



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129776

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 Iliffe, Liam				Employee ID s.22				Phone Number (250) 356-0179					
Client Organization Advanced Education, Skills and Training				Job Title Sr Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2018/09/27			6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel staffing Minister					Headquarters Victoria					
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2													
16. Travel Dates 2018 09/19	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous			
	*PCard Destination * Vic/Van/Vic(HJ)	Start 0810	End 1735	Km	Cost 0.00		Claim F-BL	Cost 30.50		Cost 100 s.22	Describe translink compass		
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 27.80		38. \$ 30.50		39. \$ 0.00		40. 100.00 \$ s.22	Claim Total 158.30
48. Client Code 019 019 019 019	49. Resp. 11001	50. Service Line 18000		51. STOB 5701	52. Project 1100000		45. Supplier Code s.22		Amount \$ s.22		158.30		
Less Travel Advance 019													
										54. AMOUNT DUE TO EMPLOYEE \$		158.30	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed				

Audit Trail for Travel Voucher (Restricted Use) E129776 for Iliffe, Liam

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/27 11:08:17	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Iliffe, Liam Liam.Iliffe@gov.bc.ca	Saved	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/09/27 12:33:23	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Iliffe, Liam Liam.Iliffe@gov.bc.ca	Saved	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/09/27 12:33:43	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Iliffe, Liam Liam.Iliffe@gov.bc.ca	Saved	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/09/27 16:19:58	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Iliffe, Liam Liam.Iliffe@gov.bc.ca	Saved	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/09/28 11:03:21	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Iliffe, Liam Liam.Iliffe@gov.bc.ca	Notified	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/09/28 13:17:31	Iliffe, Liam (IDIR\LILIFFE) Liam.Iliffe@gov.bc.ca		Initiated	Mark, Melanie Melanie.Mark@gov.bc.ca
2018/10/01 08:22:01	Iliffe, Liam (IDIR\LILIFFE) Liam.Iliffe@gov.bc.ca		Recalled	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/10/01 12:31:51	Iliffe, Liam (IDIR\LILIFFE) Liam.Iliffe@gov.bc.ca		Initiated	Flesh, Cindy Cindy.Flesh@gov.bc.ca
2018/10/01 12:33:54	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129776 for Iliffe, Liam

1 note(s) returned.

Created On	Author	Note
2018/09/27 12:33:23	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Sept 19, 2018 - Yellow cab to Helijet Vic/Van (pd by p/c) - skytrain (used prepaid compass card) to meetings - skytrain (used prepaid compass card) Helijet Van/Vic (pd by p/c) - Yellow cab to home.

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YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240004

**** PURCHASE ****

09-19-2018 08:18:30
Acct # *****s.17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA

Operator: 004
Trace # 4507
Inv. # 004
Auth # 049076 RRN 001293003

Purchase \$9.80
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240071

**** PURCHASE ****

09-19-2018 17:31:24
Acct # *****s.17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA

Operator: 171
Trace # 16826
Inv. # 171
Auth # 037072 RRN 001465012

Purchase \$18.00
Tip s.22

Total

(001) APPROVED-THANK YOU
(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVM01114
Wed 19 Sep 18 09:17AM

Payment Type: VISA
Purchase: \$100 Stored Value

Product Price: \$100.00
Card Deposit: \$ 6.00
Total price: \$106.00

Compass Card #: **** s.22

Credit Card #: **** s.17

Auth #: 014105
Ref #: TUU45A37TN3N
Receipt #: 161098

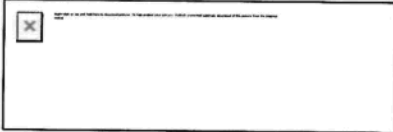
Card Entry: Chip
AID: A0000000031010
TVR: 0080008000
ISI: F800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

Flesh, Cindy AEST:EX

From: passengerservices@helijet.com
Sent: September 27, 2018 12:24 PM
To: Flesh, Cindy AEST: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	Liam Iliffe
	Company	Provincial Government

Booking s.22

Wednesday, September 19, 2018

708

08:40 Victoria Harbour (Downtown)

09:15 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Liam Iliffe, Male

[Add to Calendar](#)

Invoice #324382

FARE-YWH-OffPeak_Summer \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Mastercard \$189.00

Date / Time September 19, 2018 @ 8:19:32 AM

Summary s.22

Expiration

Authorization 180414

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

Flesh, Cindy AEST:EX

From: passengerservices@helijet.com
Sent: September 27, 2018 12:24 PM
To: Flesh, Cindy AEST: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	Liam Iliffe
	Company	Provincial Government

Booking s.22

Wednesday, September 19, 2018

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice #324383

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 19, 2018 @ 3:59:40 PM

Summary s.17

Expiration

Liam Iliffe, Male

Authorization

180448

Add to Calendar

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)

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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:

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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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129688

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Name Gunn, Paulas				Employee ID s.22				Phone Number (250) 356-0163						
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3						
5. Date Completed 2018/09/18			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministerial Buisness						Headquarters Victoria					
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2														
16. Travel Dates		17. Places Travelled *PCard			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		Destination	Start	End	Km	Cost			Claim	Cost		Cost	Cost	Describe
2018														
08/29		* Vic-Van (HJ)	0900	1159	20	10.80			F-	51.50		421.82	6.50 s.22	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
TOTALS OF COLUMNS					36.	37.			38.	39.	40.	Claim Total		
					\$ 32.40	\$ 29.30			\$ 115.25	\$ 843.64	\$ 89.80 s.22	1110.39		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
039		18YAA		14001		5701		1800000		s.22		\$ s.22		1110.39
039														
039														
039														
Less Travel Advance														
039														
												54.		
												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) E129688 for Gunn, Paula S.

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. 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.2 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.2 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.2 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

NEW						
Aug 29-30 Vancouver meetings	Mileage from home to Helijet	n/a				
	helijet	Helijet	Emily's Pcard			
	Taxi	My Pcard		7.75 ^{6.50}		
	L, D, B	N/A				
	s.15	My Pcard				
	Helijet home	Emily's Pcard				
	Mileage from Helijet home	n/a				
Sept 5-6 Vancouver childcare events						
	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		
<i>claiming food?</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		

s.22

Aug 29th

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

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)

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GST#: R102320165

Passenger Travel Information:
For detailed Travel Information visit 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)

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GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit 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	XXXXXXXXXXXX s.17 XX/XX		421.82
Total			421.82	421.82
Balance Due			0.00	

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 9th / 6th

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 01-027
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
Total			421.82	421.82
Balance Due			0.00	

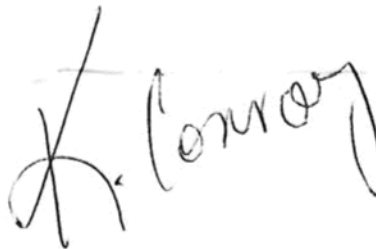
GST Summary

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

716

12:25 Victoria Harbour

13:00 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

Invoice #315106

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 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 6th 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.

E129750

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 Gunn, Paula S.				Employee ID s.22				Phone Number (250) 356-0163																																																																																																			
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3																																																																																																			
5. Date Completed 2018/09/25			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																		
Type of Travel In Province			14. Reason for Travel Ministerial Buisness						Headquarters Victoria																																																																																																		
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2																																																																																																											
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/10</td> <td>Vic-Van-Whistler</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td>25.70</td> <td>F-B</td> <td>41.00</td> <td>251.85</td> <td>17.20</td> <td>walk on Ferry</td> </tr> <tr> <td>09/11</td> <td>Whistler</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>251.85</td> <td></td> <td></td> </tr> <tr> <td>09/12</td> <td>Whistler</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>251.85</td> <td></td> <td></td> </tr> <tr> <td>09/13</td> <td>Whistler</td> <td>0900</td> <td>1159</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>251.85</td> <td></td> <td></td> </tr> <tr> <td>09/14</td> <td>Whistler-Van-Vic</td> <td>0900</td> <td>1159</td> <td>20</td> <td>10.80</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>17.20</td> <td>walk on Ferry</td> </tr> </table>												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												09/10	Vic-Van-Whistler	0900	1159		0.00	25.70	F-B	41.00	251.85	17.20	walk on Ferry	09/11	Whistler	0900	1159		0.00		F-	51.50	251.85			09/12	Whistler	0900	1159		0.00		F-	51.50	251.85			09/13	Whistler	0900	1159		0.00		F-	51.50	251.85			09/14	Whistler-Van-Vic	0900	1159	20	10.80			0.00		17.20	walk on Ferry
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																																																																	
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09/10	Vic-Van-Whistler	0900	1159		0.00	25.70	F-B	41.00	251.85	17.20	walk on Ferry																																																																																																
09/11	Whistler	0900	1159		0.00		F-	51.50	251.85																																																																																																		
09/12	Whistler	0900	1159		0.00		F-	51.50	251.85																																																																																																		
09/13	Whistler	0900	1159		0.00		F-	51.50	251.85																																																																																																		
09/14	Whistler-Van-Vic	0900	1159	20	10.80			0.00		17.20	walk on Ferry																																																																																																
TOTALS OF COLUMNS					36. \$ 10.80	37. \$ 25.70		38. \$ 195.50	39. \$ 1007.40	40. \$ 34.40	Claim Total \$ 1273.80																																																																																																
48. Client Code 039 039 039 039		49. Resp. 18YAA		50. Service Line 14001		51. STOB 570402		52. Project 1800000		45. Sunnier Code s.22		Amount \$ 1273.80																																																																																															
Less Travel Advance 039																																																																																																											
										54. AMOUNT DUE TO EMPLOYEE \$ 1273.80																																																																																																	
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) E129750 for Gunn, Paula S.2

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/09/25 11:31:33	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
2018/09/25 12:16:03	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
2018/09/25 12:16:43	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
2018/09/25 12:18:22	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
2018/09/25 12:20:03	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/09/25 12:23:58	Gunn, Paula S. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/09/25 14:40:26	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) E129750 for Gunn, Paula s.2

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

To claim Sept 17

VBCM

Sept 9	Computer charge cord	Debit card		34.99		
Sept 10	Taxi to Harbour Air	My pcard		25.70		
	BC Ferries passenger charge (Harbour Air flight cancelled due to weather, carpooled with Mitzi Dean via BC Ferries—need to get receipt from Mitzi's LA)			17.20 (need copy of receipt from MLA Dean's LA) <small>Paula paid vehicle driver cash for passenger fare</small>		
	L, D	N/A		22304854		
Sept 11	B, L, D	N/A				
Sept 12	B, L, D	N/A				
	s.15 hotel	My pcard		1007.40		
	B, L, D					
Sept 13	B, L, D					
	Got ride with MKC to Vancouver Helijet booked for wrong day so took Skytrain to BC Ferries and then s.2 s.22 picked me up at Swartz Bay	Skytrain BC Ferries foot passenger Mileage Swartz Bay to s.22 s.22		4.20 no receipt 17.20 Mileage\$	- incidentals	

BLUEBIRD CABS #19
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/10
TIME 8861 09:07:10
RECEIPT NUMBER
C85068911-001-355-003-0

PURCHASE
AMOUNT \$25.70
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
C5DC291A95BD59AD
0000008000-E800
A975A2DD6629952C

APPROVED

AUTH# 120710 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250.382.2222

Tsawwassen
To
Swartz Bay


1221 Blanshard Street
Victoria BC Canada V8W 0B7

FOOT AREA 5S

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/14

1 Adult 17.20

Total 17.20

Master Card

*****s.17 17.20

AUTH 203831 66277652 0010012300 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 14 Sep 2018 17:38:31



1007041 376872

103399
SEE REVERSE SIDE OF TICKET

s.15

Paula Gunn
HER MAJESTY THE QUEEN IN RIGHT
MI08AA - Ministry of Community, Spo Att

Page Number	:	2	Invoice Nbr	:	s.22
Guest Number	:	s.22			
Folio ID	:	A			
		10-SEP-18	12:55		
		13-SEP-18	14:15		
		1			
		s.15			

** Total	1007.40	-1007.40
*** Balance	0.00	

s.15

s.15

Paula Gunn
HER MAJESTY THE QUEEN IN RIGHT
MI08AA - Ministry of Community, Spo Att

Page Number : 1 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
10-SEP-18 12:55
13-SEP-18 14:15
1
s.1

Information Invoice

Tax ID :
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-SEP-18	DEPOSIT	Deposit-MC s.17		-251.85
10-SEP-18	DEPOSIT	Deposit-MC		-755.55
10-SEP-18	s.15	Room Charge	219.00	
10-SEP-18		Room PST 8%	17.52	
10-SEP-18		Room GST 5%	10.95	
10-SEP-18		MRDT 2%	4.38	
11-SEP-18		Room Charge	219.00	
11-SEP-18		Room PST 8%	17.52	
11-SEP-18		Room GST 5%	10.95	
11-SEP-18		MRDT 2%	4.38	
12-SEP-18		Room Charge	219.00	
12-SEP-18		Room PST 8%	17.52	
12-SEP-18		Room GST 5%	10.95	
12-SEP-18		MRDT 2%	4.38	
13-SEP-18		Room PST 8%	17.52	
13-SEP-18		Room GST 5%	10.95	
13-SEP-18		Early Departure	219.00	
13-SEP-18		MRDT 2%	4.38	

Continued on the next page

From: [Morton, Kaitlin MCF:EX](#)
To: [Poldrugovac, Saija FIN:EX](#)
Cc: [Gunn, Paula MCF:EX](#)
Subject: FW: Hotel Approval ASAP PLS
Date: October 2, 2018 1:27:35 PM
Attachments: [Scan_20181002.pdf](#)

Hotel Approval Re **s.15**

From: Conroy, Katrine MCF:EX
Sent: Tuesday, October 2, 2018 1:21 PM
To: Morton, Kaitlin MCF:EX
Subject: Re: Hotel Approval ASAP PLS

Approved.

