



## Control No.

E130334

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Jones, Tristan	s.22	(250) 387-9275
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Forests, Lands, Natural Resource Operations and Rural Dev	Executive Assistant	3

<b>5. Date Completed</b> 2018/12/21	<b>6. Fiscal Year</b> 2019	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> First Nation's Meetings	<b>Headquarters</b> Minister's Office	

## 12. Mailing Address for Cheque

PO Box 9049 Stn Prov Govt Victoria, BC V8W 9E2

[illegible][illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
128	71000428	40001 71000	5702	7100000	s.22	\$ 164.16
128						
128						
128						

[illegible]

		\$ 164.16
	<b>AMOUNT DUE TO EMPLOYEE</b>	<b>54.</b>

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
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<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
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57. <b>Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
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**Audit Trail for Travel Voucher (Restricted Use) E130334 for Jones, Tristan**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/21 11:09:48	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/12/21 11:13:18	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2018/12/21 11:20:24	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Saved	Jones, Tristan Tristan.Jones@gov.bc.ca
2019/01/15 11:39:53	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Jones, Tristan Tristan.Jones@gov.bc.ca	Notified	Jones, Tristan Tristan.Jones@gov.bc.ca
2019/01/15 12:34:08	Jones, Tristan (IDIR\TJONES) Tristan.Jones@gov.bc.ca		Approved	McLaren, Kenn Kenn.McLaren@gov.bc.ca
2019/01/15 14:06:53	McLaren, Kenn (IDIR\KENMCLAR) Kenn.McLaren@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E130334 for Jones, Tristan

1 note(s) returned.

Created On	Author	Note
2018/12/21 11:13:18	Purdy, Sandra (IDIR\SAPURDY) Sandra.Purdy@gov.bc.ca	Dec. 19 - Claim mileage. Personal vehicle from Smithers to Hazelton round trip for Upper Nass Chief's meeting. 76 x 2 is 152km. Dec. 20 - Claim mileage. Personal vehicle from Smithers to Hazelton round trip for Gitksan Development Corp meeting. 76 x 2 is 152km.

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## **Purdy, Sandra FLNR:EX**

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**From:** Jones, Tristan FLNR:EX  
**Sent:** December 20, 2018 2:14 PM  
**To:** Purdy, Sandra FLNR:EX  
**Subject:** Travel Claim

Hi Sandra,

Last travel claim for 2018.

Dec 19 – Smithers/Hazelton round trip – Upper Nass Chief's meeting – 76 km x 2

Dec 20 – Smithers/Hazelton round trip – Gitxsan Dev. Corp meeting – 76 km x 2

Thank you and Merry Christmas!

Tristan





## Control No.

E130436

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Hammond, Danika ✓	s.22	(250) 208-7363
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Energy, Mines and Petroleum Resources	Executive Assistant	3

2019/01/24	2019		
Type of Travel In Province	14. Reason for Travel Staffing Minister		Headquarters Nelson

PO Box 6060 Stn Prov Gov't

Ref E129861355.27

to recover  
O/P X Ref  
E129861

[illegible]

57. <b>Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

O/P on E129861 has been fully recovered X Ref E130120 and E130436

Page 5 of 46 FIN-2019-94709  
2019-02-27

## Audit Trail for Travel Voucher (Restricted Use) E130436 for Hammond, Danika

12 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/24 11:36:15	Pommelet, Lisa Pommelet (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/01/24 11:37:04	Pommelet, Lisa Pommelet (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/01/28 10:35:53	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/01/28 10:36:32	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/01/28 10:36:44	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/01/30 11:27:33	Sanderson, Melissa (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/01/30 11:33:12	Pommelet, Lisa Pommelet (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Recalled	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/01/30 11:38:26	Pommelet, Lisa Pommelet (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/01/30 11:38:43	Pommelet, Lisa Pommelet (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/02/01 10:06:25	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/02/01 10:06:30	Hammond, Danika (IDIR\DHAMMOND) Danika.Hammond@gov.bc.ca		Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/02/22 09:30:15	Sanderson, Melissa ✓   (IDIR\MELSANDE) Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E130436 for Hammond, Danika

1 note(s) returned.

