



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130130

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 Gardea, Daniela				Employee ID s.22		Phone Number (778) 677-4304	
Client Organization Municipal Affairs and Housing				Job Title Ministerial Assistant		Travel Group Code 4	
5. Date Completed 2018/11/21		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Lodging Costs
2018							
10/26	Vic - Van (HJ)	0630	2359		0.00	✓ 325.00	
10/28	Van - Vic (Ferry)	1700	2000	69	37.26	✓ 95.70	25.75
11/02	Vic - Van (Ferry)	0600	2359	69	37.26	91.70 s.22	31.65
11/03	Vancouver	0700	2359		0.00		31.65
11/04	Van - Vic (Ferry)	1800	2100	69	37.26	74.70	
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 111.78	\$ 587.10 -s.22	\$ 128.75	\$ 63.30
				40.	41.	42.	43.
				\$ 81.70	-s.22		
				Claim Total			
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	53. Supplier Code	54. Amount	
060	51057	54000	5701	5100000	s.22	\$ 972.63 -s.22	
060	51057	54000	5711	5100000			
060	51057	54000	6501	5100000			
060							
Less Travel Advance							
060							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 972.63 -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) E130130 for Gardea, Daniela

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/21 14:07:49	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Notified	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2018/11/22 15:22:02	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Notified	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2018/11/22 15:24:56	Gardea, Daniela (IDIR\DGARDEA) Daniela.Gardea@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2018/11/22 15:37:15	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130130 for Gardea, Daniela

1 note(s) returned.

Created On	Author	Note
2018/11/21 14:07:49	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	10/26 - Helijet paid for by MA, taxis to and from event, half day per diem claimed 10/28 - drove personal vehicle on return, ferry reservation and fare paid for by MA 11/02 - personal vehicle, ferry and reservation paid for by MA, taxi to and from event, personal lodging 11/03 - taxi charges, BLDI 11/04 - ferry paid for by MA, drove personal vehicle

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Gardea, Daniela MAH:EX

From: passengerservices@helijet.com
Sent: Friday, October 26, 2018 6:46 AM
To: Gardea, Daniela MAH: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	Daniela Gardea

Booking s.22

Friday, October 26, 2018

702

07:00 Victoria Harbour (Downtown) ✓

07:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Daniela Gardea, Female ✓

Add to Calendar

Invoice #340564

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

Mastercard ✓ **\$325.00**

Date / Time October 26, 2018 @ 6:45:43 AM

Summary s.17 ✓

Expiration

Authorization 203400

DUPLICATE

BLACKTOP & CHECKER
CABS#194
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE ✓ 2018/10/26
TIME 5562 08:18:01
CLERK ID 1
RECEIPT NUMBER
C85051690-001-827-002-0

PURCHASE
TOTAL

✓ \$9.10

MasterCard
A0000000041010
2E2BF9E41FE5C1E8
0000008000-E800
8DEB60F1B5B793E4

APPROVED

AUTH# 111801 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ****s.17 ✓
CARD TYPE MAF CARD
DATE 2018/10/26 ✓
TIME 7361 13:36:14
CLERK ID 7
INVOICE # 220
RECEIPT NUMBER
C85023788-001-200-003-0

PURCHASE
TOTAL

\$10.60 ✓

MasterCard
A0000000041010
DD59C7AD1CD696C9
0000008000-E800
55750B3454E4080A

OVFD

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ***** s.17 ✓
CARD TYPE MASTERCARD
DATE 2018/10/26 ✓
TIME 8328 07:51:10
CLERK ID 1
INVOICE # 32267
RECEIPT NUMBER
C85053873-001-202-003-0

PURCHASE
TOTAL

\$14.00 ✓

MasterCard
A0000000041010
85BE85251A417178
000008000-E800
98D62A84FD41C668

APPROVED

AUTH# 105110
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN
COPY FOR YOUR RECORD

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOADED FROM STORE

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240097

**** PURCHASE ****

✓ 10-26-2018 06:44:31
Acct # *****S.17 ✓ C
Exp Date **/** Card Type ✓
Name: DANIELA GARDEA
A0000000041010 Mast

Operator: 97
Trace # 2597
Inv. # 4695
Auth # 094431 RRN 001220002

Total \$10.50 ✓

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-361-2222

Tsawwassen
To
Swartz Bay



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

LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/28
RESERVATION-R1900
CONF: B181597819
RES: 1

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

17.20

Total	s.22
Prepayment	21.00
Visa	
***** s.17	s.22
AUTH 073596 66277656 0010019630 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