Sent from my iPhone

On Oct 2, 2018, at 1:13 PM, Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca> wrote:

Please review/ **Forward back** w/ approval re Paula's stay at **s.15**

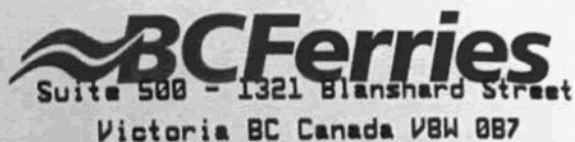
Sept 10th-13th

Thank you!

Kaitlin Morton
Administrative Assistant
Minister's Office- Children and Family Development
Parliament Buildings, Victoria BC
250 387-1977

<Scan_20181002.pdf>

Swartz Bay
To
Tsawwassen



LANE 11

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/10

4	Adult	68.80
20'	Undersize Vehi	57.50

Total 126.30

Visa *****s.17 126.30

AUTH 002993 66277637 0010019720 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
SWB 10 Sep 2018 11:43:13


1005034 488113
SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129820

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 Gunn, Paula S.				Employee ID s.22		Phone Number (250) 356-0163					
Client Organization Children and Family Development				Job Title Ministerial Assistant		Travel Group Code 3					
5. Date Completed 2018/10/04		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Buisness				Headquarters Victoria					
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2											
16. Travel Dates 2018 09/22 09/23	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs 336.37	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
	Vic-Van	0900	1159	57	30.78		F-BLD	12.25		74.70	ferry
	Van-Vic	0900	1159	28	15.12		F-LD	22.75		74.70	ferry
TOTALS OF COLUMNS				36. \$ 45.90	37. \$ 0.00		38. \$ 35.00	39. \$ 336.37	40. \$ 149.40	Claim Total \$ 566.67	
48. Client Code 039 039 039 039	49. Resp. 18YAA	50. Service Line 14001	51. STOB 5701	52. Project 1800000	45. Supplier Code s.22		Amount \$ 566.67				
Less Travel Advance 039											
								AMOUNT DUE TO EMPLOYEE		54. \$ 566.67	
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) E129820 for Gunn, Paulas.

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/04 10:10:07	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
2018/10/04 10:16:09	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
2018/10/04 10:26:36	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
2018/10/04 10:33:37	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula S. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula S. Paula.Gunn@gov.bc.ca
2018/10/04 10:42:17	Gunn, Paula S. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/10/05 09:42:07	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) E129820 for Gunn, Paula S.

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

To claim Sept 17 Home address s.22

s.15

Sept 9	Computer charge cord	Debit card		34.99		
Sept 10	Taxi to Harbour Air	My pcard		25.70		
	BC Ferries passenger charge (Harbour Air flight cancelled due to weather, carpooled with Mitzi Dean via BC Ferries—need to get receipt from Mitzi's IA)			17.20 (need copy of receipt from MLA Dean's LA)		
	L, D	N/A		22.70		
Sept 11	B, L,D	N/A				
Sept 12	B,L,D	N/A				
	s.15 hotel	My pcard		1007.40		
	B, L, D					
Sept 13	B,L, D					
	Got ride with MKC to Vancouver Helijet booked for wrong day so took Skytrain to BC Ferries and then s.2 s.22 picked me up at Swartz Bay	Skytrain BC Ferries foot passenger Mileage Swartz Bay to s.22		4.20 no receipt 17.20 Mileage\$		
NOT CLAIMED						
Sept 22	Mileage to Swartz Bay			29.3 KM		
	Ferry			74.70		
	Mileage to hotel			27.5 KM		
Sept 23	Hotel			336.37		
	B					
	Mileage to ferry			27.5 KM		
	ferry			74.70		
	Mileage from ferry					

To
Tsawwassen



LANE 06

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/22

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70
Master Card	
*****s.17	74.70
AUTH 142509 6627637 0010016040 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
SWB 22 Sep 2018 11:25:09



1005034 585652

SEE REVERSE SIDE OF TICKET

To
Tsawwassen
To
Swartz Bay



LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/23

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70
Master Card	
*****s.17	74.70
AUTH 112247 66277658 0010014400 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
TSA 23 Sep 2018 08:22:47



1007102 410545

SEE REVERSE SIDE OF TICKET

Above CSA Rate
Approval Required

Paula Gunn
Rm 134-501 Belleville St
Victori
Victoria BC V8V1X4

Room No. : s.15
Arrival : 09-22-18
Departure : 09-23-18
Page No. : 1 of 1
Folio No. : s.22
Conf. No. :
Cashier No. : 7283

INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

09-23-18 08:42:55 AM EST

Date	Text	Charges	Credits
09-22-18	Room	287.10	
09-22-18	Room Tax 11%	31.58	
09-22-18	GST Tax 5%	14.36	
09-22-18	Destination Marketing Fee	3.33	
09-23-18	Mastercard		336.37
	XXXXXXXXXXXX s.17 XX/XX		
Total		336.37	336.37
Balance			0.00

s.15

Thank You For Staying With Us

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

Guest Signature _____

s.15

s.22

LOGIIX FLEX 34 29 B
 *** 25 BAL s.22
 VI Detif Card
 XXXXXXXXXXXX s.22
 AUTH: 645278
 CHANGE .00
 (P)ST 3.57
 (G)ST 2.68
 9/09/18 17:55 0029 91 0480 59729
 (B)OTH = G.S.T. + P.S.T.

s.15

 DIRECT PAYMENT TRANSACTION RECORD

s.15

CASH REG.: 091 EMPLOYEE: 59729 1

NO.: XXXXXXXXXXXX s.17

AMOUNT s.22

INTERAC PURCHASE
 CHEQUING

09/09/18 17:55:26 AUTH: 645278
 REFERENCE: 66273037 0010016130 C

APL: Interac

APN:

AID: A0000002771010

TVR 8000008000

TSI 6800

00 APPROVED - THANK YOU 001

0029 091 729 0480

*** CARDHOLDER COPY ***



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.

Name Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767						
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3						
5. Date Completed 2018/10/18			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria					
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4														
16. Travel Dates		17. Places Travelled *PCard			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		Destination	Start	End	Km	Cost			Claim	Cost		Cost	Cost	Describe
2018		*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 -
TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 0.00			38. \$ 0.00	39. \$ 0.00	40. \$ 205.00	Claim Total \$ 205.00	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
039		18YAB		14001		57016601		1800000		s.22		\$ 205.00		
039														
039														
039														
Less Travel Advance														
039														
												54. \$ 205.00		
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) 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

CARD s.17
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

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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

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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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

CARDHOLDER COPY

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PHONE 250.382.2222

taxi from VCO
VANCOUVER TAXI
1441 CLARK DR
VANCOUVER BC

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

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

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/27
TIME 0039 10:20:21
CLERK ID 1
RECEIPT NUMBER
C85060055-001-008-086-0

CARD *****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 \$17.00
TIP s.22
TOTAL \$

PURCHASE
AMOUNT \$30.00
TIP s.22
TOTAL \$

PURCHASE
AMOUNT \$28.00
TIP s.22
TOTAL \$

MasterCard
A0000000041010
0EAA752B1547D754
0000008000-E800
814AB2FBA5C36D4C

MasterCard
A0000000041010
656463041CC0A6AB
0000008000-E800
26097B9D42FF4DCB

MasterCard
A0000000041010
8280D8F307717FCA
0000008000-E800
907B7BDCA1921190

APPROVED

APPROVED

APPROVED

AUTH# 182149 01-027
THANK YOU

AUTH# 132021 01-027
THANK YOU

AUTH# 163720 01-027
THANK YOU

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COPY FOR YOUR RECORDS

GST105762447RT0001

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

VLO ✓
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

Account

Customer #

s.17

Name

Niki Sharma

Company

Bc Government

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 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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129909

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Name Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767						
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3						
5. Date Completed 2018/10/18			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria					
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4														
16. Travel Dates		17. Places Travelled *PCard			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		Whistler	0000	2359		0.00			F-D	33.25				
09/10		Whistler	0000	2359		0.00			F-D	33.25				
09/11		Whistler	0000	2359		0.00			H-D	7.50				
09/12		* Whistler>Van (PCL)	0000	1100		0.00								
TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 0.00		38. \$ 74.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 74.00		
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount				
039		18YAB	14001		5702	1800000		s.22		\$ 74.00				
039														
039														
039														
Less Travel Advance														
039														
AMOUNT DUE TO EMPLOYEE												54. \$ 74.00		
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) E129909 for Sharma, Niki

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/18 15:32:18	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 10:32:09	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	Chen, Katrina Katrina.Chen@gov.bc.ca
2018/10/29 15:33:13	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca
2018/10/30 14:50:09	Poldrugovac, Saija (IDIR\SPOLDRUG) Saija.Poldrugovac@gov.bc.ca		Forwarded	Laird, Patricia S Patricia.Laird@gov.bc.ca
2018/10/30 15:13:12	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) E129909 for Sharma, Niki

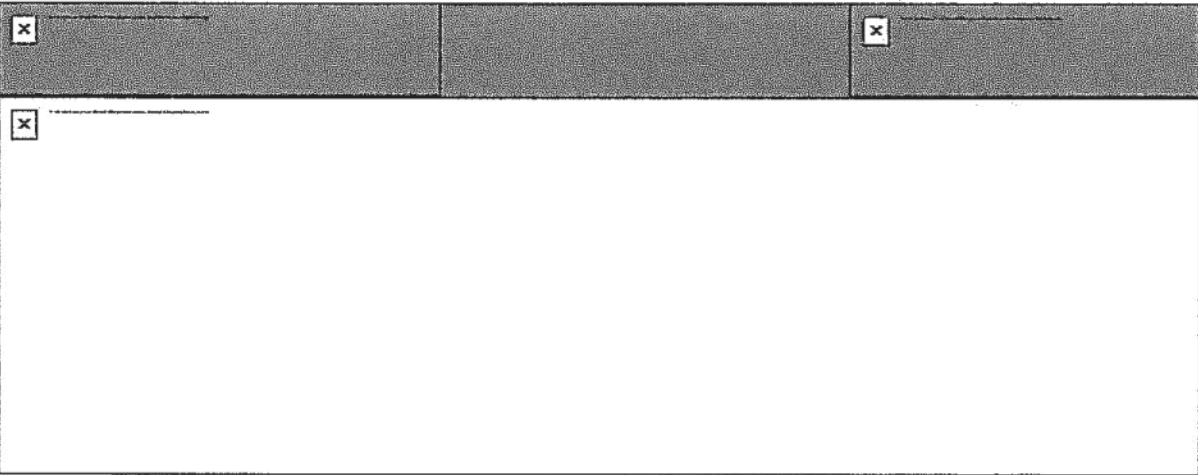
1 note(s) returned.

Created On	Author	Note
2018/10/18 15:32:18	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	09/10/18 to 09/12/18 was in Whistler for UBCM Personal arrangements made to Whistler

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Wilson, Cherie MCF:EX

From: s.15
Sent: Friday, October 19, 2018 9:27 AM
To: Wilson, Cherie MCF:EX
Subject: s.15



Dear Niki,

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

Please see below the quote you requested for your vacation. To secure your booking, click on the "Book My Itinerary" link or call us toll free at s.15 You may also email s.15 and we will be happy to assist you.

