00		
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>			
039		18YAB		14001		57016601		1800000		s.22		\$ 205.00			
039															
039															
039															
<b>Less Travel Advance</b>															
039															
												<b>54.</b> \$ 205.00			
<b>AMOUNT DUE TO EMPLOYEE</b>															
<b>45. Employee Signature (See Audit Trail)</b> - 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.								<b>Print Name</b>			<b>Date Signed</b>				
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>			<b>Date Signed</b>				
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>			<b>Date Signed</b>				

**Audit Trail for Travel Voucher (Restricted Use) E129904 for Sharma, Niki**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/18 11:49:36	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/10/18 11:49:52	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/10/26 10:32:21	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	Chen, Katrina Katrina.Chen@gov.bc.ca
2018/10/29 15:33:21	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca
2018/10/30 14:50:23	Poldrugovac, Saija (IDIR\SPOLDRUG) Saija.Poldrugovac@gov.bc.ca		Forwarded	Laird, Patricia S. Patricia.Laird@gov.bc.ca
2018/10/30 15:13:22	Laird, Patricia S. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca		Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E129904 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/10/18 11:49:36	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	08/01/18 Took taxi from home to Helijet in Vancouver 08/01/18 Took taxi from Leg to Helijet in Victoria 08/14/18 Took taxi from home to VCO 08/27/18 Took taxi from Van>NewWest for meeting 08/29/18 Took taxi from VCO to home 08/30/18 Took taxi to meeting in Van 09/05/18 Took taxi to from home to Announcement in Vancouver 09/22/18 Took Taxi from Van>Rich for Child Care awards 09/27/18 Took taxi from Van>Rich to meeting 09/27/18 Took taxi from Rich>Van from meeting

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## Audit Trail for Travel Voucher (Restricted Use) E129904 for Sharma, Niki

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/18 11:49:36	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/10/18 11:49:52	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca

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*to Child Care Awards*

RICHMOND TAXI #34  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20123752  
QB2012375201

## SALE

09-22-2018 19:06:55  
Acct # \*\*\*\*\* s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: SHARMA/NIKI  
A0000000041010  
MasterCard

Trace # 530004 Operator 234  
Inv. # 234  
Auth # 220655 RRN 001169004

Sale \$29.20  
Tip s.22

## TOTAL

+++++  
00 APPROVED-THANK YOU  
+++++

Retain this copy for your  
records  
Customer copy

*for ECE amount*

YELLOW CAB #23  
1441 CLARK DR  
VANCOUVER BC

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/09/05  
TIME 3958 16:20:30  
CLERK ID 1  
RECEIPT NUMBER  
C85058393-001-001-138-0

PURCHASE  
AMOUNT \$13.30  
TIP s.22  
TOTAL

Interac  
A0000002771010  
9614D9F273DD76D6  
600008000-6800  
A8DAC8192902BDAB  
8080008000-7800

## APPROVED

AUTH# 508340 00-001  
THANK YOU

CARDHOLDER COPY

*MW Wayne*

YELLOW CAB #46  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/08/30  
TIME 0158 12:33:33  
CLERK ID 1  
RECEIPT NUMBER  
C85016715-001-003-601-0

PURCHASE  
AMOUNT \$16.00  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
E718B01E6862E464  
0000008000-E800  
4098940C7BC7B4A1

## APPROVED

AUTH# 153333 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST105762447RT0001

to Helix ✓  
\*DUPLICATE\*

BLACKTOP & CHECKER  
CABS#12  
777 PACIFIC ST  
VANCOUVER BC

\*DUPLICATE\*

s.17

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2018/08/01  
TIME 2116 06:25:46  
CLERK ID 1  
RECEIPT NUMBER  
C85002031-001-100-001-0

PURCHASE  
AMOUNT \$13.10  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
1694233D0137566B  
0000008000-E800  
9EE9FE 5E5827A38