95.7 ✓

*double checked card number is Daniela's card xref to E129691

Swartz Bay
To
Tsawwassen

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

LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/02 ✓
RESERVATION-R0700
CONF: B181622134
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 092929 66277641 0010010370 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE	0.00	

CARDHOLDER COPY
SWB 02 Nov 2018 06:29:29

1005025 672446

SEE REVERSE SIDE OF TICKET

DUPLICATE

BLACKTOP & CHECKER
CABS#9
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****S.17 ✓
CARD TYPE MASTERCARD
DATE 2018/11/02 ✓
TIME 5244 10:18:01
CLERK ID 1
RECEIPT NUMBER
C85021526-001-639-005-0

PURCHASE
TOTAL

\$10.10 ✓

MasterCard
A0000000041010
32CB22C49AD04759
0000008000-E800
4DBC686C56637F1A

APPROVED

AUTH# 131601 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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DUPLICATE

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17 ✓
CARD TYPE MASTERCARD
DATE 2018/11/02
TIME 8277 12:30:08
CLERK ID 1
INVOICE # 6477
RECEIPT NUMBER
C85023812-001-613-003-0

PURCHASE
TOTAL

\$12.90 ✓

MasterCard
A0000000041010
8C657EEF38897ADA
0000008000-E800
2F755BAD33A3A193

APPROVED

AUTH# 153008 01-027
THANK YOU

CARDHOLDER COPY

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COPY FOR YOUR RECORDS

DUPLICATE

DUPLICATE

BLACK TOP & CHECKERS

#379

777 PACIFIC ST

VANCOUVER BC

DUPLICATE

CARD s.17

CARD TYPE MASTERCARD ✓

DATE 2018/11/03

TIME 8399 18:31:11

CLERK ID 2

RECEIPT NUMBER

C85063031 001-527-007-0

PURCHASE

TOTAL

\$7.00 ✓

MasterCard

A0000000041010

9D05004EC3AF378B

0000008000-E800

A34CB42315D8717E

APPROVED

AUTH# 213111

01-027

THANK YOU

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DUPLICATE

DR
BC

*****s.17
MASTERCARD
2018/11/03
1681 22:23:50

CLERK ID 1
INVOICE # 577574
RECEIPT NUMBER
C85037126-001-249-008-0

PURCHASE
TOTAL

\$7.50

MasterCard
A0000000041010
1E2649CC58696A0A
0000008000-E800
BC5CEFC9905B1BD3

APPROVED

AUTH# 012350 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Tsawwassen
To
Swartz Bay ✓



LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/04 ✓

20'	Undersize Vehi	57.50
1	Adult	17.20

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

Master Card	
*****S.17	74.70 ✓
AUTH 233706 66277654 0010010070 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY

TSA 04 Nov 2018 20:37:06



1007060 654296
106676
SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129885

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 Infante, James				Employee ID s.22		Phone Number (778) 679-4931	
Client Organization Social Development and Poverty Reduction				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/10/16		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Event				Headquarters Minister's Office	
12. Mailing Address for Cheque s.22							
16. Travel Dates 2018 10/11	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination Victoria	Start 1500	End 2300	Km	Cost 0.00		Claim 0.00
							Cost 0.00
							Lodging Costs
							Cost 30.00
							Describe Taxi
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00		38. \$ 0.00
							39. \$ 0.00
							40. \$ 30.00
							Claim Total \$ 30.00
48. Client Code 031 031 031 031	49. Resp. 51384 46001	50. Service Line 54006 48000	51. STOB 5712 6501	52. Project 5188888 4600000		45. Supplier Code s.22	
						Amount \$ 30.00	
Less Travel Advance 031							
						54. \$ 30.00	
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) E129885 for Infante, James

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/16 11:38:59	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Initiated	McKnight, Valerie Valerie.McKnight@gov.bc.ca
2018/10/16 11:50:30	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129885 for Infante, James

1 note(s) returned.

Created On	Author	Note
2018/10/16 11:38:59	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca	Took bluebird taxi to a government event. Paid on travel card.