Created On	Author	Note
2019/01/24 11:36:15	Pommelet, Lisa Pommelet (IDIR\LPOMMELE) Lisa.Pommelet@gov.bc.ca	Dec. 9: 280km drive to Kelowna airport, taxi from Vic airport to hotel \$65.00 (personal card), half day (HD) per diem Dec. 10-13: full day (FD) per diems Dec. 14: FD per diem, 280km drive from airport to Silverton

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**From:** [Pommelet, Lisa EMPR:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Subject:** RE: E130120 & E130436 Danika Hammond  
**Date:** March 1, 2019 8:38:41 AM

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Thank you Debra!

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**From:** Janke, Debra FIN:EX  
**Sent:** February 28, 2019 2:00 PM  
**To:** Pommelet, Lisa EMPR:EX <[Lisa.Pommelet@gov.bc.ca](mailto:Lisa.Pommelet@gov.bc.ca)>  
**Subject:** E130120 & E130436 Danika Hammond

Hi Lisa,

For your records, please see attached travel claims. The over payment on E129861 has been fully recovered between these two claims.

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](mailto:Debra.Janke@gov.bc.ca)  
Website: <http://www.min.fin.gov.bc.ca>  
Serving all Ministers' Offices and the Office of the Premier

**From:** [Janke, Debra FIN:EX](#)  
**To:** [Pommelet, Lisa EMPR:EX](#)  
**Subject:** RE: Hammond E130120 receipts E130436  
**Date:** February 27, 2019 3:00:00 PM

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Thanks, Lisa.

Debra

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**From:** Pommelet, Lisa EMPR:EX  
**Sent:** February 27, 2019 2:33 PM  
**To:** Janke, Debra FIN:EX  
**Subject:** RE: Hammond E130120 receipts E130436

Hi Debra,

For Danika Hammond's Dec. 14<sup>th</sup> flight, the original flight was cancelled due to bad weather and the airline put her on a different flight free of charge. The original receipt for both dates of travel (Dec. 9 and 14) is included in this attachment. There is no receipt for the travel plan change, but baggage is still being claimed for reimbursement.

Please let me know if there's anything else you need!

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

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**From:** Janke, Debra FIN:EX  
**Sent:** February 27, 2019 1:13 PM  
**To:** Pommelet, Lisa EMPR:EX <[Lisa.Pommelet@gov.bc.ca](mailto:Lisa.Pommelet@gov.bc.ca)>  
**Subject:** RE: Hammond E130120 receipts

Hi Lisa,

Please email the air invoice for Danika's return from Victoria to Castlegar on Nov 9<sup>th</sup>.

Thanks.

Debra

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**From:** Pommelet, Lisa EMPR:EX

**Sent:** January 21, 2019 1:33 PM  
**To:** Janke, Debra FIN:EX  
**Subject:** Hammond E130120 receipts

Hi Debra,

Sorry for any confusion I might have added to this process. Here are Danika Hammond's receipts and her hotel receipt which has been signed off by our Minister is included separately. Please let me know if there is anything else I'm forgetting.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

**From:** Pommelet, Lisa EMPR:EX  
**To:** Janke, Debra FIN:EX  
**Subject:** Receipts for E130436 DANIKA HAMMOND  
**Date:** February 5, 2019 3:14:10 PM  
**Attachments:** E130436 HAMMOND receipts.pdf

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Hi Debra,

Here are the receipts for Danika Hammond's revised travel claim E130436.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

**From:** Pommelet, Lisa EMPR:EX  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Cc:** Janke, Debra FIN:EX  
**Subject:** E130436 HAMMOND, Danika EMPR  
**Date:** January 24, 2019 11:49:14 AM

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Hello,

Please find the receipts for Danika Hammond's travel to Victoria staffing our Minister. We have also included a signed hotel receipt by our Minister to show proof the cost was signed off on. This may be superfluous information as it will be reconciled on Danika Hammond's PCard. Also in her original email she mentions a parking receipt for her car which was never found and as a result was not included in this travel claim.