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

Kind Regards,

Sarah

Your Whistler Itinerary:

[Book or Modify My Itinerary Now](#)

s.15

Itinerary	
Guest Information:	*****
Niki Sharma	CONFIRMED
Unit 027 501 Belleville Street	Itinerary ID: s.22
Victoria, BC v8w9e2	*****
cherie.wilson@gov.bc.ca	Payment Information:
	NIKI SHARMA

s.22

MC XXXX s.17
Expiration

Item	Price	Taxes/Fees	Total
*****CONFIRMED*****	\$27.50	GST \$1.38	\$28.88
Pacific Coach Lines Confirmation: 549108			
(1) <u>Express Whistler Village to Downtown - One Way - Adult - 9:00am</u>			
<u>(Summer Schedule)</u>			
<u>Pacific Coach Lines</u>			
Date: 09/12/2018			
Special Instructions: Please be outside at your pick up location 30 minutes prior to your departure time.			
Pacific Coach Lines emergency number: 1800 6611725			
Whistler Accommodation – Pick Up Location: s.15			
Southbound Vancouver Hotel Drop-off Location:: Burrard Skytrain Station (Melville and Burrard St)			
Emergency Phone Number: s.22			
Guest 1 Are you traveling with a bike or ski bag? : No			
	Total \$27.50	\$1.38	\$28.88

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

Collected By	Date Due	Total Due
Pacific Coach Lines	09/07/2018	\$28.88

s.15

Policies:**Pacific Coach Lines**

Written Cancellation Policy: PACIFIC COACH POLICIES

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

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129983

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 Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767			
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/10/26			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria		
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4											
16. Travel Dates 2018 09/14 10 09/11 09/12	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs s.22 251.85	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
	Whistler	0000	2359		0.00			0.00			
	Whistler	0000	2359							503.70	Hotel Booking
	Vancouver	0000	2359								
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00		38. \$ 0.00		39. 251.85 \$ s.22	
				40. 503.70						Claim Total \$ 755.55	
48. Client Code 039 039 039 039		49. Resp. 18YAB		50. Service Line 14001		51. STOB 5702		52. Project 1800000		45. Supplier Code s.22	
										Amount \$ 755.55	
Less Travel Advance 039											
										54. \$ 755.55	
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) E129983 for Sharma, Niki

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/26 16:17:31	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2018/10/29 15:23:22	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Approved	Chen, Katrina Katrina.Chen@gov.bc.ca
2018/10/29 15:32:56	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca
2018/10/30 15:01:23	Poldrugovac, Saija (IDIR\SPOLDRUG) Saija.Poldrugovac@gov.bc.ca		Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129983 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/10/26 16:17:31	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Whistler stay from September 10 - September 14 2018 Accommodation booked in advanced and unable to change dates. Travel was Sept 10-12 First night deposit was reimbursed at the time of booking.

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Above CSA Rate
Minister's Approval Required

s.15

Niki Sharma
HER MAJESTY THE QUEEN IN RIGHT
MI08AA - Ministry of Community, Spo Att

Page Number : 1
Guest Number : s.22
Folio ID : A
10-SEP-18
14-SEP-18
1
s.15

Invoice Nbr : s.22
15:46
10:42

Copy

Tax ID :
s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-SEP-18	DEPOSIT	Deposit-MC- s.1		-251.85
10-SEP-18	DEPOSIT	Deposit-MC-7		-755.55
10-SEP-18	s.15	Room Charge	219.00	
10-SEP-18		Room PST 8%	17.52	
10-SEP-18		Room GST 5%	10.95	
10-SEP-18		MRDT 2%	4.38	
11-SEP-18		Room Charge	219.00	
11-SEP-18		Room PST 8%	17.52	
11-SEP-18		Room GST 5%	10.95	
11-SEP-18		MRDT 2%	4.38	
12-SEP-18		Room Charge	219.00	
12-SEP-18		Room PST 8%	17.52	
12-SEP-18		Room GST 5%	10.95	
12-SEP-18		MRDT 2%	4.38	
13-SEP-18		Room Charge	219.00	
13-SEP-18		Room PST 8%	17.52	
13-SEP-18		Room GST 5%	10.95	
13-SEP-18		MRDT 2%	4.38	

Continued on the next page

s.15

Niki Sharma
HER MAJESTY THE QUEEN IN RIGHT
MI08AA - Ministry of Community, Spo Att

Page Number	:	2	Invoice Nbr	:	s.22
Guest Number	:	s.22			
Folio ID	:	A			
		10-SEP-18	15:46		
		14-SEP-18	10:42		
		1			
		s.1			

** Total	1007.40	-1007.40
*** Balance	0.00	

s.15



s.15



Control No.

E129591

Name	Employee ID	Phone Number
Harrison, Veronica	s.22	(250) 387-8838
Client Organization	Job Title	Travel Group Code
Education	Sr. Ministerial Assistant	3

5. Date Completed 2018/08/30	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Accompanying Minister		Headquarters Victoria

12. Mailing Address for Cheque

16. Travel Dates 2018 08/23	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
	Victoria	0900	1200		0.00	20.40		0.00			

[illegible]

48.	Client Code 062 062 062 062	49.	Resp. 22001062	50.	Service Line 0600022001	51.	STOB 6501	52.	Project 2200000	45.	Supplier Code s.22	Amount \$ 20.40
------------	--	------------	--------------------------	------------	-----------------------------------	------------	---------------------	------------	---------------------------	------------	------------------------------	---------------------------

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 20.40
--	-------------------------------	-----------------

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) 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



Control No.

E129794

Name	Employee ID	Phone Number
Harrison, Veronica	s.22	(250) 387-8838
Client Organization	Job Title	Travel Group Code
Education	Sr. Ministerial Assistant	3

5. Date Completed 2018/10/02		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information																															
Type of Travel In Province		14. Reason for Travel Accompanying Minister			Headquarters Victoria																																	
12. Mailing Address for Cheque																																						
<table border="1"> <tr> <td rowspan="2">16. Travel Dates 2018 09/19</td> <td rowspan="2">17. Places Travelled *PCard Destination * Vancouver-HJ&HA</td> <td rowspan="2">Start 1030</td> <td rowspan="2">End 1700</td> <td colspan="2">18. Personal Vehicle Use</td> <td rowspan="2">19. Other Transport Costs 12.00</td> <td colspan="2">20. & 21. Meals</td> <td rowspan="2">22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td>Km</td> <td>Cost 0.00</td> <td>Claim F-BD</td> <td>Cost 22.75</td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td colspan="4">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 12.00</td> <td></td> <td>38. \$ 22.75</td> <td>39. \$ 0.00</td> <td>40. \$ 0.00</td> <td colspan="2">Claim Total \$ 34.75</td> </tr> </table>									16. Travel Dates 2018 09/19	17. Places Travelled *PCard Destination * Vancouver-HJ&HA	Start 1030	End 1700	18. Personal Vehicle Use		19. Other Transport Costs 12.00	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Km	Cost 0.00	Claim F-BD	Cost 22.75	Cost	Describe	TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 12.00		38. \$ 22.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 34.75	
16. Travel Dates 2018 09/19	17. Places Travelled *PCard Destination * Vancouver-HJ&HA	Start 1030	End 1700	18. Personal Vehicle Use		19. Other Transport Costs 12.00	20. & 21. Meals						22. Lodging Costs	20. & 21. Miscellaneous																								
				Km	Cost 0.00		Claim F-BD	Cost 22.75	Cost	Describe																												
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 12.00		38. \$ 22.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 34.75																												
48. Client Code 062 062 062 062		49. Resp. 22001062		50. Service Line 06000 -22001		51. STOB 5701		52. Project 2200000		45. Supplier Code s.22		Amount \$ 34.75																										
Less Travel Advance 062																																						
						AMOUNT DUE TO EMPLOYEE						54. \$ 34.75																										
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																													
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																													
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed																													

Audit Trail for Travel Voucher (Restricted Use) E129794 for Harrison, Veronica

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/02 07:32:08	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica s Veronica.Harrison@gov.bc.ca
2018/10/02 08:42:36	Harrison, Veronica s.2 (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/10/04 16:50:13	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129794 for Harrison, Veronica

1 note(s) returned.

Created On	Author	Note
2018/10/02 07:32:08	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Sept. 19: - \$12.00 taxi from Legislature to Helijet terminal - travel by Helijet to Vancouver - accompanied Minister to meetings - travel by Harbour Air return to Victoria

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SEPT. 19

VH

5701

Leg. to Heli in Vic

L

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240079

**** PURCHASE ****

09-19-2018 10:36:44

Acct # *****s.17 RF

Exp Date **/** Card Type MC

Name:

A0000000041010 MASTERCARD

Operator: 079

Trace # 13901

Inv. # 0252

uth # 09320S RRN 001494004

Total \$12.00

(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

www.yellowcabvictoria.com
250-381-2222

VH
SEPT. 19
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Wednesday, September 19, 2018 10:39 AM
To: Hahn, Andra EDUC:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Booking s.22

Wednesday, September 19, 2018

714

11:00 Victoria Harbour (Downtown)

11:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Sale

• **Robert Fleming, Male**

• **Veronica Harrison, Female**

[Add to Calendar](#)

Invoice #323231

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

Grand Total \$378.00

Mastercard \$378.00

Date / Time September 19, 2018 @ 10:38:02 AM

Summary s.17

Expiration

Authorization 133801

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

Hahn, Andra EDUC:EX

VH
Sept - 19
5701

From:
Sent:
To:
Subject:

Harbour Air Reservation <reservation@harbourair.com>
Friday, September 21, 2018 2:21 PM
Hahn, Andra EDUC:EX
Flight Itinerary. Thanks for choosing Harbour Air!



Check Flight Status | Manage Flight | Deals & Specials | High Flyer Rewards | My Account

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Robert Fleming
Company	Provincial Government-minister Of Education / Ndp-mla

Booking # s.17

Wednesday, September 19, 2018

Flight #221/Twin Otter
16:00 Vancouver Harbour /

Map

16:35 Victoria Harbour /

Map

Invoice s.17

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$373.28

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

35 minutes

Sked 200 : VHFC Terminal Fee	\$19.72
+ Goods and Services Tax	\$19.70

KK- Confirmed Select Seat #4

Billing	\$394.30
Taxes	\$19.70

2 Passenger(s) - GoFlex

Robert Fleming, Male
Veronica Harrison,
Female (over 12)

Grand Total	\$414.00
--------------------	-----------------

Master Card	\$414.00
-------------	----------

Date / Time September 19, 2018 @ 9:51:31 AM

Summary s.17

Expiration

Authorization 125130

[Add to Calendar](#)

s.22

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to
Departure
Changeable up to 15 minutes prior to
Departure (subject to difference in fare
value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if
cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

**Between South Vancouver (YVR), Ganges &
Maple Bay**

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

**Between South Vancouver (YVR), Victoria &
Nanaimo**

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within
24hrs of departure



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129795

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 Harrison, Veronica		Employee ID e 77		Phone Number (250) 387-8838	
Client Organization Education		Job Title Sr. Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/10/02		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Accompanying Minister			Headquarters Victoria
12. Mailing Address for Cheque					
16. Travel Dates 2018 09/25	17. Places Travelled *PCard Destination *Vancouver - Heli Start 0830 End 1845			18. Personal Vehicle Use Km Cost 0.00	19. Other Transport Costs 42.90
				20. & 21. Meals Claim F-B Cost 41.00	22. Lodging Costs
				20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 42.90
				38. \$ 41.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 83.90
48. Client Code 062 062 062 062	49. Resp. 22001062	50. Service Line 0600022001	51. STOB 5701	52. Project 2200000	45. Supplier Code s.22 Amount \$ 83.90
Less Travel Advance 062					
AMOUNT DUE TO EMPLOYEE					54. \$ 83.90
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) E129795 for Harrison, Veronica

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/02 07:34:57	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/10/02 08:42:19	Harrison, Veronica S. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/10/02 08:47:15	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Recalled	Harrison, Veronica Andra.Hahn@gov.bc.ca
2018/10/02 08:53:20	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/10/02 09:56:17	Harrison, Veronica S. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/10/04 16:49:56	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129795 for Harrison, Veronica

2 note(s) returned.

Created On	Author	Note
2018/10/02 07:34:57	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Sept. 25 - accompanied Minister to Vancouver for meetings - travel by Helijet return
2018/10/02 08:53:20	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Taxi from home Vic Heli, Taxi to Van Heli Terminal Taxi from Vic Heli to home

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VH
Sept 25
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Tuesday, September 25, 2018 8:16 AM
To: Hahn, Andra EDUC:EX
Subject: Thank you for choosing to take off with Helijet!