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5.54 kms

6.58 kms

BLUEBIRD CABS #75
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/10/11
TIME 0301 15:59:26
RECEIPT NUMBER
C85055380-001-248-009-0

PURCHASE
TOTAL

\$14.00

MasterCard
A0000000041010
796A72347E7F7911
0000008000-E800
250564A6E618FE21

APPROVED

AUTH# 185926 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #15
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/10/11
TIME 7005 21:02:58
RECEIPT NUMBER
C85068170-001-387-002-0

PURCHASE
TOTAL

\$16.00

MasterCard
A0000000041010
77A05936A8CD10D1
0000008000-E800
5427A03CB2B796C5

APPROVED

AUTH# 000258 01-027
THANK YOU

CARDHOLDER COPY

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PHONE.250.382.2222



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130003

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 Infante, James				Employee ID s.22		Phone Number (778) 679-4931								
Client Organization Social Development and Poverty Reduction				Job Title Ministerial Assistant		Travel Group Code 3								
5. Date Completed 2018/10/29		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information								
Type of Travel In Province		14. Reason for Travel Meeting				Headquarters Minister's Office								
12. Mailing Address for Cheque 52 San Jose Ave. Victoria, BC V8V 2C2														
16. Travel Dates 2018 10/25 10/26 10/28	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	
	Vic-Van (HJ)	0600	2359		0.00		F-BL	30.50		31.65				
	Van	0600	2359		0.00		F-BL	30.50						
	Van-Vic (HJ)	0600	2359		0.00		F-LD	22.75						
*flights on PCARD														
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00		38. \$ 83.75		39. \$ 31.65		40. \$ 0.00		Claim Total \$ 115.40
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
031		51384-46001		54006-48000		5712-5701		5188888-4600000		s.22		\$ 115.40		
031														
031														
031														
Less Travel Advance														
031														
												54. \$ 115.40		
AMOUNT DUE TO EMPLOYEE														
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed				

Audit Trail for Travel Voucher (Restricted Use) E130003 for Infante, James

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/29 18:19:49	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2018/10/29 18:26:38	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2018/10/30 09:12:23	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Approved	McKnight, Valerie Valerie.McKnight@gov.bc.ca
2018/11/22 17:35:54	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Recalled	Infante, James James.Infante@gov.bc.ca
2018/11/22 17:36:15	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Approved	Squance, Leah Leah.Squance@gov.bc.ca
2018/11/22 17:38:38	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130003 for Infante, James

1 note(s) returned.

Created On	Author	Note
2018/10/29 18:26:38	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca	Traveled to Vancouver by car with Senior MA Leah Squance, who paid for the travel to Vancouver. Stayed the day in Vancouver for an all day meeting and flew back through Helijet to Victoria.

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From: passengerservices@helijet.com
To: McKnight, Valerie SDPR:EX
Subject: Thank you for choosing to take off with Helijet!
Date: October 28, 2018 9:24:02 AM

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	James Infante
Company	Ministry Of Social Development

Booking s.22

Sunday, October 28, 2018

783

10:10 Vancouver Harbour
(Downtown)

10:45 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Off-Peak
James Infante, Male

[Add to Calendar](#)

Invoice #340555

FARE-YWH-OffPeak_2018	\$219.05
-----------------------	----------

+ GST	\$10.95
-------	---------

Billing	\$219.05
---------	----------

Taxes	\$10.95
-------	---------

Grand Total	\$230.00
--------------------	-----------------

Mastercard	\$230.00
------------	----------

Date / Time	October 28, 2018 @ 9:23:29 AM
-------------	-------------------------------

Summary	s.17
---------	------

Expiration	
------------	--

Authorization	122327
---------------	--------

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

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

Payment:

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

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

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

Parking:

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



Control No.

E129916

Name	Employee ID	Phone Number
Ranjan, Ramesh	s.22	(604) 220-5303
Client Organization	Job Title	Travel Group Code
Jobs: Trade and Technology TOURISM	Executive Assistant MINISTERIAL ASSIS	3

5. Date Completed 2018/10/19		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Ministerial Support					Headquarters Victoria				
12. Mailing Address for Cheque 151-501 Belleville Street Victoria, BC V8W 9E2											
16. Travel Dates 2018 10/10 10/11	17. Places Travelled Destination Vic- Prince George AC PG- Victoria AC			18. Personal Vehicle Use Km Cost 0.00 0.00		19. Other Transport Costs	20. & 21. Meals Claim F-BL F-D Cost 30.50 33.25		22. Lodging Costs 133.40	20. & 21. Miscellaneous Cost Describe	
*PCARD											
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 63.75	39. \$ 133.40	40. \$ 0.00	Claim Total \$ 197.15
48. 126 Client Code ---125--- ---125--- ---125--- ---125---	49. Resp. 51384	50. Service Line 54006	51. STOB 5702	52. Project 5188888	45. Supplier Code s.22		Amount \$ 197.15				
Less Travel Advance ---125											
					AMOUNT DUE TO EMPLOYEE					54. \$ 197.15	
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) E129916 for Ranjan, Ramesh

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/19 11:50:15	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/10/19 12:06:08	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/10/19 12:18:49	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/10/19 12:19:58	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/10/19 12:26:49	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/10/22 12:47:36	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129916 for Ranjan, Ramesh

1 note(s) returned.