Please let me know if anything is missing. The eForm is in the approval process as we speak.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900



E 130 436

**Pommelet, Lisa EMPR:EX**

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**From:** Hammond, Danika S EMPR:EX  
**Sent:** January 2, 2019 10:52 AM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** reimbursement for Dec. Victoria trip  
**Attachments:** Receipt 102012019.pdf; Receipt 202012019.pdf

Hello Lisa

Here are the details for my expenses for the December trip. As I was paid additional funds for the November trip, these will just go against that balance.

1. Private vehicle use –  $280\text{km} \times 2 = 560\text{km}$  total (Silverton to Kelowna airport)  $\times \$0.54 = \$302.40$
2. Taxi – Victoria airport to s.15 = \$65 (provided physical receipt).
3. I spent \$70 to park my car in Kelowna for the week but I can't find the receipt. I am hoping it is in my desk at the Nelson office. Once found I will send it to you.
4. Per diems

I used the new corporate card instead of my personal cards for the baggage fees and the hotel.

Lastly, attached are the hotel receipts with MM's signature.

Kind regards,

Danika

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
6H2185240005

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

12-10-2018 01:09:10

Acct # \*\*\*\*\*s.17 C

Card Type DP Account Chequing

Name:

A0000002771010 Interac

Operator: 005

Trace # 867

Inv. # 105

Auth # 020771 RRN 001218005

Purchase

\$65.00

Tip

s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records

Customer copy

www.yellowcabvictoria.com  
250-381-2222

**Danika Hammond** ✓

s.22

Room No. s.15  
 Arrival : 12-09-18  
 Departure Date : 12-14-18  
 Folio No. : s.22

Conf. No. :  
 Custom :  
 Reference

Company Name:

Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
✓ 12-09-18	Room Charge	105.00	
12-09-18	GST Room Tax	5.30	
12-09-18	PST Room Tax	8.48	
12-09-18	MRDT Tax	3.18	
12-09-18	DMF Fee	1.05	
✓ 12-10-18	Room Charge	105.00	
12-10-18	GST Room Tax	5.30	
12-10-18	PST Room Tax	8.48	
12-10-18	MRDT Tax	3.18	
12-10-18	DMF Fee	1.05	
✓ 12-11-18	Room Charge	105.00	
12-11-18	GST Room Tax	5.30	
12-11-18	PST Room Tax	8.48	
12-11-18	MRDT Tax	3.18	
12-11-18	DMF Fee	1.05	
✓ 12-12-18	Room Charge	105.00	
12-12-18	GST Room Tax	5.30	
12-12-18	PST Room Tax	8.48	
12-12-18	MRDT Tax	3.18	
12-12-18	DMF Fee	1.05	
✓ 12-13-18	Room Charge	105.00	
12-13-18	GST Room Tax	5.30	
12-13-18	PST Room Tax	8.48	
12-13-18	MRDT Tax	3.18	
12-13-18	DMF Fee	1.05	
12-14-18	Mastercard		615.05
	XXXXXXXXXXXX s.17 ✓		

MMinisters Approval


**Total Charges** 615.05**Total Credits****615.05****Balance****0.00** ✓**Merchant ID**

s.15

**Credit Card #**

XXXXXXXXXXXX s.17

s.15

**Danika Hammond**

s.22

Room No. s.15  
Arrival : 12-09-18  
Departure Date : 12-14-18  
Folio No. : s.22

Company Name:

Conf. No. :  
Custom :  
Reference :

Group Name:

**INFORMATION INVOICE**

Transaction ID 5756409  
Approval Code 041125  
Approval Amount 615.05

Capture Method Swiped  
Transaction Amount 615.05

DMF Destination Marketing Fee 1% of the Room Rate  
MRDT Municipal Regional District Tax 3%  
GST 5%, PST 8%  
MRDT, GST and PST calculated on the Room Rate plus DMF  
PST 7% when applicable on Incidental Charges

Page No. 2 of 2

s.15

## Pommelet, Lisa EMPR:EX

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**From:** Hammond, Danika S EMPR:EX  
**Sent:** December 10, 2018 2:41 PM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** Fwd: Air Canada - Receipt - Baggage Fee

Here is the baggage fee for the trip here.