4D

Helijet

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Booking s.22

Tuesday, September 25, 2018

708

08:50 Victoria Harbour (Downtown)

09:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Sale

• Robert Fleming, Male

• Veronica Harrison, Female

[Add to Calendar](#)

Invoice #321075

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

Grand Total \$378.00

Mastercard \$378.00

Date / Time September 25, 2018 @ 8:15:37 AM

Summary s.17

Expiration

Authorization 111537

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

VH
5701
Sept. 25

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Tuesday, September 25, 2018 5:25 PM
To: Hahn, Andra EDUC:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Robert Fleming
	Company	Ndp

Booking s.22

Tuesday, September 25, 2018

729

17:45 Vancouver Harbour (Downtown)

18:20 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Sale

Veronica Harrison, Female

Invoice #323318

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Mastercard \$189.00

Date / Time September 25, 2018 @ 5:24:26 PM

Summary s.17

Expiration

Authorization 202425

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

SEPT 25
VH
5701

Home to heli

to Heli terminal in Van
Heli to home

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240071

**** PURCHASE ****

09-25-2018 08:14:37
Acct # ***** s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 171
Trace # 16894
Inv. # 171
Auth # 03116S RRN 001472002

Total \$19.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB #36
1441 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/09/25
TIME 5290 17:23:29
CLERK ID 5
RECEIPT NUMBER
H85009299-001-242-059-0

PURCHASE
TOTAL

\$9.00

CAPITAL ONE
A0000000041010
79C35B198882A092
0000008000-

APPROVED

FF/DT 00
AUTH# 09894S 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

VICTORIA TAXI # 10
#101, 3045 DOUGLAS ST.
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/09/25
TIME 1758 18:27:57
RECEIPT NUMBER
H85041377-001-001-271-0

PURCHASE
TOTAL

\$14.90

CAPITAL ONE
A0000000041010
F3C372D2630B4E5D
0000008000-

APPROVED

AUTH# 02736S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Control No.

E129796

Name	Employee ID	Phone Number
Harrison, Veronica	s.22	(250) 387-8838
Client Organization	Job Title	Travel Group Code
Education	Sr. Ministerial Assistant	3

5. Date Completed 2018/10/02	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

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

12. Mailing Address for Cheque

16. Travel Dates 2018	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	PCard			Km	Cost		Claim	Cost		Cost	Describe
	Destination	Start	End								
	09/10 Whistler - UBCM	0800	2100		0.00	14.70	F-B	41.00			
	09/11 Whistler - UBCM	0730	2200		0.00		F-	51.50		94.50	Lunch registration-Reception
	09/12 Whistler - UBCM	0900	2200		0.00		F-L	41.00 s.22			
	09/13 Whistler - UBCM	0900	2200		0.00	8.00	F-	51.50			
	09/14 * Whistler-Har.Air	0900	1745		0.00	15.00	F-D	33.25			

[illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
062	22001062	06000-22001	5702	2200000	s.22	\$ s.22
062	22001	06000	6501	2200000		94.50
062						
062						
						255.95

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	\$ s.22	350.45
--	------------------------	-----	---------	--------

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) E129796 for Harrison, Veronica

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/02 07:46:29	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica s Veronica.Harrison@gov.bc.ca
2018/10/02 07:58:30	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Recalled	Harrison, Veronica Andra.Hahn@gov.bc.ca
2018/10/02 08:04:12	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica S. Veronica.Harrison@gov.bc.ca
2018/10/02 08:42:06	Harrison, Veronica s. (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/10/04 16:49:44	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129796 for Harrison, Veronica

2 note(s) returned.

Created On	Author	Note
2018/10/02 07:46:29	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Accompanied Minister to UBCM in Whistler. Carpooled from Victoria to Whistler, no charge Carpooled from Whistler to Vancouver Travel by Harbour Air return to Victoria Luncheon registration charge to accompany Minister Taxi charge between UBCM receptions Taxi charge from Harbour Air to home
2018/10/02 08:04:12	Harrison, Veronica (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Lodging costs were pre-aid in full on E129516 & E128110

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Sept. 10
VH
Home to Hair
UBCM

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240079

**** PURCHASE ****

09-10-2018 08:58:09
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: VERONICA HARRISON
A0000000041010 MASTERCARD

Operator: 079
Trace # 13739
Inv. # 079
Auth # 04289S RRN 001476002

Total \$14.70

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

ADVANCE DEPOSIT RECEIPT

Harrison, Veronica

Reservation: s.22
Arrival Date: 09-09-2018
Departure Date: 09-14-2018
Receipt No: 21150

Date	Description	Card #	Card Holder	Amount
02-14-2018	MasterCard	6046	Veronica Harrison	251.85
08-15-2018	MasterCard	8812	Veronica Harrison	1007.40
Total:				1259.25

User ID: s.22

**BUSINESS EXPENSE APPROVAL**
for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

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

6531

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE		TELEPHONE NO.	DATE SUBMITTED	YYYY / MM / DD
Veronica Harrison		(250) 387-8838	2018/10/10	2018/10/10
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT		START DATE OF EVENT	YYYY / MM / DD
Office of the Minister of Education	UBCM - Whistler, B.C.		2018/09/10	2018/09/10
			END DATE OF EVENT	YYYY / MM / DD
			2018/09/14	2018/09/14

SECTION 2 – NAME / NATURE OF EVENT

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

Registration for UBCM Welcome Reception at UBCM which included on Sept. 12. Veronica accompanied Minister Fleming to this reception. No meal was served.

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

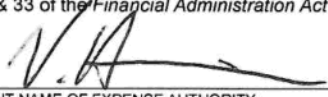
Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Veronica Harrison, Ministry of Education

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: <u>UBCM Registration</u>		\$ 94.50
ESTIMATED TOTAL		\$ 94.50

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
22001	06000	2200000
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
 PRINT NAME OF EXPENSE AUTHORITY Veronica Harrison		DATE SIGNED YYYY / MM / DD 2018/10/10

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

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

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

X

REIMBURSEMENT TOTAL**\$ 94.50**

**UNION OF BC MUNICIPALITIES**Suite 60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Tel: (604) 270-8226 | Email: ubcm@ubcm.ca

REGISTRATION INVOICE

SEPT. 11

VH

INVOICE # CV9584

DATE

TO VERONICA HARRISON
Senior Ministerial Assistant
Min. of Education
Room 124 Parliament Buildings
Victoria, British Columbia V8W 9E2

ITEM	AMOUNT
Welcome Reception (Delegate Fee)	\$90.00

SUBTOTAL \$ 90.00

PST \$ 0.00

(10815 0541) GST \$ 4.50

TOTAL \$ 94.50

UNION OF BC MUNICIPALITY
#60-10551 SHELLBRIDGE WA
RICHMOND, BC
6042708226

SALE

MID: 5643971 HST: 1234567890
TID: 005 REF#: 00000019
Batch #: 254001 RRN: 00000019
09/11/18 12:13:25
APPR CODE: 151330
MASTERCARD Chip
*****s.17 ***

AMOUNT \$94.50

APPROVED

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

BY ENTERING A VERIFIED PIN CARDHOLDER AGREES
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH
ISSUERS AGREEMENT WITH CARDHOLDER
ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

THANK YOU / MERCI!

CUSTOMER COPY

**UNION OF BC MUNICIPALITIES**Suite 60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Tel: (604) 270-8226 | Email: ubcm@ubcm.ca

REGISTRATION INVOICE

SEPT. 11

VH

INVOICE # CV9584

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TO VERONICA HARRISON
Senior Ministerial Assistant
Min. of Education
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ITEM	AMOUNT
Welcome Reception (Delegate Fee)	\$90.00

SUBTOTAL \$ 90.00

PST \$ 0.00

(10815 0541) GST \$ 4.50

TOTAL \$ 94.50

Sept. 13
VH
5702

B&J TAXI
39805 NONAME RD
SQUAMISH BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/09/13
TIME 9839 17:30:46
RECEIPT NUMBER
C85018538-001-147-002-0

PURCHASE
TOTAL

\$8.00

CAPITAL ONE
A0000000041010
846F4CABD5CA5690
0000008000-E800
E6D600C1D88C3961

APPROVED

AUTH# 01404S 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Sept. 14
VH
5702

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240004

**** PURCHASE ****
09-14-2018 19:51:26
Acct # ***** s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 104
Trace # 4472
Inv. # 104
Auth # 03803S RRN 001288003

Total \$15.00

(001) APPROVED-THANK YOU

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records
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250-381-2222

Hahn, Andra EDUC:EX

From: Harbour Air Reservation <reservation@harbourair.com>
Sent: Friday, September 21, 2018 12:35 PM
To: Hahn, Andra EDUC:EX
Subject: VH-RECEIPT - Sept. 14 - Flight Itinerary. Thanks for choosing Harbour Air!



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

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

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

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

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

Booking s.17

Friday, September 14, 2018

Flight #223A

17:10 Vancouver Harbour /

Map

17:45 Victoria Harbour /

Map

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Veronica Harrison,

Female

Add to Calendar

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card \$207.00

Date / Time September 14, 2018 @ 12:17:12 PM

Summary s.17

Expiration

Authorization 151711

s.22

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to

Departure

Changeable up to 15 minutes prior to

Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within

24hrs of departure

Booking # s.17**Friday, September 14, 2018****Flight #223A****17:10 Vancouver Harbour /****Map** **17:45 Victoria Harbour /****Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Robert Fleming, Male****Add to Calendar****Invoice #** s.17**Air Transportation Charges**

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

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00**Master Card \$207.00**

Date / Time September 14, 2018 @ 12:15:41 PM

Summary s.17

Expiration

Authorization 154850

s.22

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to

Departure

Changeable up to 15 minutes prior to

Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay



Control No.

E129974

Name	Employee ID	Phone Number
Harrison, Veronica S.	s.22	(250) 952-7622
Client Organization	Job Title	Travel Group Code
Education	Sr. Ministerial Assistant	3

5. Date Completed 2018/10/25		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information																																																		
Type of Travel In Province		14. Reason for Travel Accompanying Minister					Headquarters Victoria																																																		
12. Mailing Address for Cheque																																																									
<table border="1"> <tr> <td>16. Travel Dates 2018 09/10</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. Personal Vehicle Use</td> <td>19. Other Transport Costs</td> <td colspan="2">20. & 21. Meals</td> <td>22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td></td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td></td> <td>Claim</td> <td>Cost</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td></td> <td>Whistler-BCFerry</td> <td>0800</td> <td>2100</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>17.20</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 17.20</td> <td></td> <td>38. \$ 0.00</td> <td>39. \$ 0.00</td> <td>40. \$ 0.00</td> <td>Claim Total \$ 17.20</td> </tr> </table>										16. Travel Dates 2018 09/10	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		Whistler-BCFerry	0800	2100		0.00			17.20				TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 17.20		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 17.20
16. Travel Dates 2018 09/10	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																																														
	Whistler-BCFerry	0800	2100		0.00			17.20																																																	
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 17.20		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 17.20																																														
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount																																															
062 062 062 062		2200062	06000 -220004		5702	2200000		s.22		\$ 17.20																																															
Less Travel Advance																																																									
062																																																									
										54. \$ 17.20																																															
										AMOUNT DUE TO EMPLOYEE																																															
45. Employee Signature (See Audit Trail)						Print Name		Date Signed																																																	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.																																																									
56. Spending Authority Signature (See Audit Trail)						Print Name		Date Signed																																																	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																																																									
57. Payment Authority Signature (See Audit Trail)						Print Name		Date Signed																																																	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																																																									

Audit Trail for Travel Voucher (Restricted Use) E129974 for Harrison, Veronica S.

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/25 13:31:19	Harrison, Veronica S. (IDIR\AHAIN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2018/10/25 14:12:26	Harrison, Veronica (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/11/07 13:51:29	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129974 for Harrison, Veronica S.

1 note(s) returned.

Created On	Author	Note
2018/10/25 13:31:19	Harrison, Veronica S. (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Notes missed on E129796 for shared travel by BC ferry to UBCM in Whistler

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Swartz Bay
To
Tsawwassen



LANE 11

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/10

5	Adult	86.00
20	Undersize Vehi	57.50

Total	143.50
-------	--------

Visa
*****S.17 143.50
AUTH 861869 66277643 8818819498 S
01 APPROVED - THANK YOU 827

CHANGE DUE	0.00
------------	------

CARDHOLDER COPY
SWB 10 Sep 2018 11:45:39



1005016 445592
96682
SEE REVERSE SIDE OF TICKET

Hahn, Andra EDUC:EX

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, October 25, 2018 9:56 AM
To: Hahn, Andra EDUC:EX
Subject: FW: Sage travel
Attachments: Scan_20181017.pdf

Hi Andra,

As discussed, the Minister and Veronica paid Sage Aaron back for their passenger fare on the ferry. It's not attached to their claim that was filed. Please use the attachment as backup for this \$17.20 expense.