APPROVED

AUTH# 092546 01-027  
THANK YOU

CARDHOLDER COPY

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\*DUPLICATE\*

to Richmond cc  
YELLOW CAB #188  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/22  
TIME 4579 17:05:39  
CLERK ID 5  
RECEIPT NUMBER  
C85004555-001-001-745-0

PURCHASE  
AMOUNT \$33.10  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
9F15E1C7EA6766B3  
0000008000-E800  
A8493B85C946A156

APPROVED

AUTH# 200539 01-027  
THANK YOU

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GST105762447RT0001

to Helix ✓  
BLUEBIRD CABS #48  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/08/01  
TIME 7083 13:07:54  
RECEIPT NUMBER  
C85002570-001-383-009-0

PURCHASE  
AMOUNT \$7.60  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
1F4A7F90B46D3677  
0000008000-E800  
D044485CE80E7EF0

APPROVED

AUTH# 160754 01-027  
THANK YOU

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PHONE 250.382.2222

taxi from VCO  
VANCOUVER TAXI  
1441 CLARK DR  
VANCOUVER BC

\*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/08/29  
TIME 1205 15:21:49  
CLERK ID 999  
INVOICE # 4444  
RECEIPT NUMBER  
C85069142-001-021-001-0  
PURCHASE  
AMOUNT \$17.00  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
0EAA752B1547D754  
0000008000-E800  
814AB2FBA5C36D4C

APPROVED

AUTH# 182149 01-027  
THANK YOU

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taxi to/from ~~North~~ ~~South~~  
YELLOW CAB #301  
1441 CLARK DR  
VANCOUVER BC

\*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/27  
TIME 0039 10:20:21  
CLERK ID 1  
RECEIPT NUMBER  
C85060055-001-008-086-0  
PURCHASE  
AMOUNT \$30.00  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
656463041CC0A6AB  
0000008000-E800  
26097B9D42FF4DCB

APPROVED

AUTH# 132021 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST105762447RT0001

taxi to/from ~~North~~ ~~South~~  
DELTA SUNSHINE TAXI #18  
13425 71A AVE  
SURREY BC

\*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/09/27  
TIME 0939 13:37:20  
CLERK ID 119  
RECEIPT NUMBER  
C85029931-001-814-002-0  
PURCHASE  
AMOUNT \$28.00  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
8280D8F307717FCA  
0000008000-E800  
907B7BDCA1921190

APPROVED

AUTH# 163720 01-027  
THANK YOU

CARDHOLDER COPY

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COPY FOR YOUR RECORDS



From NW City ✓  
YELLOW CAB #7  
1441 CLARK DR Hall  
VANCOUVER BC

VCO ✓  
YELLOW CAB #231  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/08/27  
TIME 2397 08:51:45  
CLERK ID 1  
RECEIPT NUMBER  
C85038173-001-006-439-0

CARD \*\*\*\*\* s.17  
CARD TYPE VISA  
DATE 2018/08/14  
TIME 1323 13:32:10  
CLERK ID 1  
RECEIPT NUMBER  
C85063025-001-017-533-0

PURCHASE  
AMOUNT \$36.80  
TIP s.22  
TOTAL

PURCHASE  
AMOUNT \$14.00  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
2D02B74AF2787D84  
0000008000-E800  
2CD1DCB2B745CDE3

VISA  
A0000000031010  
D40AD0E1E27B27BC  
0080008000-E800  
672429D30E6AD452  
0080008000-F800

APPROVED

AUTH# 115145 01-027  
THANK YOU

APPROVED

AUTH# 062852 01-027  
THANK YOU

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IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST105762447RT0001

GST105762447RT0001



## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Friday, July 27, 2018 3:07 PM  
**To:** Wilson, Cherie MCF: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

<b>Account</b>	<b>Customer #</b>	<b>s.17</b>
	<b>Name</b>	<b>Niki Sharma</b>
	<b>Company</b>	<b>Bc Government</b>

### Booking s.22

**Wednesday, August 1, 2018**

**851**

**07:00 Vancouver Harbour**

**07:35 Victoria Harbour**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Niki Sharma, Female**

**[Add to Calendar](#)**

**Invoice #310122**

**FARE-YWH-Full\_Summer - 2018** **\$219.05**

**+ GST** **\$10.95**

**Billing** **\$219.05**

**Taxes** **\$10.95**

**Grand Total** **\$230.00**

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

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

one-way travel.