Thanks!

Danika

Begin forwarded message:

**From:** Air Canada <[confirmation@aircanada.ca](mailto:confirmation@aircanada.ca)>  
**Date:** December 9, 2018 at 3:32:02 PM PST  
**To:** [danika.hammond@gov.bc.ca](mailto:danika.hammond@gov.bc.ca)  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2018-12-09 ✓|

Passenger: DANIKA HAMMOND  
Departure city: KELOWNA YLW  
Destination city: VICTORIA YYJ

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD **31.50 CAD**

Form of payment used: MasterCard XXXXXXXXXXXX s.17 ✓|

Please Note: This fee is non refundable. ✓|

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

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/BJ2bmf8onKCf41yASeBTw>



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130281

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Dick, Jolleen				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 953-4844					
<b>Client Organization</b> Indigenous Relations and Reconciliation				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2018/12/14			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Training/mtgs						<b>Headquarters</b> Port Alberni				
<b>12. Mailing Address for Cheque</b> PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2													
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>			
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>		
	12/09	PA/Vic	1830	2359	195		105.30			0.00	123.02	18.90	prkg @ hotel
	12/10	Victoria	0600	2359			0.00	F-		51.50	123.02	18.90	prkg @ hotel
	12/11	Victoria	0600	2359			0.00	F-		51.50	123.02	18.90	prkg @ hotel
	12/12	Victoria	0600	2359			0.00	F-L		41.00	123.02	18.90	prkg @ hotel
	12/13	Vic/PA	0600	1600	195		105.30	F-D		33.25			
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 210.60		<b>37.</b> \$ 0.00	<b>38.</b> \$ 177.25		<b>39.</b> \$ 492.08	<b>40.</b> \$ 75.60	<b>Claim Total</b> \$ 955.53		
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>		<b>51. STOB</b>	<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>				
120	0794A	52000		5702	0700000		s.22		\$ 955.53				
<b>Less Travel Advance</b>	120												
										<b>54.</b> \$ 955.53			
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.										<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.										<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.										<b>Print Name</b>		<b>Date Signed</b>	

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Dec 19-18

**Audit Trail for Travel Voucher (Restricted Use) E130281 for Dick, Jolleen**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/14 13:51:17	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Saved	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/12/14 13:51:23	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dick, Jolleen Jolleen.Dick@gov.bc.ca	Notified	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2018/12/14 15:23:32	Dick, Jolleen (IDIR\JOLDICK) Jolleen.Dick@gov.bc.ca		Recommended	Sas, Jonathan Jonathan.Sas@gov.bc.ca
2018/12/18 15:14:13	Sas, Jonathan (IDIR\JOSAS) Jonathan.Sas@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E130281 for Dick, Jolleen

1 note(s) returned.

Created On	Author	Note
2018/12/14 13:51:17	Roberts, Connie (IDIR\COROBERT) Connie.Roberts@gov.bc.ca	Dec9: home/Vlc (prs.,mlge); overnight Dec10: training all day Dec.11: training all day Dec 12: mtgs w/ Min Dec13: mtg w/ Min; Vic//home (prs.mlge)

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s.15

Ms Jolleen Dick  
305 - 5251 Argyle Street  
Port Alberni BC V9Y1V1  
Canada

Room : s.15  
Arrival Date : 12/09/18  
Invoice No. : s.22  
Folio No. :  
Conf. No. :  
Cashier No. : 39  
Billing Date : 12/13/18  
A/R Number

Min of Indigenous Relations &amp;