From: Parkinson, Elizabeth PREM:EX
Sent: October 25, 2018 9:39 AM
To: Poldrugovac, Saija FIN:EX
Subject: Sage travel



Elizabeth Parkinson

Finance and Administration Officer
Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Parkinson, Elizabeth PREM:EX

From: Aaron, Sage PREM:EX
Sent: Friday, October 12, 2018 5:15 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Richards, Erin PREM:EX
Subject: Drove car to UBCM

Follow Up Flag: Follow up
Flag Status: Completed

Hi Elizabeth,

The folks who drove with me in the car to the UBCM (after our flights were cancelled due to fog) paid me back.
Thanks,

Sage Aaron, Communications Director
Office of the Premier | Government of BC
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129830

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 Godfrey, Sam ✓		Employee ID s.22		Phone Number (250) 387-1023	
Client Organization Agriculture		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/10/05		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Business			Headquarters Victoria
12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates 2018 09/16 09/20	17. Places Travelled		18. 0.54 Personal Vehicle Use		19. Other Transport Costs
	Destination (HA/WJ)	Start	End	Km	Cost
	Vic to Van-Vic	1030	2230		0.00
	Vic to Van- Vic(HA)	1230	1830	59	31.86
					116.00
					108.00
				20. & 21. Meals	
				Claim	Cost
				F-BD	22.75
				F-B	41.00
				22. Lodging Costs	
				20. & 21. Miscellaneous	
				Cost	Describe
				15.00	Parking
TOTALS OF COLUMNS				36. ✓ 59kms \$ 31.86	37. ✓ \$ 224.00
				38. ✓ \$ 63.75	39. ✓ \$ 0.00
				40. ✓ \$ 15.00	Claim Total \$ 334.61 ✓
48. Client Code 130 130 130 130	49. Resp. 29001	50. Service Line 30000	51. STOB 5701	52. Project 2900000	45. Supplier Code s.22
					Amount \$ 334.61
Less Travel Advance 130					
					54. ✓ \$ 334.61
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) E129830 for Godfrey, Sam

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/05 11:02:56	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/05 11:04:54	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/05 11:52:13	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/05 11:57:43	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/05 11:58:45	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/05 12:03:48	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/15 16:10:25	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/10/22 12:32:42	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/10/22 13:19:44	Smith, Jessica C. ✓ (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E129830 for Godfrey, Sam

1 note(s) returned.

Created On	Author	Note
2018/10/05 11:58:45	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Sept 16 Taxi Home to H/A (Cash), Flew H/A Vic to Van (PCard) Sky Train VCO to YVR (MC) Flew W/J Van-Vic (PCard) Taxi YYJ to home (pers cc) Sept 20 Drove pers vehicle to pick up MLP- drove to event- H/A, parking (MC) flew H/A Vic-YVR (PCard) Taxi with MLP-Delta (MC) Taxi with MLP Delta-YVR (MC) Flew H/A YYJ-Vic (PCard) drove pers vehicle H/A- home

Production *** Copyright © Government of British Columbia

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240080

**** PURCHASE ****

09-16-2018 ✓ 22:47:31

Acct # ***** s.22 RF

Exp Date **/** Card Type VI

Name:

A0000000031010 Visa Credit

Operator: 180

Trace # 1527

Inv. # 180

Auth # 019596 RRN 001837011

Total **\$61.00**

(001) APPROVED-THANK YOU

Retain this copy for your records

Customer copy

www.yellowcabvictoria.com
250-381-2222

* RECEIPT *
* NOT VALID FOR TRAVEL *

Transit Ink
980 CANADA 100
Langara 49th Stn
1VH58112
Sun 16 Sep 18 04:38PM
✓

Payment Type: MASTER CARD

Purchase: \$20 Stored Value

Product Price: **\$ 20.00**

Compass Card #: ***** s.22

Credit Card #: ***** s.17

Auth #: 016058

Ref #: TUE3UU37X4FX

Receipt #: 101857

Card Entry: Chip

AID: A0000000041010

IVR: 8000008000

ISI: 1300

Retain for your records.
View Transit Ink Policies
at www.transitink.ca

RICHMOND TAXI #132
2440 SHELL RD V6X2P1
RICHMOND BC
23352856
QB2335285601

SALE

09-20-2018 ✓ 15:02:38
Acct # ***** s.17 C
Exp Date **/** Card Type MC
Name: GODFREY/SAMUEL
A0000000041010
MasterCard

Trace # 120005 Operator 332
Inv. # 332
Auth # 020368 RRN 001113005

Sale \$56.00

TOTAL **\$56.00**

00 APPROVED-THANK YOU

Retain this copy for your records
Customer copy

s.22

Taxi from:

Taxi to: Harbour Air

Car #: 81 Driver: L. R. SMITH \$10.00

Date: 16/sep/18 ✓ Fare total: 10.8

A cab at your fingertips

GET THE APP TODAY!

Android



101-3045 Douglas St., Victoria, BC V8T 4N2

The driver is an independent contractor, any
GST input credit may be claimed as "Notional" or
applied to the driver's GST registered number, not
Victoria Taxi (1987) Ltd. GST #

iPhone



DELTA SUNSHINE TAXI #

T41

13425 71A AVE
SURREY BC

CARD ***** s.17

CARD TYPE MASTERCARD

DATE 2018/09/20 ✓

TIME 0430 16:33:37

CLERK ID 500

RECEIPT NUMBER

C85029840-001-490-001-0

PURCHASE

TOTAL

\$52.00

MasterCard

A0000000041010

BE279A0DBEB18EBB

0000008000-E81

701C7B5399FD31



ENJOY DOWNTOWN!

APPROVE

AUTH# 020567

THANK YOU

CARDHOLDER

IMPORTANT - RE

COPY FOR YOU

Payment

Space #: 590

Tariff Zone: Wharf Lot

Card balance: \$---

60158 Wharf #3

▼ PARKING TIME EXPIRES AT ▼

12:42pm on
09/21/2018

Ticket # 2961/497

Amount \$15.00

GST paid: \$0.71

Cash 0.00 Card **15.00**

From: 09/20/2018 12:42

Page 98 of 163 FIN-2019-94671

OFFICIAL RECEIPT
RICHMOND TAXI CO. LTD.
RICHMOND CABS LTD.

"For All Your Transportation Needs"
Please call Richmond Taxi at

604-272-1111

1-866-RMD-TAXI(763-8294)

www.richmondtaxi.ca

Car No. 50 7/24 HOUR SERVICE

Amount \$ 25.00 **\$25.00**

Taxi From: Harbour Air

To: V8W 1G6 ✓

Date: 16/sep/2018

GST # 139442636 RT 0001 G.S.T. INCLUDED

Johnson, Lisa E AGRI:EX

From: Johnson, Lisa E AGRI:EX
Sent: September 13, 2018 4:18 PM
To: Leppard, Brianna AGRI:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

From: Harbour Air Reservation [mailto:reservation@harbourair.com]
Sent: September 13, 2018 2:00 PM
To: Johnson, Lisa E AGRI:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



- Check Flight Status
- Manage Flight
- Deals & Specials
- High Flyer Rewards
- My Account

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

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

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

Harbour Air Team

Customer Information	
Account	HAS # s.17
	Name Samuel Godfrey
	Company Ministry Of Agriculture

Booking s.17	
Sunday, September 16, 2018 ✓	Invoice s.17
Flight #506	Air Transportation Charges

11:20 Victoria Harbour / Map  ✓

11:50 South Vancouver (YVR) / Map



30 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Samuel Godfrey, Male ✓

[Add to Calendar](#)

Sked 500 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

Billing \$152.38

Taxes \$7.62

Grand Total \$160.00**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information**Domestic Flights**

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure.

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



eTicket Receipt

Prepared For
GODFREY/SAMUEL MR ✓

RESERVATION CODE	s.22
ISSUE DATE	13Sep18
TICKET NUMBER	8382140153484
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 16Sep18	WESTJET WS 3185 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 21:55 Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 22:29	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis MA03LG Not Valid Before 16SEP18 Not Valid After 16SEP18

Allowances

Baggage Allowance

YVR to YYJ - 0 Pieces WESTJET

Prices of additional baggage pieces:

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

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

Carry On Allowances

YVR to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YVR WS YYJ173.00CAD173.00END
Fare	CAD 173.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION

	CHARGES)
	CAD 9.61 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 5.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.25 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 206.98

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

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

[Important Legal Notices](#)

Johnson, Lisa E AGRI:EX

From: Harbour Air Reservation <reservation@harbourair.com>
Sent: September 20, 2018 9:11 AM
To: Leppard, Brianna AGRI:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



Check Flight Status | Manage Flight | Deals & Specials | High Flyer Rewards | My Account

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

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

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

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Samuel Godfrey
	Company	Ministry Of Agriculture

Booking s.17

Thursday, September 20, 2018 ✓

Flight #508

13:20 Victoria Harbour / Map

13:50 South Vancouver (YVR) / ✓

Map

30 minutes

Invoice s.17

Air Transportation Charges

Sked 500 : (St) GO Flex \$151.73

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$7.62

KK- Confirmed**1 Passenger(s) - GoFlex****Samuel Godfrey, Male** ✓**Add to Calendar**

Billing \$152.38

Taxes \$7.62

Grand Total \$160.00**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed


15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:100% cancellation fee if cancelled within 24hrs of
departure**Booking** s.17**Thursday, September 20, 2018** ✓**Flight #511****17:20 South Vancouver (YVR) /****Map** **17:50 Victoria Harbour / Map** **30 minutes****KK- Confirmed**

Invoice s.17

Air Transportation Charges

Sked 500 : (Pk) GO Flex \$159.35

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$8.00

Billing \$160.00

1 Passenger(s) - GoFlex

Samuel Godfrey, Male ✓

Taxes

\$8.00

Grand Total

\$168.00

Add to Calendar**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

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

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

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

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

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

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

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



Control No.

E130162

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

5. Date Completed 2018/11/26	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

Type of Travel In Province	14. Reason for Travel Ministerial Duties	Headquarters Victoria
-------------------------------	---	--------------------------

12. Mailing Address for Cheque

PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination (HA)	Start	End	Km	Cost		Claim	Cost	*	Cost	Describe
2018											
09/09	Vic-Van-Whistler	0900	2100	15	8.10		H-	25.75		31.50	Parking
09/10	Whistler	0900	2200		0.00		F-D	33.25		31.50	Parking
09/11	Whistler	0700	2200		0.00		F-BLD	12.25		31.50	Parking
09/12	Whistler	0700	2300		0.00	4.35	F-BLD	12.25		31.50	Parking
09/13	Whistler	0700	2230		0.00		F-BDI	10.50		31.50	Parking
09/14	Whistler-Vic (HA)	0830	1630	15	8.10	264.92		0.00		s.22	Car Rental

TOTALS OF COLUMNS		36. ✓ \$ 16.20	37. 269.27 \$s.22	38. ✓ \$ 94.00	39. \$ 0.00	40. 157.50 \$s.22	Claim Total \$ 536.97
-------------------	--	-------------------	----------------------	-------------------	----------------	----------------------	--------------------------

[illegible][illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 536.97
--	------------------------	------------------

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) E130162 for Russell, Shannon

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 11:59:37	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 12:00:50	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 12:02:16	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 12:02:22	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 13:30:57	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Initiated	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/12/14 12:54:35	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) E130162 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/26 11:59:37	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	09/09- Personal Car from home to HA-to Van, picked up rental car drove to Whistler for UBCM over night in whistler for UBCM from the 9th- 14th 09/12- Taxi to event (pouring rain) 09/14-Drove Whistler - Van, Dropped off rental car- HA Home, Personal car picked up Shannon to drive home.

