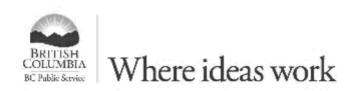
FS20EXESLP36



# **Travel Voucher (Restricted Use)**

Control No.

E131514

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.

collectio	n, please co	ontact yo	our M	inistry's D	irector	/Mana	ger of Inforn	nation and	Privacy.					
Name					ploye	e ID					Phone Nun	nber		7
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- Certifi	ed this trav	el exper	se cla	aim is a tr	ue sta									
	ements ma													
	of travel or													
	ch I have no	it been a	ind w	ill not be r	eimbu	rsed b	y any other							
party.  56. Spending Authority Signature (See Audit Trail)						Print Name Date Signed				-				
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Admini	stration Act.													

FIN 10 (EFI-F0012 v2.6.1)

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

Audited 2019Jul31

# 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.	Girn, Naveen	Saved	Girn, Naveen
	(IDIR\EPARKIN)	Naveen.Girn@gov.bc.ca		Naveen.Girn@gov.bc.ca
	Elizabeth.Parkinson@gov.b	c.ca		
2019/07/05 16:46:10	Parkinson, Elizabeth S.	Girn, Naveen	Notified	Girn, Naveen
	(IDIR\EPARKIN)	Naveen.Girn@gov.bc.ca		Naveen.Girn@gov.bc.ca
	Elizabeth.Parkinson@gov.b	c.ca		
2019/07/05 16:52:09	Girn, Naveen		Approved	dGeary, Vanessa
	(IDIR\NAVGIRN)			Vanessa.Geary@gov.bc.ca
	Naveen.Girn@gov.bc.ca			
2019/07/05 17:15:06	Geary, Vanessa		Approved	dFSA MIN OFF, FIN
	(IDIR\VGEARY)			FINFSAMINOFF@gov.bc.ca
	Vanessa.Geary@gov.bc.ca			

### 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)	Relocation expenses:
	Elizabeth.Parkinson@gov.bc.ca	April 30: Van-Vic: BC Ferries Moving Household Contents PD: LDI May 2: Van-Vic: BC Ferries Inciidental 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



# RELOCATION CONTROL RECORD

EMPLOYEE SURNAME AND INITIALS  Gran, Namen							COMPETITION NO.	EMPLOYEE NO. EFFECT S.22		EFFECTIVE DATE YYYY / MM / DE		
MOVING FR				 		MOVINGTO		}	í citru con	20,9404/30		
				Vanco	OCATION	MINISTRY  Premier's Office	MINISTRY			CITYLOGATION		
					FICATION	POSITIONTITLE	!		Victoria CLASSIFIC	CATION		
			,			Director of Stakeholder	Relations			N.		
ватсн	REQUISITION NO.	TRAVEL EXPENSES	DATE RECOR	RDED / DD	INCIDENTAL EXPENSES	MISCELLANEOUS EXPENSES		COM	MENTS			
X/S1936	60000		1016-07/03		8800	SSIII	Moving Costs			<u>.                                      </u>		
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					GALFEES > \$	<u> </u>	,			\$ \$1400,000		

FIN 20 Rev. 2003/1/24

	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.							
OF	}							
Œ	New Appointees: In consideration of the assistance / reimbursement of expenses of \$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\							
Brit	s understood and agreed that should I resign from the service of the Government of the trial tish Columbia prior to completing 24 months of service, the amount of expenses / sistance granted to me will be repaid on the prorata basis of:							
	<ul> <li>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).</li> </ul>							
	<ul> <li>Where the employee / appointee is at work beyond the 15<sup>th</sup> 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.</li> </ul>							
any	the purpose of repayment, the Minister of Finance is hereby authorized to recover outstanding portions of the relocation assistance through payroll deduction or other nuneration deduction without further notice.							
<i>Ñoi</i> out	thing contained herein shall prejudice the right of the Ministry to recover any standing advance or portion thereof after termination of employment.							
l ur	nderstand and agree to these terms and conditions.							
Dat	Employee's / New Appointee's Signature and Printed Name:							
Dat	e: Witness Signature and Printed Name:							
Coi a c	mplete and sign in duplicate and return two copies to the issuing office. Retain opy for your personal records.							
<b>No</b> i	te: Canada Customs and Revenue Agency may deem this to be taxable allowance and uld be contacted directly for further information.							

## Parkinson, Elizabeth PREM:EX

From:

Girn, 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: Girn, Naveen PREM:EX <Naveen.Girn@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:

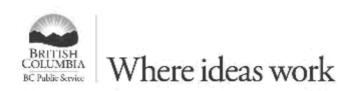
- Moving Household Contents: Where an employee/appointee is being relocated and opts to move their own household goods and effects the employee/appointee shall receive one of the following allowances: 1.
   \$600 for a move not exceeding a distance of 240 kilometers;
- Incidental Expenses: To assist 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
  - o 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 Girn hereby certify I have income and apply for the selected relocation allowance(s):	urred the following relocation expenses
\$800 to assist with incidental moving expenses I incurred	on relocation.
\$600 for moving my own household goods and effects a c	distance up to 240 km; or,
☐ \$1,100 for moving my own household goods and effects a	a distance of over 240 km.
Former Location: Vavcouver Present Location	: Victoria
Date of Relocation: May 2019. Ministry: OCC	ce of the femier
Date of Relocation: <u>Nay 2019</u> . Ministry: <u>Off</u> Classification: <u>Management</u>	
These allowances will be reported as taxable income where requi the employee for tax purposes. If receipts are submitted to the P allowances, the items cannot be claimed as a moving expense on	rovince to support the above
Naven Him	July 19, 2019
Employee Signature	Date
To the best of my knowledge, the above complies with BC Public is entitled to receive the allowance(s) selected.	Service Agency policy and the employee
Vanessa Geary Heavy	July 19, 2019
Expense Authority Name & Signature	Date

FS20EXESLP38



# **Travel Voucher (Restricted Use)**

Control No.