Date	Description	Debit	Credit
12/09/18	Room Charge	105.00	
12/09/18	Destination Marketing Fee	1.05	
12/09/18	Provincial Room Tax	11.67	
12/09/18	Room GST	5.30	
12/09/18	Parking Charges	18.00	
12/09/18	GST	0.90	
12/10/18	Room Charge	105.00	
12/10/18	Destination Marketing Fee	1.05	
12/10/18	Provincial Room Tax	11.67	
12/10/18	Room GST	5.30	
12/10/18	Parking Charges	18.00	
12/10/18	GST	0.90	
12/11/18	Room Charge	105.00	
12/11/18	Destination Marketing Fee	1.05	
12/11/18	Provincial Room Tax	11.67	
12/11/18	Room GST	5.30	
12/11/18	Parking Charges	18.00	
12/11/18	GST	0.90	
12/12/18	Room Charge	105.00	
12/12/18	Destination Marketing Fee	1.05	
12/12/18	Provincial Room Tax	11.67	
12/12/18	Room GST	5.30	
12/12/18	Parking Charges	18.00	
12/12/18	GST	0.90	
12/13/18	Mastercard	XXXXXXXs.17	567.68
Room H/GST Total - 21.20		Total	567.68
Other H/GST Total - 3.60			567.68
s.15		Balance	0.00

s.15

s.15

s.15

Hotel = 492.08  
Parking = 75.60  
567.68

Ms Jolleen Dick  
305 - 5251 Argyle Street  
Port Alberni BC V9Y1V1  
Canada

Room : s.15  
Arrival Date : 12/09/18  
Invoice No. : s.22  
Folio No. :  
Conf. No. :  
Cashier No. : 39  
Billing Date : 12/13/18  
A/R Number

Min of Indigenous Relations &

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



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130320

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Szabo, Maria				<b>Employee ID</b> s.22				<b>Phone Number</b> (250) 356-2771																																																							
<b>Client Organization</b> Jobs, Trade and Technology				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3																																																							
<b>5. Date Completed</b> 2018/12/19			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Business						<b>Headquarters</b> Victoria																																																						
<b>12. Mailing Address for Cheque</b> Room 138 Parliament Buildings Victoria, BC V8W 9E2																																																															
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<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 35.64	<b>37.</b> \$ 34.40 s.22		<b>38.</b> \$ 82.00	<b>39.</b> \$ 158.63	<b>40.</b> \$ 7.15 -s.22	<b>Claim Total</b> \$ 317.82																																																			
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FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Jan 21-19

**Audit Trail for Travel Voucher (Restricted Use) E130320 for Szabo, Maria**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/19 11:30:10	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2018/12/19 11:33:35	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2018/12/19 11:34:11	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2018/12/19 11:43:33	Szabo, Maria (IDIR\MSZABO) Maria.Szabo@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/01/21 11:25:52	Robb, Amanda (IDIR\AROB)		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130320 for Szabo, Maria**

1 note(s) returned.

Created On	Author	Note
2018/12/19 11:33:35	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	12/12: Travel Vic-Van via Ferry. Drove to Ferry. Claimed Dinner and overnight accommodation 12/13: Claimed Breakfast, Lunch and Dinner. Travel Van-Vic via Ferry. Drove from Ferry-Home.

Production \*\*\* Copyright © Government of British Columbia

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
Display Index Not Found  
(1)

✓ IVN01131  
Thu 13 Dec 18 04:52PM

Payment Type: MASTER CARD

Purchase: 2 Zone Ticket

Product Price: \$ 4.20 ✓

\$4.20

Compass Ticket #: s.22  
\*\*\*\* \*

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

Auth #: 06804Z  
Ref #: TUU46B3H2RE7  
Receipt #: 40875

Card Entry: Chip  
AID:A0000000041010  
IVR:8000008000  
ISI:F800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