Created On	Author	Note
2018/10/19 12:06:08	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	October 10, 2018 Fly to Vancouver with Minister to event p card October 10, 2018 Fly to Prince George with Minister to event p card October 10, 2018 Stay at s.15 Accompany Minister October 11, 2018 Fly back to Victoria then home

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s.15

Ramesh Ranjan
Ne 11111
United States Of America

Room: s.1
Room Type: s.15
Number of Guests: 1
Rate: \$115.00
Clerk: MAB

Arrive: 10Oct18 Time: 06:05PM Depart: 11Oct18 Time: 12:05PM Folio Number: s.22

Date	Description	Charges	Credits
10Oct18	Restaurant Room Charge	s.22	- not claimed
10Oct18	Room Charge	✓ 115.00	
10Oct18	GST-Goods and Services Tax	5.75	
10Oct18	Convention and Tourism Tax	3.45	
10Oct18	PST-Provincial Sales Tax	9.20	
11Oct18	Visa		s.22
Card #: VXXXXXXXXXXXX, s.17 XXXX ✓			
Amount: s.22 Auth: 057009 Signature on File			
This card was electronically swiped on 10Oct18			
Balance:		0.00	✓

s.15

s.15

E129916

s.15

Ramesh Ranjan
Ne 11111
United States Of America

Room: s.1
Room Type: s.15
Number of Guests: 1
Rate: \$115.00 Clerk: MAB

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10Oct18	Convention and Tourism Tax	3.45	
10Oct18	PST-Provincial Sales Tax	9.20	
11Oct18	Visa		s.22
	Card #: VXXXXXXXXXXXXX s.17 XXXX		
	Amount: s.22 Auth: 057009 Signature on File		
	This card was electronically swiped on 10Oct18		
	Balance:	0.00	

- not claimed

s.15

Approved: 

s.15

1E129916



Booking Confirmation

Booking Reference **s.22**

Date of issue: 03 Oct, 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 - Latitude

Wednesday
10 Oct, 2018

13:05
Victoria
Victoria Int. (YYJ), BC



13:33
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8052

0hr28
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

2hr27

Wednesday
10 Oct, 2018

16:00
Vancouver
Vancouver Int. (YVR), BC
Terminal M



17:15
Prince George
(YXS), BC

AC8209

1hr15
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Total duration

4hr10

Passengers

Ramesh Ranjan

Ticket Number
0142101483452

Seats
AC8052 S.1
AC8209 5



Booking Confirmation

Booking Reference: **s.22**

Date of issue: 03 Oct, 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.

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- Depart

Economy - Latitude

Thursday
11 Oct, 2018

14:15
Prince George
(YXS), BC



15:32
Vancouver
Vancouver Int. (YVR), BC
Terminal M


AC8208

1hr17
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

1hr23

Thursday
11 Oct, 2018

16:55
Vancouver
Vancouver Int. (YVR), BC
Terminal M



17:25
Victoria
Victoria Int. (YYJ), BC


AC8073

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

Total duration

3hr10

Passengers

 **Ramesh Ranjan**

Ticket Number
0142101484274

Seats
AC8208 S.
AC8073 15



EMPLOYEE SURNAME AND INITIALS	COMPETITION NO.	EMPLOYEE NO.	EFFECTIVE DATE
SANDERSON M	s.22	s.22	YYYY / MM / DD 2018/10/15

MOVING FROM MINISTRY	CITY LOCATION OTTAWA	MOVING TO MINISTRY	CITY LOCATION
		TRANSPORTATION AND INFRASTRUCTURE	VICTORIA
POSITION TITLE	CLASSIFICATION	POSITION TITLE	CLASSIFICATION
		MINISTERIAL ASSISTANT	3

FIN 20 Rev. 2003/1/24



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130387

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 Sanderson, Melanie s.				Employee ID s.22				Phone Number s.22			
Client Organization Transportation and Infrastructure				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2019/01/10			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Relocation Assistance						Headquarters Victoria		
12. Mailing Address for Cheque											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
10/15	Ottawa > Vic	0800	1700		0.00			0.00	56.09		
10/16	Vic	0800	1700		0.00			0.00	56.09	4739.57	Moving Van
10/17	Vic	0800	1700		0.00			0.00	56.09		
10/18	Vic	0800	1700		0.00			0.00	56.09		
10/19	Vic	0800	1700		0.00			0.00	36.07		
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 0.00	39. \$ 260.43	40. \$ 4739.57	Claim Total \$ 5000.00
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
034	55001	60410		5226	5500102		s.22		\$ 5000.00		
034											
034											
034											
Less Travel Advance											
034											
AMOUNT DUE TO EMPLOYEE										54. \$ 5000.00	
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) E130387 for Sanderson, Melanie S.