E131591

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			Employe	e ID		Phone Number						
Girn, Naveen s.22							\$.22 <sub>.</sub>					
Client Organization Job Title						Travel Group Code						
Office of	the Premier			of Sta	akeholder R	elations				2		
	Completed	6. Fisca	l Year		7. Special (	Cheque Issue 8. Cheque Stub Information					ation	
2019/07		2020										
Type of			son for T	avel						quarters		
In Provir			Business						Victor	ria		
12. Maili	ng Address for Che	que										
16.	17.			18.		19.	20. & 21			22.	20. & 2	1.
Travel	Places T	ravelled		P	ersonal	Other	м	eals	İ		Mi	iscellaneous
Dates				Vel	nicle Use	Transport				Lodging		
2019	Destination	Start	End	Km	Cost	Costs	Claim	Cos	t	Costs	Cost	Describe
06/20	Vic-Vancouver	1100	2359		0.00	37.45	LI	2	2.00			
06/26	Van-Victoria	0000	2230	ĺ	0.00	17.45	DI	2	8.50		İ	
1												
				ĺ				İ	İ			
					36.	37.		38.		39.	40.	Claim Total
	OF COLUMNS				\$ 0.00	\$ 54.90		\$5	0.50	\$ 0.00	\$ 0.	00 \$ 105.40
48.	49.	50.			51.	52.		45.				
	t Code Resp.		Service Li	ne	STOB	Proj				plier Cod	e	Amount
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	004											
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	loyee Signature (Se					Print Na	me			Date 9	Signed	
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	ements made and/or											
	of travel on governm											
	h I have not been and	a will not l	be reimbu	rsed b	by any other	.						
party.						<del>  </del>					<u> </u>	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial						Print Na	ıme			Date	Signed	
				the F	inancial							
Adminis	tration Act and relate	d policies	i.									
<u> </u>						1				-		
57. Payn	nent Authority Sign	ature (Se	e Audit T	rail)		Print Na	ıme			Date	Signed	
L - Requis	sition for navment nu	cuant to	anotion 22	of the	a Financial							
	sition for payment pur tration Act.	Suarit to s	section 32	OI till	e Financiai							

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

> Audited 2019Aug08 SLP

# 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.	Girn, Naveen	Notified	Girn, Naveen
	(IDIR\EPARKIN)	Naveen.Girn@gov.bc.ca		Naveen.Girn@gov.bc.ca
	Elizabeth.Parkinson@gov.l	oc.ca		
2019/07/29 09:32:13	Girn, Naveen		Recommend	edGeary, Vanessa
	(IDIR\NAVGIRN)			Vanessa.Geary@gov.bc.ca
	Naveen.Girn@gov.bc.ca			, 00
2019/07/29 09:39:44	Geary, Vanessa		Approved	FSA MIN OFF, FIN
	(IDIR\VGEARY)			FINFSAMINOFF@gov.bc.ca
l	Vanessa.Geary@gov.bc.ca	1		30

### 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

B.C. FERRIES CONNECTOR 4196 GLANFORD AVE VICTORIA ВĊ

\*\*\*\*\*\* s.17 CARD

CARD TYPE

MASTERCARD

DATE

2019/06/20 0827 13:45:29

TIME RECEIPT NUMBER

C95047885-001-001-148-0

**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 Tsawwassen

Suite 508 - 1381 Blanshard Street Victoria BC Canada VSM 987

RECEIPT - PLEASE RETAIN

### PURCHASE 2019/06/20:

1 Adult

17.20

Fuel Surcharge

0.25

17.45

MasterCard

17,45

\*\*\*\*\*\*\*\*\*\*\*S.17

AUTH 151144 66251533 0018819838 C

89800900941910 / 80009989 / E808

VERIFIED BY PIN

G1 APPROVED - THANK YOU DE?

CARDHOLDER COPY

SWB 20 Jun 2019 12:11:43

7005424 628185

SEE REVERSEOSKOOSOP TICKET

NON REFUNDABLE PLEASE, NO FOOD ON BUS

No. 032092





Receipt \$ 2000

GST # 10570 3094 RT0001

No.032092

THANK YOU FOR TRAVELLING WITH US.

### **BCFerries CONNECTOR**

Wilson's Transportation Ltd. 4196 Glanford 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

Vica

\*\*\*\* s.17

17,45

AUTH 044444 66251454 0010012660 N

80000000031010 \ 0000006080 \

NO SIGNATURE TRANSACTION

DI EPPROVED - THRNK YEU B27

CARDHOLDER COPY

TSA 26 Jun 2019 19:21:47

SEE REVERSE SIDE OF TICKET