Production *** Copyright © Government of British Columbia

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	251.85	* ①
08-03-2018	MasterCard	0622	Shannon Russell	1007.40	* ②
Total:				1259.25	

User ID: s.22

FYI

① paid via TVE 128467
 ② paid via TVE 129616

ADVANCE DEPOSIT RECEIPT

s.15

Shannon Russell
HER MAJESTY THE QUEEN IN RIGHT
MI08AA - Ministry of Community, Spo Att

Page Number : 1
Guest Number : s.22
Folio ID : A

Invoice Nbr : s.22

09-SEP-18 20:49
14-SEP-18 15:17
2
s.15

Copy Tax Invoice

Tax ID :

s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-SEP-18	DEPOSIT	Deposit-MC s.17		-251.85
09-SEP-18	DEPOSIT	Deposit-MC		-1007.40
09-SEP-18	s.15,s.22			
09-SEP-18				
09-SEP-18				
09-SEP-18	s.15	Room Charge	219.00	
09-SEP-18		Room PST 8%	17.52	
09-SEP-18		Room GST 5%	10.95	
09-SEP-18		MRDT 2%	4.38	
09-SEP-18		Parking - Self	30.00	
09-SEP-18		Parking GST 5%	1.50	
10-SEP-18	s.15,s.22			
10-SEP-18				
10-SEP-18				
10-SEP-18	s.15	Room Charge	219.00	
10-SEP-18		Room PST 8%	17.52	
10-SEP-18		Room GST 5%	10.95	
10-SEP-18		MRDT 2%	4.38	

Continued on the next page

s.15

Shannon Russell
HER MAJESTY THE QUEEN IN RIGHT
MI08AA - Ministry of Community, Spo Att

Page Number
Guest Number
Folio ID

: 2
: s.22
: A
09-SEP-18
14-SEP-18
2
s.15

Invoice Nbr : s.22

20:49
15:17

Date	Reference	Description	Charges (CAD)	Credits (CAD)
✓ 10-SEP-18	s.15	Parking - Self	30.00	
10-SEP-18		Parking GST 5%	1.50	
11-SEP-18		Room Charge	219.00	
11-SEP-18		Room PST 8%	17.52	
11-SEP-18		Room GST 5%	10.95	
11-SEP-18		MRDT 2%	4.38	
✓ 11-SEP-18		Parking - Self	30.00	
11-SEP-18		Parking GST 5%	1.50	
12-SEP-18		Room Charge	219.00	
12-SEP-18		Room PST 8%	17.52	
12-SEP-18		Room GST 5%	10.95	
12-SEP-18		MRDT 2%	4.38	
✓ 12-SEP-18		Parking - Self	30.00	
12-SEP-18		Parking GST 5%	1.50	
13-SEP-18		Room Charge	219.00	
13-SEP-18		Room PST 8%	17.52	
13-SEP-18		Room GST 5%	10.95	
13-SEP-18		MRDT 2%	4.38	
✓ 13-SEP-18		Parking - Self	30.00	
13-SEP-18		Parking GST 5%	1.50	
14-SEP-18	MC	MasterCard s.17		-211.20
For Authorization Purpose Only				

Continued on the next page

s.15

Shannon Russell
HER MAJESTY THE QUEEN IN RIGHT
MIOBAA - Ministry of Community, Spo Att

Page Number
Guest Number
Folio ID

: 3
: s.22
: A
09-SEP-18
14-SEP-18
2
s.1
-

Invoice Nbr : s.22

20:49
15:17

xxxxx s.17

Date	Code	Authorized
09-SEP-18	234850	1
10-SEP-18	062408	100
11-SEP-18	053159	100
13-SEP-18	045130	100

** Total
*** Balance

1470.45
0.00
-1470.45

s.15

WHISTLER TAXI
40363 DIAMOND HEAD ROAD
GARIBALDI HIGBC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/12 ✓
TIME 1057 20:26:40
RECEIPT NUMBER
C85011920-001-002-187-0

PURCHASE
AMOUNT
TIP
TOTAL

s.22

\$4.36

MasterCard
A0000000041010
4D160C5DA9133CFD
0000008000-E800
1D243EA1B9578E39

APPROVED

AUTH# 232640 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT! RETAIN THIS

Stop: 5702
taxi to event



stop: 5702

Rental Agreement s.22
Invoice #**Renter Information****Renter Name**

SHANNON RUSSELL ✓

Renter AddressVICTORIA, BC s.22
CAN**Contract**

PROVINCIAL GOVERNMENT OF BC ✓

Rental Credits

1 credit has been awarded for this rental

Vehicle Information**ESCAPE TITANIUM 4DR 4WD**

License #: GD315S

State/Province: BC

Vehicle Class Driven

Intermediate SUV 4-Door/Automatic/Air

Vehicle Class Charged

Intermediate 2 or 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 17,278 Ending: 17,456

Total: 178

**Thank you for renting with
National Car Rental****We appreciate your business!**This email was automatically generated
from an unattended mailbox, so please do
not reply to this e-mail.If you have any questions about your
rental, please view our Frequently Asked
Questions or send us a secured message
by visiting our [Support Center](#)**Trip Information****Pickup**

Sun, Sep 09 2018 6:05 P.M. ✓

VANCOUVER INTL ARPT MAIN (YVR) ✈

3866 MCDONALD RD S
RICHMOND, BC V7B1L8
CAN**Return**

Fri, Sep 14 2018 3:05 P.M. ✓

VANCOUVER INTL ARPT MAIN (YVR) ✈

3866 MCDONALD RD S
RICHMOND, BC V7B1L8
CAN**Rental Charges**

Rental Rate	Free Distance	Included
	Time & Distance 5 Day at 45.90 CAD / Day	CSA, OK 229.50 CAD ✓
Taxes and Fees	Goods And Services Tax (5.00%)	11.85 CAD
	Provincial Sales Tax (7.00%)	16.07 CAD
	Customer Facility Charge \$5/day	Included
	Premium Location Charge 17.21 Pct	Included
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	7.50 CAD
	Vif Rec .99/day	Included

Total**264.92 CAD**

(Subject to audit)

Amount charged on Sep 24 2018 to MASTERCARD s.17 ✓

(264.92 CAD)

Amount Due**0.00 CAD ✓**



Control No.

E130161

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

5. Date Completed 2018/11/26	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

Type of Travel In Province	14. Reason for Travel Ministerial duties	Headquarters Victoria
--------------------------------------	--	---------------------------------

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

16. Travel Dates 2018	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport	20. & 21. Meals		22. Lodging	20. & 21. Miscellaneous		
	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Describe	
	09/19	Vic-Van (HJ)	0830	2130		0.00	39.00	F-D	33.25	296.32		
	09/20	Van-Vic (HA)	0800	1700		0.00	79.00	F-	51.50	0 s.22	10.00	Parking ✓
	09/24	Vic-Van (HA)	0800	2200		0.00	24.00	F-	51.50	210.18	32.00 s.2	Parking 23:00 Hotel
	09/25	Van	0730	1700		0.00		F-	51.50	210.18		23.00 Parking/Valet Hotel
	09/26	Van-Vic (AC)	0800	2200		0.00		F-	51.50	0 s.22	422.48	Parking/Rental/Gas /A 23.00/312.44/60.79/26.2
* Hotel valet parking: evening security concerns												

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 142.00	38. ✓ \$ 239.25	39. ✓ \$ 716.68	40. 487.48 s.22	Claim Total
-------------------	----------------	------------------	--------------------	--------------------	--------------------	-------------

[illegible][illegible]

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) E130161 for Russell, Shannon

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 11:29:04	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 11:33:50	Gervais, Dominique (IDIR\DGGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 12:06:07	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Initiated	Sims, Jinny Jinny.Sims@gov.bc.ca
2019/01/18 10:18:45	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) E130161 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/26 11:29:04	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Sept 19- Vic-Van- Helijet over- Went to Award Event Sept 20- Van- Vic - Meetings with Minister in Van, taxi to HA flight home Sept 24- Vic-Van HA over- for two nights, picked up rental car Sept 25- Overnight in Van- Meetings Sept 26- Van-Vic, meetings in day-got gas for rental car, dropped rental car off, Air Canada flight home

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From: [Janke, Debra FIN:EX](#)
To: [Fleurant, Kathleen CITZ:EX](#)
Subject: RE: Russell, Shannon TV- E130161
Date: January 18, 2019 10:25:00 AM

Hi Kathleen,

I will process payment for Shannon, today.

Thanks.

Debra

From: Fleurant, Kathleen CITZ:EX
Sent: January 18, 2019 10:22 AM
To: Janke, Debra FIN:EX
Cc: Russell, Shannon CITZ:EX
Subject: RE: Russell, Shannon TV- E130161

Hi Debra,

I have just sent the approval electronically. Can you please put a rush on this, as I was never notified by the AA to put this through and Shannon needs to get paid asap so she can apply it to her card.

Thank you,

Kathleen

From: Janke, Debra FIN:EX
Sent: Friday, January 18, 2019 10:06 AM
To: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Subject: Russell, Shannon TV- E130161

Hi Kathleen,

To-date, the above noted travel claim has not been approved on the ETV site.

Thanks.

Debra

From: Gervais, Dominique CITZ:EX
Sent: November 26, 2018 3:29 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Russell, Shannon TV- E130161

Hello,

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240033

09-19-2018 ☒ 09:03:45
Acct # *****s.1 C
Exp Date **/** Card Type MC
Name: SHANNON RUSSELL
A0000000041010 MasterCard

Operator: 033
Trace # 15484
Inv. # 033
Auth # 120345 RRN 001467004

Total

\$9.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Stop: 6501
taxi from Leg to Helijet

DUPLICATE

BLACKTOP & CHECKER
CABS#49
777 PACIFIC ST
VANCOUVER BC

Stop: 5701
taxi to hotel

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/19 ✓
TIME 2561 16:30:44
CLERK ID 2
RECEIPT NUMBER
C85052685-001-313-004-0

PURCHASE
TOTAL

\$9.00

MasterCard
A0000000041010
C74816F724903768
0000008000-E800
DD801E20CDC156DC

APPROVED

AUTH# 193044 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

YELLOW CAB #308
1441 CLARK DR
VANCOUVER BC

stop: 5701
taxi to event.

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/19 ✓
TIME 7987 21:03:13
CLERK ID 5
RECEIPT NUMBER
C85029706-001-006-380-0

PURCHASE
TOTAL

\$10.00

MasterCard
A0000000041010
2D1195A1EEFD4F61
0000008000-E800
3AC574707DB3B931

APPROVED

AUTH# 000313 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #211
1441 CLARK DR
VANCOUVER BC

Stop: 5701
taxi to hotel

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/19 ✓
TIME 8628 17:34:09
CLERK ID 5
RECEIPT NUMBER
C85062938-001-006-916-0

PURCHASE
TOTAL

\$11.00

MasterCard
A0000000041010
9736B9853E85C0E6
0000008000-E800
144BF136E2D55D43

APPROVED

AUTH# 203409 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Name: Shannon Russell
Box 9068
V8W9E2

Stop: 5701

Guest Name: Shannon Russell
Company:

Arrival
September 19, 2018

Departure
September 20, 2018

Group:

Bill To: Russell, Shannon

Room

s.15

Attn:

Property Code: s.15 Invoice s.22

Res. # s.22

Date	Description	Voucher	Amount
19/9/18	DAILY	s.15	252.19
19/9/18	Destination Marketing Fee		3.26
19/9/18	Provincial Room Tax		28.10
19/9/18	GST		12.77
20/9/18	Master Card	193800948	-296.32
	##### s.17	0000176255	
GST/HST s.15		Balance:	0.00

Destination Marketing Fee	Total Tax
GST	\$3.26
Provincial Room Tax	\$12.77
Total	\$28.10
	\$44.13

James

Not listed on the CSA approved accommodation listing
e-mail sent Jan 18/19 requesting the Ministers approval

Name: Shannon Russell
s.22

Stob: 5701

Guest Name: Shannon Russel ✓
Company:

Arrival
September 19, 2018

Departure
September 20, 2018

Group: **Room** s.15

Bill To: Russell, Shannon

Attn:

Property Code s.15 **Invoice #** s.22

Res. # s.22

Date	Description		Voucher	Amount
✓ 19/9/18	DAILY		s.15	252.19
19/9/18	Destination Marketing Fee			3.26
19/9/18	Provincial Room Tax			28.10
19/9/18	GST			12.77
20/9/18	Master Card	##### s.17	193800948 0000176255	-296.32
			Balance:	0.00 ✓

GST/HST # s.15

	Total Tax
Destination Marketing Fee	\$3.26
GST	\$12.77
Provincial Room Tax	\$28.10
Total	\$44.13

ROYAL CITY TAXI # 80
436 ROUSSEAU ST
NEW WESTMINSTBC

stop: 5701

tax? to ubc event

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/20 ✓
TIME 1548 08:00:42
CLERK ID 1280
RECEIPT NUMBER
C85054365-001-001-050-0

PURCHASE
TOTAL

→ \$8.00

MASTERCARD
000000041010
C86DB41585BB
000008000-E300
80B57D37F7AEF43B

APPROVED

AUTH# 110042 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#104643655
604*525*5616

YELLOW CAB #7
1441 CLARK DR
VANCOUVER BC

stop: 5701
taxi to hotel

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/20 ✓
TIME 4793 10:09:36
CLERK ID 1
RECEIPT NUMBER
C85038173-001-006-022-0

PURCHASE
TOTAL

\$8.00

MasterCard
A0000000041010
C3C60A792572E3F0
0000008000-E800
BF570FD179EDD1E4

APPROVED

AUTH# 130937 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447XT0001

Stob: 5701
parking in New West.
(EA's car)

\$10.00
total

RECEIPT

City of New Westminster

License Plate Number
s.22

Expiration Date/Time

01:35 PM
SEP 20, 2018

Purchase Date/Time: 11:05am Sep 20, 2018 ✓
Total Due: \$5.00 Rate: 2.5 hours = \$5.00
Total Paid: \$5.00 Payment Type: Card
Ticket #: 00039844
S/N #: 520014391491
Setting: NW Anvil Ctr Parkade
Mach Name: AC2-2

#**** s.17 MasterCard

Auth #: 140557

Thank you!
RECEIPT NOT REQUIRED
TO BE DISPLAYED

RECEIPT

City of New Westminster

License Plate Number
s.22

Expiration Date/Time

03:23 PM
SEP 20, 2018

Purchase Date/Time: 12:53pm Sep 20, 2018 ✓
Total Due: \$5.00 Rate: 2.5 hours = \$5.00
Total Paid: \$5.00 Payment Type: Card
Ticket #: 00014321
S/N #: 520014391492
Setting: NW Anvil Ctr Parkade
Mach Name: AC-3

#**** s.17 MasterCard

Auth #: 155347

Thank you!
RECEIPT NOT REQUIRED
TO BE DISPLAYED

ROYAL CITY TAXI # 73
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/20 ✓
TIME 5136 15:21:04
CLERK ID 214
RECEIPT NUMBER
C85018733-001-001-032-0

PURCHASE
TOTAL

\$63.00

MasterCard
A0000000041010
5E30E90C328E0125
0000008000-E800
F7E552898ED58D19

APPROVED

AUTH# 182104 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*525*5616
GST*104643655

Stop: 5701

taxi from New Westminister
to Harbour air.