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/10 13:30:38	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	Sanderson, Melanie J. Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca
2019/01/10 15:01:01	Sanderson, Melanie S. (IDIR\MESANDER) Melanie.Sanderson@gov.bc.ca		Approved	Beale, William William.Beale@gov.bc.ca
2019/01/19 13:38:27	Beale, William (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Audit Trail for Travel Voucher (Restricted Use) E130387 for Sanderson, Melanie S.

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/10 13:30:38	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	Sanderson, Melanie s Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie s Melanie.Sanderson@gov.bc.ca

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OIC # :



Where ideas work

EMPLOYEE NUMBER: s.22

September 24, 2018

Melanie Sanderson
s.22

Dear Melanie:

Re: Relocation Assistance
Ministerial Assistant to the Minister of Transportation and Infrastructure

You have been authorized to receive assistance towards relocation costs due to your move from Ottawa to Victoria to a maximum of \$5,000. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement."

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Maura Parte".

Maura Parte
Human Resources Manager
BC Public Service Agency

Copy: Will Beale, Senior Ministerial Assistant

Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

OR

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ 5000 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.

It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15th day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date: <u>Dec 21, 2018</u>	Employee's / New Appointee's Signature and Printed Name: <u>M Sanderson</u> <u>Melanie Sanderson</u>
Date: <u>DEC 21, 2018</u>	Witness Signature and Printed Name: <u>L L P .</u> <u>LEAH WATERS</u>

Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.

Note: Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.


PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. s.22

, Approved and Ordered

October 12, 2018


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective October 15, 2018,

- (a) Melanie Sanderson is appointed to the position of Ministerial Assistant in the Office of the Minister of Transportation and Infrastructure,
- (b) Melanie Sanderson is to be paid in accordance with the Salary Range Regulation, B.C. Reg. 152/2017, starting at \$80 000 per year, and
- (c) the terms and conditions of employment equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency apply to Melanie Sanderson.


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: _____

O10267718

FW: United Van Lines/ Mayflower Canada Receipt222-64-18

Christine Barlow <ChristineB@boyd.ca>

Tue 2018-10-16, 10:11 AM

To: Melanie Sanderson s.22

Hi

Here is your payment receipt

Thank you
Christine



Christine Barlow, Accounting

T: (613) 688-9804
christineb@boyd.ca

1255 Humber Place
Ottawa, ON K1B 3W2
www.boyd.ca



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From: Receipt@payfirma.com [mailto:Receipt@payfirma.com]

Sent: October-16-18 10:10 AM

To: Christine Barlow

Subject: United Van Lines/ Mayflower Canada Receipt222-64-18

United Van Lines/ Mayflower Canada

Credit Payment

October 16, 2018

Approved

7:10 AM PST

Move	\$4,739.57
Subtotal	\$4,739.57
Total	\$4,739.57
Amount Payment	CA\$4,739.57

Transaction ID: 7594286

Order ID: 222-64-18

Authorization: 00330I

VISA ****s.22

United Van Lines/ Mayflower
Canada

Charges will appear as United Van Lines Mississauga
Ontario.

Powered by *Payfirma*

Confirmed: 18 nights in victoria, Canada

Booked by **Melanie Sanderson**
Wednesday, 3 Oct 2018

Accepted
s.22

Check In
15 Oct
2018

>

Check Out
2 Nov
2018

s.15

Charges

\$42.56 × 18 nights	\$766.00
Cleaning fees ⓘ	\$46.81
Service fee ⓘ	\$107.48
Occupancy taxes	\$89.40
Total	\$1009.69

2 Travellers on this trip

Melanie Sanderson
+1 more guest

Payment

Paid with VISA .. s.22 \$1009.69
Wed, October 03, 2018 @ 8:40 AM PDT

Total Paid **\$1009.69**

Add billing
details

Cost per traveler

This trip was **\$28.05** per person, per night, including taxes and other fees.

Security Deposit

56.09 \$ per night

260.43

Need help?

Visit the Help Centre for any questions.

s.22

Booked by **Melanie Sanderson**
Wednesday, 3 Oct 2018

s.15