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

Booking s.22

**Wednesday, August 1, 2018**

**718**

**13:45 Victoria Harbour**

**14:20 Vancouver Harbour**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Niki Sharma, Female**

[Add to Calendar](#)

Invoice #310123

FARE-YWH-Full\_Summer - 2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

**Grand Total \$230.00**

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

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

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

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

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

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Wednesday, August 1, 2018 1:10 PM  
**To:** Wilson, Cherie MCF: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 Niki Sharma  
Company Bc Government

### Booking s.22

**Wednesday, August 1, 2018**

**718**

**13:45 Victoria Harbour**

**14:20 Vancouver Harbour**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Niki Sharma, Female**

**[Add to Calendar](#)**

#### Invoice #310123

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 August 1, 2018 @ 1:09:40 PM

Summary s.17

Expiration



## Control No.

E129616

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Russell, Shannon	s.22	(250) 387-9699
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Citizens' Services	Senior Ministerial Assistant	3

<b>5. Date Completed</b> 2018/09/05	<b>6. Fiscal Year</b> 2019	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial duties		<b>Headquarters</b> Victoria

**12. Mailing Address for Cheque**  
PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2

<b>16. Travel Dates</b> 2018 08/03	<b>17. Places Travelled</b>  Destination      Start      End Whistler Deposit      0800      0801			<b>18. Personal Vehicle Use</b> Km      Cost 0.00		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b> Claim      Cost 0.00		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b> Cost      Describe 1007.40      Hotel	
--	--	--	--	---	--	----------------------------------	---	--	--------------------------	--	--

[illegible]

<b>48.</b>	<b>Client Code</b> 112 112 112 112	<b>49.</b>	<b>Resp.</b> 32805	<b>50.</b>	<b>Service Line</b> 34610	<b>51.</b>	<b>STOB</b> 5702	<b>52.</b>	<b>Project</b> 3200000	<b>45.</b>	<b>Supplier Code</b> s.22	<b>Amount</b> \$ 1007.40
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[illegible]

	AMOUNT DUE TO EMPLOYEE		54.	\$ 1007.40
--	------------------------	--	-----	------------

<b>45. Employee Signature (See Audit Trail)</b> - 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.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

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

57. <b>Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

**Audit Trail for Travel Voucher (Restricted Use) E129616 for Russell, Shannon**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/05 13:54:33	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/09/05 14:01:11	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/09/06 10:32:28	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/09/07 08:21:11	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/09/10 11:05:02	Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E129616 for Russell, Shannon**

2 note(s) returned.

Created On	Author	Note
2018/09/05 13:54:33	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	08/03- This Charge is a advanced deposit charge from the <b>s.15</b> hotel for up coming 2018 UBCM this month. Needed to do an advanced payment so Shannon can get signature on this from MJS. date of arrival for this charge will be 09/09
2018/09/05 14:01:11	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Check in date to the <b>s.15</b> hotel will start on 09/09 and check out date will be 09/14 2018

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## ADVANCE DEPOSIT RECEIPT

Russell, Shannon ✓

Reservation: s.22  
Arrival Date: 09-09-2018  
Departure Date: 09-14-2018  
Receipt No: 21000

Date	Description	Card #	Card Holder	Amount
03-01-2018	MasterCard	0622 ✓	Shannon Russell R.D TVE128467	251.85
08-03-2018	MasterCard	0622	Shannon Russell	1007.40
Total:				1259.25

User ID: s.22

↓  
E129616  
Stob: 5702

ADVANCE DEPOSIT RECEIPT

Page 1 of 1