



Control No.

E131514

Name	Employee ID	Phone Number
Girn, Naveen	s.22	s.22
Client Organization	Job Title	Travel Group Code
Office of the Premier	Director of Stakeholder Relations	2

Type of Travel In Province	14. Reason for Travel Relocation	Headquarters Victoria
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12. Mailing Address for Cheque

TOTALS OF COLUMNS	36. \$ 0.00	37. \$.22	38. \$ 130.00	39. \$ 0.00	40. \$ 1400.00	Claim Total \$.22 1400.00
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[illegible][illegible]

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
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E131514 for Girn, Naveen

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/05 16:37:08	Parkinson, Elizabeth S. (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Girn, Naveen Naveen.Girn@gov.bc.ca	Saved	Girn, Naveen Naveen.Girn@gov.bc.ca
2019/07/05 16:46:10	Parkinson, Elizabeth S. (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Girn, Naveen Naveen.Girn@gov.bc.ca	Notified	Girn, Naveen Naveen.Girn@gov.bc.ca
2019/07/05 16:52:09	Girn, Naveen (IDIR\NAVGIN)		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/07/05 17:15:06	Naveen.Girn@gov.bc.ca Geary, Vanessa (IDIR\VGGEARY) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131514 for Girn, Naveen

1 note(s) returned.

Created On	Author	Note
2019/07/05 16:46:10	Parkinson, Elizabeth s. (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Relocation expenses: April 30: Van-Vic: BC Ferries Moving Household Contents PD: LDI May 2: Van-Vic: BC Ferries Incidental Moving Expenses PD: DI May 6: Vic-Van-Vic:: BC Ferries w/vehicle and return as foot passenger PD: LDI May 23: Van-Vic: BC Ferries PD: DI

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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 \$ 1901.40 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.

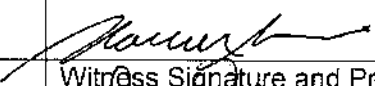
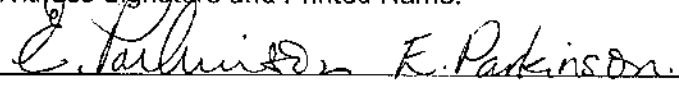
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- 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:	Employee's / New Appointee's Signature and Printed Name: 
Date:	Witness Signature and Printed Name:  E. Parkinson

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.

Parkinson, Elizabeth PREM:EX

From: Girm, Naveen PREM:EX
Sent: July 5, 2019 11:36 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Relocation Assistance
Attachments: relocation_assistance_househunting_expense_report_assignment_of_wages_agreement.pdf; Schedule 05 Relocation Assistance Policy.pdf

From: Parte, Maura PSA:EX
Sent: Monday, May 6, 2019 9:31 AM
To: Girm, Naveen PREM:EX <Naveen.Girm@gov.bc.ca>
Subject: Relocation Assistance

Hello Naveen,

Per our discussion, relocation assistance is offered up to a maximum of \$3,000 within the following parameters:

- **Moving Household Contents:** Where an employee/appointee is being relocated and opts to move their own household goods and effects the employee/appointee shall receive one of the following allowances: 1. \$600 for a move not exceeding a distance of 240 kilometers;
- **Incidental Expenses:** To assist with incidental moving expenses after an employee/appointee has found suitable accommodation at the new location, the employee/appointee is eligible for an allowance of \$800 in addition to any other payment that may be made under this part.
- **House Hunting Trip:** For new employees/appointees, where required, the employer may authorize a house-hunting trip of up to three days plus reasonable travel time. Expenses for the house-hunting trip for employee and spouse will be reimbursed in accordance with the Travel Policy
- **Living Expenses while in Victoria before finding a permanent residence:**
 - The employer shall pay the full expenses of the employee/appointee and dependent(s) for not more than 15 days after the employee/appointee has moved out of a former residence and prior to moving into the new residence.
 - 5. Where suitable accommodation at the new location is not readily available, the employer shall pay the employee/appointee a living allowance for any period not covered by subsection (4), as follows: 1. for an employee/appointee with dependent(s), for a period not exceeding 12 weeks, an allowance of \$175 per week; or
 - 2. for an employee/appointee without dependent(s), for a period not exceeding five weeks, an allowance of \$140 per week.
- **Duplicate Rent:** It is understood and agreed that the employer will provide employees with reasonable notice of the relocation effective date, and wherever possible, at least one month's notice shall be given. Where less than one month's notice is given, or the relocation date is altered either earlier or later than the relocation effective date given which directly results in duplication of rent costs to the employee, then the employer agrees to reimburse the employee, upon production of receipts, for the duplicate rent payments at the new location.