Tsawwassen

To

Swartz Bay

**BC Ferries**

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

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/13

1 Adult 17.20

Total 17.20

MasterCard

\*\*\*\*\*s.17 17.20

AUTH 091242 66251949 0010011250 H

MasterCard

A0000000041010 / 0000008000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
999-EXP0 SKYTRAIN  
Edmonds Stn

IVN13113  
Wed 12 Dec 18 09:26PM ✓

Payment Type: MASTER CARD

Purchase: 1 Zone Ticket

Product Price: \$ 2.95 ✓

Compass Ticket #: s.22  
\*\*\*\* \*

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

Auth #: 082607  
Ref #: TU33393HU9XJ  
Receipt #: 147968

Card Entry: Chip  
AID:A0000000041010  
IVR:8000008000  
ISI:F800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

Swartz Bay

To

Tsawwassen

**BC Ferries**

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

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/12

1 Adult 17.20

Total 17.20

MasterCard

\*\*\*\*\*s.17 17.20

AUTH 052302 66251533 0010010950 H

MasterCard

A0000000041010 / 0000008000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

TSA 13 Dec 2018 18:23:03



7007454 496086

SEE REVERSE SIDE OF TICKET  
KIOSK00745

SWB 12 Dec 2018 18:35:07



7005424 324445

SEE REVERSE SIDE OF TICKET

s.15

s.15

s.15

\*CSA APPROVED HOTEL  
AND RATE

s.15

**Ms Maria Szabo**

BC

## Receipt

Invoice date 12/19/2018  
 Our reference s.22  
 GST Number s.15

Guest	Ms Maria Szabo	Arrival	12/12/2018	Departure	12/13/2018	Room	s.15
Date	Description	Quantity	Unit Price	Total (CAD)			
12/12/2018	Room Charge	1	135.00	135.00			
12/12/2018	DMF @1.293% Plus Taxes	1	1.75	1.75			
12/12/2018	Federal Tax GST	2	0.00	6.84			
12/12/2018	Provincial Room Tax	2	0.00	10.94			
12/12/2018	Municipal Room Tax	2	0.00	4.10			
				<b>Total invoice</b>		<b>158.63</b>	
12/13/2018	MC ***s.17 Auth: 00800Z					-158.63	
				Total Paid		<b>-158.63</b>	
				Total Due		<b>0.00</b>	

Total GST 6.84

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or associate fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X

s.15



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130350

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<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								<b>Print Name</b>		<b>Date Signed</b>																																																																																																																																																																																																																																																																																										
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>		<b>Date Signed</b>																																																																																																																																																																																																																																																																																										
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>		<b>Date Signed</b>																																																																																																																																																																																																																																																																																										

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Jan 31-19



**Audit Trail for Travel Voucher (Restricted Use) E130350 for Szabo, Maria**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/04 12:20:25	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/01/04 12:20:35	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/01/21 13:07:26	Szabo, Maria (IDIR\MSZABO) Maria.Szabo@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/01/30 16:57:53	Robb, Amanda (IDIR\AROB)		Forwarded	Walters, Hailey Hailey.Walters@gov.bc.ca
2019/01/31 08:50:42	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/01/31 10:50:57	Robb, Amanda (IDIR\AROB)		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E130350 for Szabo, Maria

2 note(s) returned.

Created On	Author	Note
2019/01/04 12:20:25	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	12/18: Travel to Van via HA (paid office turbo bucks). Claimed Dinner and overnight accommodation 12/19: In Surrey all day. Claimed full day meals and overnight accommodation. 12/20: In Surrey all day. Claimed full day meals and overnight accommodation. 12/21: In Surrey all day. Travel Van-Vic via AC (paid office turbo bucks). Claimed full day meals.
2019/01/31 08:50:42	Walters, Hailey (IDIR\HWALTERS) Hailey.Walters@gov.bc.ca	12/18: Taxi from home to HA terminal (Vic). Skytrain from HA (Van) to Surrey 12/20: Skytrain from Surrey - JTT DMO Vancouver 12/21: Taxi from Surrey Hotel - Consit office; Skytrain from Surrey to YVR airport; Txi from YYJ airport to home.