BLUEBIRD CABS #68
2612 QUADRA ST
VICTORIA BC

Stop: 6501
taxi from Leg
to Harbour air.

CARD ***** S.17
CARD TYPE MASTERCARD
DATE 2018/09/24 ✓
TIME 0033 07:51:33
RECEIPT NUMBER
C85003002-001-219-006-0

PURCHASE
TOTAL

\$7.00

MasterCard
A0000000041010
00564AD4428F24CD
0000008000-E800
14CAB091B2106534

APPROVED

AUTH# 105133 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #43
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/09/24 ✓
TIME 4322 09:27:37
CLERK ID 1
RECEIPT NUMBER
C85061334-001-005-046-0

PURCHASE
TOTAL

\$17.00

MasterCard
A0000000041010
035B085500097D23
000008000-E800
4C05FDD4C76ED29A

APPROVED

AUTH# 122737 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Stop: 5701
taxi From YVR →
pick up car rental.

**RECEIPT
IMPARK**

Lot - 1646
Granville & Robson
www.impark.com

License Plate Number
s.22

Expiration Date/Time

**05:55 PM
SEP 24, 2018**

Purchase Date/Time: 04:25pm Sep 24, 2018
Total Due: \$9.00 Rate: \$9.00 - 1.5 Hours
Total Paid: **\$9.00** Pmt Type: CC (Swipe)
Ticket #: 00004778
S/N #: 500012120022
Setting: Lot 1646
Mach Name: METER 1

#**** S.1 MasterCard

Auth #: 192541

Thank you!
Please come again

stop: 5701
parking @
Robson Square

Stop: 5701

Ms Shannon Russell ✓
s.22

Not listed on the CSA approved accommodation listing
e-mail sent Jan 18/19 requesting the Ministers approval

Canada

Room: s.15
Folio:
Cashier: 7
Arrival: 09-24-18
Departure: 09-26-18
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 09-24-18	Room Charge		186.00	
09-24-18	GST - Rooms		9.30	
09-24-18	PST - Rooms		14.88	
09-24-18	Valet Parking evening-security concerns		18.11	
09-24-18	PST - Parking		3.80	
09-24-18	GST - Other		1.09	
✓ 09-25-18	Room Charge		186.00	
09-25-18	GST - Rooms		9.30	
09-25-18	PST - Rooms		14.88	
09-25-18	Valet Parking evening-security concerns		18.11	
09-25-18	PST - Parking		3.80	
09-25-18	GST - Other		1.09	
09-26-18	Master Card	XXXXXXXXXXXX s.17	XX/XX	466.36

210.18
23.00 parking sept 25
210.18
23.00 parking sept 26

GST Summary	
Registration No: s.15	
Room	18.60
F&B	0.00
Other	2.18
Total	20.78

PST Summary	
Room	29.76
F&B	0.00
Other	7.60
Total	37.36

Total	466.36	466.36
Balance Due	0.00 CDN	✓

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.

Stob: 5701
parking + valet
↳ night safety

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 09/26/2018 09:55 ✓
Exited: 09/26/2018 12:49
Ticket Number: 28627
Transaction Number: 57909
Rate: A
Parking Fee: \$23.00

Total Fee: \$23.00
Fee Paid: \$23.00
Master
XXXXXXXXXXXX s.17
Approval Number: 154932

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005



Stop: 5701
Car rental
G sept 24-26th

GST/HST 889365821
PST 1021523719

RA 174115889 Bil 0
Rental 24-SEP-2018 09:42 AM
SOUTH TERMINAL AT YVR
Return 26-SEP-2018 06:11 PM
VANCOUVER INTL ARP. MAIN

SHANNON RUSSELL
Vehicle # K348430
Model SORENTO
Class Driven SFAR Class Charged FCAR
License# GL949F State/Province BC
M/Kms Driven 281
M/Kms Out 11646
M/Kms In 11927

PROVINCIAL GOVERNMENT OF BC			
Charges	No	Unit	Price Amount
FSD	1	Rental	101.88 101.88*
T & M	3	Days	53.90 161.70*
FREE M/KM	600	M/Kms	0.00*
PREMIUM LOCATION CHARGE			0.00*
CUSTOMER FACILITY CHARGE			0.00*
VLF REC			0.00*
PVRT			4.50*
PREMIUM LOCATION CHARGE			17.53*
GST @5.000 %			14.28
PST @7.000 %			12.55

Total Charges CAD 312.44

Deposit MC s.17

Amount Due 10 312.44

* Taxable Items
Subject to Audit
s.22

Customer Service Number 1-800-466-3334



Rental Agreement s.22
Invoice #

Not listed on the CSA

Renter Information

Renter Name

SHANNON RUSSELL ✓

Renter Address

VICTORIA, BC s.22
CAN

Contract

PROVINCIAL GOVERNMENT OF BC

Rental Credits

1 credit has been awarded for this rental

Vehicle Information

3.3L EX 4DR ALL-WHEEL DRIVE

License #: GL949F

State/Province: BC

Vehicle Class Driven

Standard SUV 4-Door/Automatic/Air

Vehicle Class Charged

Full Size 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 11,646 Ending: 11,927

Total: 281

Trip Information

Pickup

Mon, Sep 24 2018 9:42 A.M.

SOUTH TERMINAL AT YVR (YVR) ✈ ✓

4440 COWLEY CRESENT
RICHMOND, BC V7B1B8
CAN

Return

Wed, Sep 26 2018 6:01 P.M.

VANCOUVER INTL ARPT MAIN (YVR) ✈

3866 MCDONALD RD S
RICHMOND, BC V7B1L8
CAN

Rental Charges

Rental Rate	Free Distance	Included
	Time & Distance 3 Day at 53.90 CAD / Day	161.70 CAD ✓
Add-Ons	Fuel Service Option (101.88 CAD / Rental)	101.88 CAD
Taxes and Fees	Goods And Services Tax (5.00%)	14.28 CAD
	Provincial Sales Tax (7.00%)	12.55 CAD
	Customer Facility Charge \$5/day	Included
	Premium Location Charge 17.21 Pct (17.21%)	17.53 CAD
	Vif Rec .99/day	Included
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	4.50 CAD
	Premium Location Charge 17.21 Pct	Included
Total		312.44 CAD
(Subject to audit)		
Amount charged on Sep 26 2018 to MASTERCARD s.17		(312.44 CAD)
Amount Due		0.00 CAD ✓

Thank you for renting with
National Car Rental

We appreciate your business!

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

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

PETRO-CANADA
5111 GRT MCCHONA
RICHMOND
BC V7B 1K3
(604) 231-8748

GST 0897092912
PST 1007-5133
PC0823458:6812601
TERMINAL: 016812652
PAYPOINT: 016812601

2018-09-26 17:54 ✓

PUMP 02
REGULAR
LITRES L 41.383
PRICE/L \$ 1.469
FUEL SALES \$ 60.79*

TOTAL OWED \$ 60.79

TOTAL PAID
CREDIT CARD \$ 60.79

* GST INCL. \$ 2.89

MASTERCARD
*****s.17 C
AUTH 205456
PURCHASE
C 0010010010 00 027

MASTERCARD
A0000000041010
00000008000
E800
INVOICE 191385

DEBITED BY PIN

Stob:5701
gas for rental
car.

stob: 5701
van-vic flight
baggage fee.

AIR CANADA

BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES
VANCOUVER YVR TO/A VICTORIA YYJ

PAGE 1
2018-09-26

SHANNON RUSSELL ✓

EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage) 25.00

GST/TPS 1.25

TOTAL CAD 26.25

TOTAL CAD

26.25

Payment/Paiement:

CA XXXXXXXXXXXX^{s.17}

NON REFUNDABLE/NON REMBOURSABLE

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



Where ideas work

Business Expense Approval

Control No.

B023884

Freedom of Information and Protection of Privacy Act: The personal information you are providing is collected for the purposes of business expense administration and under the authority of the Financial Administration Act, and 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 Russell, Shannon ✓	Branch Minister's Office	Phone Number (250) 387-9699
Client Organization Citizens' Services	Division Minister's Office	Job Title Senior Ministerial Assistant

EVENT	Description	Start Date	End Date
Location (City) Whistler	Citz Meeting Dinner ✓	2018/09/11	2018/09/11 ✓

PARTICIPANTS	Number of People	Organization
Ministry of Citizens' Services	5 ✓	

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization
Sims, Jinny .	Citizens' Services	Stanford, Susan .	Citizens' Services
Randell, Howard .	Citizens' Services	Russell, Shannon .	Citizens' Services
McCormick, Colleen .	Citizens' Services		

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531		32805	34610	3200000	
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
<input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.						
5. Business Meals in Restaurant	6531	65.20				
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$65.20	Reimbursement Total			\$65.20

Mail to:

Shannon . Russell
PO Box 9068 Stn Prov Gov
Victoria BC V8W 9E2

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Audit Trail)

Employee	Print Name	Date Signed
	Shannon . Russell	2018.11.27.
Supervisor/Designated Authority	Print Name	Date Signed
	J. Simpson	2018.11.27.
Signing Authority	Print Name	Date Signed

Audit Trail for Business Expense Approval B023884 for Russell, Shannon

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 12:12:08	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca

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Notes for Business Expense Approval B023884 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/26 12:12:08	Gervais, Dominique (IDIR\IDGERVAIS) Dominique.Gervais@gov.bc.ca	Sept 11- UBCM- Post Workshop meeting with staff- dinner

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From: [Janke, Debra FIN:EX](#)
To: [Gervais, Dominique CITZ:EX](#)
Subject: RE: Russell, Shannon- BEA B023884
Date: November 27, 2018 11:46:00 AM

Hi Dominique,

The BEA is a pre-approval, only. On the invoice, please affix your office coding and have signed by the Expense Authority and Qualified Receiver.

The BEA and any invoices relating to a BEA expense need to be both signed by the EA and QR.

Thanks.

Debra

From: Gervais, Dominique CITZ:EX
Sent: November 26, 2018 3:27 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Russell, Shannon- BEA B023884

Hello,

Please see Shannon's attached BEA.

Thank you.

Dominique Gervais | Administrative Assistant
Honourable Jinny Sims' Office | Minister of Citizens' Services
Parliament Buildings
Ph: 250-387-9699
e: Dominique.Gervais@gov.bc.ca

s.15

Stob: 6531 - Post Workshop
dinner with Citz Staff

Attendees: Minister
Shannon
Susan
Howard
Colleen

CHK 40236 TBL 130/1 GST 7
9/11/2018 5:27 PM

s.22 5.00 T1
7.00 T1
8.00 T1
12.00 T1
22.00 T1

s.15

s.22

Server #: 000001 1 REF#: 00000016
Batch #: 079 SEQ: 079001001016
09/11/18 18:08:10
APPR CODE: 210810
MASTERCARD
*****s.17 ✓ **/**

Subtotal
GST 5%
Alcohol 10%
Total Due

s.22

AMOUNT
TIP
TOTAL

s.22

00 - APPROVED - 001
✓

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSI: E8 00


Qualified Receiver


Expense Authority

FOR ROOM CHARGES ONLY

GRATUITY:

54.00 Food
2.70 GST

PRINT NAME 56.70

SIGNATURE 8.50 TIP. 15% tip, ok ✓
Thank you for dining with us

65.20 total

\$65.20

Food = 54.00
GST = 2.70
56.20
15% tip 8.50
65.20

s.22

s.22

Subject: Post Workshop Meeting with Staff
Location: s.15
Start: Tue 2018-09-11 4:45 PM
End: Tue 2018-09-11 5:30 PM
Recurrence: (none)
Organizer: Russell, Shannon CITZ:EX

Minister Sims
Susan Stanford
Howard Randell
Shannon Russell
Colleen McCormick

CITZ STAFF

s.22

TOTAL BEA. \$65.20

s.22

Food	54.00
GST	<u>2.70</u>
	56.70
15% Tip	<u>8.50</u>
	65.20



Where ideas work

Business Expense Approval

Control No.