I have attached the Relocation Assistance Policy and the Assignment of Wages form.

Application for Incidental Moving Expenses On Relocation and/or
Allowance for Moving Household Goods

I, Naveen Ginn, hereby certify I have incurred the following relocation expenses
and apply for the selected relocation allowance(s):

- ☒ \$800 to assist with incidental moving expenses I incurred on relocation.
- ☒ \$600 for moving my own household goods and effects a distance up to 240 km; or,
- ☐ \$1,100 for moving my own household goods and effects a distance of over 240 km.

Former Location: Vancouver Present Location: Victoria

Date of Relocation: May 2019 Ministry: Office of the Premier

Classification: Management

These allowances will be reported as taxable income where required. All receipts are to be retained by
the employee for tax purposes. If receipts are submitted to the Province to support the above
allowances, the items cannot be claimed as a moving expense on your tax return.

Naveen Ginn July 19, 2019
Employee Signature Date

To the best of my knowledge, the above complies with BC Public Service Agency policy and the employee
is entitled to receive the allowance(s) selected.

Vanessa Geary Geary July 19, 2019
Expense Authority Name & Signature Date



Control No.

E131591

Name	Employee ID	Phone Number
Girn, Naveen	s.22	s.22
Client Organization	Job Title	Travel Group Code
Office of the Premier	Director of Stakeholder Relations	2

5. Date Completed 2019/07/23	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Official Business	Headquarters Victoria	

12. Mailing Address for Cheque

[illegible]

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 54.90		\$ 50.50	\$ 0.00	\$ 0.00	\$ 105.40

48.	Client Code 004 004 004 004	49.	Resp. 36A10	50.	Service Line 36200	51.	STOB 5701	52.	Project 360000	45.	Supplier Code s.22	Amount \$ 105.40
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[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 105.40
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
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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
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E131591 for Girn, Naveen

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/23 16:24:47	Parkinson, Elizabeth S. (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Girn, Naveen Naveen.Girn@gov.bc.ca	Notified	Girn, Naveen Naveen.Girn@gov.bc.ca
2019/07/29 09:32:13	Girn, Naveen (IDIR\NAVGIN) Naveen.Girn@gov.bc.ca		Recommended	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/07/29 09:39:44	Geary, Vanessa (IDIR\VGEARY) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131591 for Girn, Naveen

1 note(s) returned.

Created On	Author	Note
2019/07/23 16:24:47	Parkinson, Elizabeth s (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	June 20: Vic-Van: Bc Ferries PD: LI June-21, 24, 25 - working at VCO - No claims June 26: Van-Vic: BC Ferries PD: DI

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E131591

B.C. FERRIES CONNECTOR
4196 GLANFORD AVE
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2019/06/20
TIME 0827 13:45:29
RECEIPT NUMBER
C85047885-001-001-148-0

PURCHASE
TOTAL

\$20.00

Mastercard
A0000000041010
FF94EA3D94F18A3D
0000008000-E800
7640E353E6E047CC

APPROVED

AUTH# 164529 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Swartz Bay
To
Tsawwassen

BC Ferries
Suite 500 - 1381 Blanshard Street
Victoria BC Canada V8W 0B7

RECEIPT - PLEASE RETAIN

PURCHASE 2019/06/20

1 Adult 17.20
Fuel Surcharge 0.25
Total 17.45

MasterCard
*****s.17 17.45

AUTH 151144 66251533 0018819830 C

Mastercard
A0000000041010 / 0000000000 / E800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

SWB 20 Jun 2019 12:11:43

7005424 628185

SEE REVERSE SIDE OF TICKET

#131591

NON REFUNDABLE
PLEASE, NO FOOD ON BUS

No. 032092

VICTORIA
VANCOUVER
YVR AIRPORT

TICKET TYPE	A
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Receipt \$ 20.20

GST # 10570 3094 RT0001

No. 032092

*THANK YOU FOR
TRAVELLING WITH US.*

BCFerries CONNECTOR
Wilson's Transportation Ltd.
4196 Glenford Avenue
Victoria BC V8Z 4B6

Tsawwassen
To
Swartz Bay



RECEIPT - PLEASE RETAIN

PURCHASE 2019/06/26

1 Adult 17.20

Fuel Surcharge 0.25

Total 17.45

Visa

*****S.17 17.45

AUTH 044444 66251454 0010012660 N

VISA CREDIT

000000000000 / 0000000000 /

NO SIGNATURE TRANSACTION

DI APPROVED - THANK YOU B27

CARDHOLDER COPY

TSA 26 Jun 2019 19:21:47



KIOSK00742
SEE REVERSE SIDE OF TICKET