Production \*\*\* Copyright © Government of British Columbia

R134376326

C/O 12/21/2018 08:14 AM NC

Registered To:

SZABO, MARIA ✓

s.22

Bill To:

\*GOVERNMENT RATE ✓

Room #

s.15

Conf #

s.22

Arrival

✓ 12/18/18

Departure

12/21/18

Room Type

s.22

Guests

✓ 12-/ 0

Payment

Visa/Master

Acct

(250) 356-2771

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
12/18/18	DS	RC	ROOM CHRG REVENUE	Only charged for one guest approved rate and hotel	✓	\$100.00
12/18/18	DS	9	HOTEL ROOM TAX	\$100.00 per night as per CSA site		\$8.00
12/18/18	DS	91	GST (ROOM)			\$5.00
12/19/18	DS	RC	ROOM CHRG REVENUE		✓	\$100.00
12/19/18	DS	9	HOTEL ROOM TAX			\$8.00
12/19/18	DS	91	GST (ROOM)			\$5.00
12/20/18	DS	RC	ROOM CHRG REVENUE		✓	\$100.00
12/20/18	DS	9	HOTEL ROOM TAX			\$8.00
12/20/18	DS	91	GST (ROOM)			\$5.00
12/21/18	NC	MC	PAYMENT MASTERCARD		✓	\$339.00-

Balance Due

✓ \$0.00

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CARDHOLDER COPY

AUTH# 215752 01-027  
THANK YOU

APPROVED

Mastercard  
A0000000041010

\$339.00

PRE-AUTH COMPLETION  
TOTALCARD \*\*\*\*\* 011  
CARD TYPE MASTERCARD  
DATE 2018/12/21  
TIME 9122 08:13:50  
RECEIPT NUMBER  
C84113361-001-108-016-0

s.15

Th

If the charges are to be billed to a THIRD PARTY, the undersigned agrees to be personally liable for payment of the charges in the event that the indicated THIRD PARTY, PERSON, COMPANY or ASSOCIATION fails to pay for any part or the full amount of such charges.

s.15

Signature

BLUEBIRD CABS #80  
2612 QUADRA ST  
VICTORIA BC ✓

CARD \*\*\*\*\* s.17 ✓  
CARD TYPE MASTERCARD  
DATE 2018/12/18  
TIME 7681 07:59:15  
RECEIPT NUMBER  
C85, 6590-001-119 006-0

PURCHASE  
AMOUNT \$10.10 ✓  
TIP s.22  
TOTAL

Master Card  
A0000000041010  
091B795E30276169  
0000008000-E800  
5015A5E1C38E1119

APPROVED

AUTH# 105915  
THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
Display Index Not Found  
(1)  
IVM1131  
Tue 18 Dec 18 09:31AM ✓

Payment Type: MASTER CARD  
Purchase: 3 Zone Ticket

Product Price: \$ 5.70 ✓

Compass Ticket #: \*\*\*\*\* s.22

Credit Card #: \*\*\*\*\* s.17 ✓

Auth #: 123127  
Ref #: T0U46B3HHS29  
Receipt #: 41018

Card Entry: Chip  
AID:A00000000041010  
TVR:8000000000  
IS1:E800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
999 EXPO SKYTRAIN  
Surrey Central Sta  
IVM19112  
Thu 20 Dec 18 05:15PM ✓

Payment Type: MASTER CARD  
Purchase: 3 Zone Ticket

Product Price: \$ 5.70 ✓

Compass Ticket #: \*\*\*\*\* s.22

Credit Card #: \*\*\*\*\* s.17 ✓

Auth #: 201536  
Ref #: T04AA83HP601  
Receipt #: 171082

Card Entry: Chip  
AID:A00000000041010  
TVR:8000000000  
IS1:E800

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

\*\*\*\*\*  
 \* RECEIPT \*  
 \* NOT VALID FOR TRAVEL \*  
 \*\*\*\*\*

TransLink  
 999-EXPO SKYTRAIN  
 Surrey Central Stn  
 1VM19111  
 Fri 21 Dec 18 05:20PM ✓