B023886

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Name Russell, Shannon ✓	Branch Minister's Office	Phone Number (250) 387-9699
Client Organization Citizens' Services	Division Minister's Office	Job Title Senior Ministerial Assistant

EVENT	Description	Start Date	End Date
Location (City) Whistler	UBCM- Coffee Meeting ✓	2018/09/10	2018/09/10 ✓

PARTICIPANTS		Number of People	Organization
Organization			
Ministry of Citizens' Services		3	

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization
Russell, Shannon .	Citizens' Services	Stanford, Susan .	Citizens' Services
Young, Alexa .	Telus		

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531		32805	34610	3200000	
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings	6531	13.90				
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snacks <input checked="" type="checkbox"/> Coffee/Tea/Juice, etc.						
5. Business Meals in Restaurant						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$13.90	Reimbursement Total			\$13.90

Mail to:

Shannon . Russell ✓
PO Box 9068 Stn Prov Gov
Victoria BC V8W 9E2

SIGNATURES		Refer to Treasury Board directives for approval authorities. (See Audit Trail)	
Employee	Print Name	Date Signed	
Supervisor/Designated Authority	Print Name	Date Signed	
Signing Authority	Print Name	Date Signed	

Audit Trail for Business Expense Approval B023886 for Russell, Shannon

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 13:39:33	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca

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Notes for Business Expense Approval B023886 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/26 13:39:33	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	Sept 10-UBCM- Coffee Meeting

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stob: 6531

UBCM- Coffee meeting
Attendees:

Alexa Young
Susan Stanford
Shannon Russell

s.15

CHECK # 190554 DATE 9/10/18
NAME 5 TIME 12:31PM

BAR : AZZA --
ITEMS ORDERED AMOUNT
s.22 4.00
 4.00
 3.50

SUBTOTAL 11.50
GST 0.58

TOTAL DUE 12.08

0.02
12.10

OF GUESTS 1

s.15

Room:

Room:

** TRANSACTION RECORD **

Tran. #: 3989
RVC: BAR
Table #: 5
Check #: 190554
Group #: 1
Employee #: 36
Employee Name: AZZA
Merch. ID: 27028324

Purchase
MasterCard (MC)
Card #:

xxxxxxxxxxxxx>s.17 C ✓

Amount \$12.08

Tip \$1.82

15% tip, ok ✓

TOTAL **CAD\$13.90**

s.15

001

Terminal No EI2702832405
Auth. #: 153245
Reference #: 001538001
2018/09/10 12:32:45

App Label: MasterCard
AID: A0000000041010
TSI: 6800

00 APPROVED - THANK YOU

Customer Copy

Retain this copy
for your records

THANK YOU
Come Again

Shannon Russell
Qualified Receiver

Shannon Russell
Expense Authority



Where ideas work

Business Expense Approval

Control No.

B023888

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Name Russell, Shannon ✓	Branch Minister's Office	Phone Number (250) 387-9699
Client Organization Citizens' Services	Division Minister's Office	Job Title Senior Ministerial Assistant

EVENT	Description	Start Date	End Date
Location (City) Whistler	UBCM-Lunches	2018/09/11	2018/09/12 ✓

PARTICIPANTS	
Organization	Number of People
Ministry of Citizens' Services	2 ✓

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization
Russell, Shannon .	Citizens' Services	Sims, Jinny .	Citizens' Services

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531	112/	32805	34610	6531/	3200000
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings	6531	241.50				
<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
<input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.						
5. Business Meals in Restaurant						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$241.50	Reimbursement Total			\$241.50

Mail to: supplier#2714756
Shannon . Russell ✓
PO Box 9068 Stn Prov Gov
Victoria BC V8W 9E2

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Audit Trail)

Employee	Print Name Shannon Russell	Date Signed 2018.11.27
Supervisor/Designated Authority	Print Name Jinny Sims	Date Signed 2018.11.27
Signing Authority	Print Name ✓	Date Signed

Audit Trail for Business Expense Approval B023888 for Russell, Shannon

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 13:58:08	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca

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Notes for Business Expense Approval B023888 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/26 13:58:08	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Sept 11+12 UBCM Registration fee for Sept 11/12 lunches for Minister Sims and Shannon Russell

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From: [Fleurant, Kathleen CITZ:EX](#)
To: [Janke, Debra FIN:EX](#)
Cc: [Russell, Shannon CITZ:EX](#)
Subject: RE: BEA# B02388 for Shannon Russell:
Date: December 17, 2018 4:16:59 PM
Attachments: [Russell, Shanonn BEA- B023888 Sep. 11, 2018.pdf](#)

Hi Debra,

Please find attached BEA 023888 now with itemized receipt.

Thank you,
Kathleen

From: Janke, Debra FIN:EX
Sent: Friday, December 14, 2018 10:27 AM
To: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Subject: BEA# B02388 for Shannon Russell:

Hi Kathleen,

The interact receipt only was provided with this BEA (copy attached). Please provide a copy of the itemized order purchased.

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

UNION OF BC MUNICIPALITY
#60-10551 SHELLBRIDGE WA
RICHMOND, BC
6042708226

SALE

MID: 5643971 HST: 1234567890
TID: 006 REF#: 00000005
Batch #: 249001 RRN: 00000005
09/10/18 07:47:32
APPR CODE: 104830
MASTERCARD
***** S.1 ✓ Chip
/

AMOUNT \$241.50 ✓

APPROVED

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

BY ENTERING A VERIFIED PIN CARDHOLDER AGREES
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH
ISSUER'S AGREEMENT WITH CARDHOLDER
IN ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

THANK YOU / MERCI

CUSTOMER COPY

60606531

Sept 11 + 12 lunches
for Jinny Sims +
Shannon Russell


Qualified Receiver


Expense Authority

Fleurant, Kathleen CITZ:EX

From: Raelene Adamson <radamson@ubcm.ca>
Sent: Monday, December 17, 2018 2:49 PM
To: Fleurant, Kathleen CITZ:EX
Subject: 2018 UBCM Convention Receipt
Attachments: 20181217145950606[1].pdf; ShannonRussellDetailedReport.pdf;
JinnySimsDetailedReport.pdf

Hello Kathleen,

Kelsey Mackay-Smith of our office has given me your name and contact information so that I can send you a receipt for a payment made by Shannon Russell.

Please find attached a receipt for \$241.50 for invoices CV9502 and CV9503. Both of which are for the addition of the Large Urban Communities Lunch for Shannon Russell as well as Jinny Sims.

Should you required further assistance, please don't hesitate to contact me.

Cheers,

Raelene
=====

Raelene Adamson
Administrative Assistant, Office Services
Union of British Columbia Municipalities
Suite 60-10551 Shellbridge Way
Richmond, BC V6X 2W9
PH: 604.270.8226 ext. 101
FX: 604.270.9116

RECORD #: R7350

DELEGATE FIRST NAME: JINNY

PARTNER FIRST NAME:

DELEGATE LAST NAME: SIMS

PARTNER LAST NAME:

ORGANIZATION: Minister of Citizens' Services

DELEGATE TITLE: MLA, Surrey - Panorama

INVOICE #: CV9503 ✓

2018-09-10

PROGRAM	GST	PRICE
Large Urban Communities Forum	\$5.75	\$115.00
	\$5.75	\$115.00
TOTAL		\$120.75
PAID		\$120.75
DUE		\$0.00

s.22

RECORD #: R7351

DELEGATE FIRST NAME: SHANNON

PARTNER FIRST NAME:

DELEGATE LAST NAME: RUSSELL

PARTNER LAST NAME:

ORGANIZATION: Min. of Citizens Services

DELEGATE TITLE: Senior Ministerial Assistant

INVOICE #: CV9502 ✓

2018-09-10

PROGRAM	GST	PRICE
Large Urban Communities Forum	\$5.75	\$115.00
	\$5.75	\$115.00
TOTAL		\$120.75
PAID		<u>\$120.75</u>
DUE		\$0.00

s.22



Where ideas work

Business Expense Approval

Control No.

B023885

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Name Russell, Shannon ✓	Branch Minister's Office	Phone Number (250) 387-9699
Client Organization Citizens' Services	Division Minister's Office	Job Title Senior Ministerial Assistant

EVENT	Description	Start Date	End Date
Location (City) Whistler	UBCM- Breakfast Meeting ✓	2018/09/12	2018/09/12 ✓

PARTICIPANTS	Organization	Number of People	Organization	Number of People
	Ministry of Citizens' Services	4 ✓		

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization
Sims, Jinny .	Citizens' Services	Russell, Shannon .	Citizens' Services
Stanford, Susan .	Citizens' Services	McKay, Joel .	Northern Development Initiative Trust

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531		32805	34610	3200000	
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings	6531	70.35				
<input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.						
5. Business Meals in Restaurant						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$70.35	Reimbursement Total			\$80.90

Mail to:
Shannon . Russell ✓
PO Box 9068 Stn Prov Gov
Victoria BC V8W 9E2

to include 15% tip

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Audit Trail)

Employee	Print Name Shannon Russell ✓	Date Signed 2018.11.22
Supervisor/Designated Authority	Print Name Jinny Sims ✓	Date Signed 2018.11.27
Signing Authority	Print Name Jinny Sims ✓	Date Signed 2018.11.27

Audit Trail for Business Expense Approval B023885 for Russell, Shannon

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 12:21:30	Gervais, Dominique (IDIR\DGVERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 12:52:44	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Initiated	Sims, Jinny Jinny.Sims@gov.bc.ca

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Notes for Business Expense Approval B023885 for Russell, Shannon

0 note(s) returned.

Created On	Author	Note

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stob : 6531

Breakfast meeting

Attendees :

Jinny Sims
Shannon Russell
Susan Stanford
Joel McKay

s.15

s.15

CHK 40316 TBL 110/1 GST 5
9/12/2018 9:06 AM ✓

s.22

4.00 T1
21.00 T1
21.00 T1
15.00 T1
6.00 T1

Subtotal \$67.00
GST 5% \$3.35
Total Due \$70.35 ✓

FOR ROOM CHARGES ONLY

GRATUITY: _____

TOTAL: _____

ROOM # _____

PRINT NAME _____

SIGNATURE _____
Thank you for dining with us

SALE

Server #: 000001 1

REF#: 00000005

Batch #: 080

SEQ: 080001001005

09/12/18 ✓

10:32:22

APPR CODE: 133222

MASTERCARD

*****s.17 ✓

**/*

AMOUNT

\$70.35

TIP

15% tip ok ✓

\$10.55

TOTAL

\$80.90

00 - APPROVED - 001

MasterCard

AID: A0000000041010

TVR: 00 00 00 80 00

TS: E8 00

Shannon Russell
Qualified Receiver

Joel McKay
Expense Authority



Where ideas work

Business Expense Approval

Control No.

B023887

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Name Russell, Shannon ✓	Branch Minister's Office	Phone Number (250) 387-9699
Client Organization Citizens' Services	Division Minister's Office	Job Title Senior Ministerial Assistant

EVENT	Description	Start Date	End Date
Location (City) Whistler	UBCM- Coffee Meeting	2018/09/13	2018/09/13 ✓

PARTICIPANTS	
Organization	Number of People
Ministry of Citizens' Services	4 ✓

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization
Sims, Jinny .	Citizens' Services	Russell, Shannon .	Citizens' Services
Bobbi, Sadler .	Citizens' Services	Susan, Stanford .	Citizens' Services

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531		32805	34610	3200000	
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings	6531	24.15				
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snacks <input checked="" type="checkbox"/> Coffee/Tea/Juice, etc.						
5. Business Meals in Restaurant						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$24.15	Reimbursement Total			\$24.15

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Audit Trail)					
Employee	<table border="1"> <tr> <td>Print Name</td> <td>Date Signed</td> </tr> <tr> <td><i>Shannon Russell</i></td> <td>2018.11.27</td> </tr> </table>	Print Name	Date Signed	<i>Shannon Russell</i>	2018.11.27
Print Name	Date Signed				
<i>Shannon Russell</i>	2018.11.27				
Supervisor/Designated Authority	<table border="1"> <tr> <td>Print Name</td> <td>Date Signed</td> </tr> <tr> <td><i>Jinny Sims</i></td> <td>2018.11.27</td> </tr> </table>	Print Name	Date Signed	<i>Jinny Sims</i>	2018.11.27
Print Name	Date Signed				
<i>Jinny Sims</i>	2018.11.27				
Signing Authority	<table border="1"> <tr> <td>Print Name</td> <td>Date Signed</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Print Name	Date Signed		
Print Name	Date Signed				

Audit Trail for Business Expense Approval B023887 for Russell, Shannon

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/26 13:47:05	Gervais, Dominique (IDIR\IDGERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca

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Notes for Business Expense Approval B023887 for Russell, Shannon

1 note(s) returned.

Created On	Author	Note
2018/11/26 13:47:05	Gervais, Dominique (IDIRIDGERVAIS) Dominique.Gervais@gov.bc.ca	Sept 13- UBCM- Coffee Meeting

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s.15