Payment Type: MASTER CARD

Purchase: 3 Zone Ticket

Product Price: \$ 5.00 ✓

Compass Ticket #: \*\*\*\*\* s.22

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

Auth #: 202007  
 Ref #: TU4AA73HSH9H  
 Receipt #: 76800

Card Entry: Chip  
 AID:A0000000041010  
 TVR:8000008000  
 ISI:E800

Retain for your records.  
 View TransLink Policies  
 at [www.translink.ca](http://www.translink.ca)

Thank You!

NEWTON WHALLEY ONE-WAY TAXI LTD.  
 UNIT 107 13119 84 AVE  
 SURREY, BC V3H 1B3  
 CAR #21  
 TEL (604) 581 1111

EMP ID: 87533993  
 EMPLOYEE ID: 867

BATCH#: 611  
 SHIFT#: 001

Sale

Transaction: 0000000003

Chip

SECU: 61100100100

Transaction Label: Mastercard

000000041010

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21-Dec-18 ✓

08:32:11

CUSTOMER COPY

\*Arrived after midnight put amount under  
 12/21 that's when she left Vancouver

YELLOW CAB  
 817 FISGARD STREET V8W1R9  
 VICTORIA BC  
 21852400  
 GH2185240012

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

12-22-2018 ✓ 00:13:19

Acct # \*\*\*\*\* s.17 ✓ C

Exp Date \*\*/\*\* Card Type MC

Name: MARIA SZABO

A0000000041010 Mastercard

Operator: 362

Trace # 6339

Inv. # 362

Auth # 031319 RRN 001545004

Purchase \$54.00 ✓

Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your  
 records  
 Customer copy

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

## Booking Confirmation

Booking Reference: s.22

Date of issue: 19 Dec, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Economy - Flex

Friday  
21 Dec, 2018

21:55  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

22:25  
**Victoria**  
Victoria Int. (YYJ), BC

  
AC8081

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

## Passengers

 **Maria Szabo**  
Ticket Number  
0142105001808

**Seats**  
AC8081 S.1


## Purchase summary

**MasterCard**  
\*\*\*\* \* 17  
Amount paid: \$283.63

**Tax information**  
GST/HST no. 10009-2287 RT0001  
\$13.51

**1 adult**


Base Fare	246.00
Surcharges	12.00



Goods and Services Tax - Canada no. 100092287 RT0001	13.51
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options	<b>\$283<sup>63</sup></b>
--	---------------------------

<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$283<sup>63</sup></b>
---------------------------------------	---------------------------

Walters, Hailey JTT:EX

From: reservation@harbourair.com  
Sent: December 17, 2018 1:41 PM  
To: Walters, Hailey JTT: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](http://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	Maria Szabo

Booking: s.17	
Tuesday, December 18, 2018	
Flight #2040 08:30 Victoria Harbour / <a href="#">Map</a> 09:05 Vancouver Harbour / <a href="#">Map</a>	Invoice: s.17
	Air Transportation Charges
	Sked 200/300 : (St) GO Flex \$186.64
35 minutes	Taxes, Fees and Charges
	All Skeds - Baggage : Checked Baggage Fee \$0.00
	Sked 200 : Carbon Offset \$0.65
KK- Confirmed	Sked 200 : VHFC Terminal Fee \$9.86
	+ Goods and Services Tax \$9.85

**1 Passenger(s) - GoFlex**  
**• Maria Szabo, Female**

Billing \$197.15

Taxes \$9.85

**Add to Calendar**

**Grand Total \$207.00**

**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.

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.





## Control No.

E130390

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Zimmerman, Emily	s.22	(778) 584-5909
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Labour	Executive Assistant	3

12. Mailing Address for Cheque

[illegible][illegible]

AMOUNT DUE TO EMPLOYEE	\$ 866.82
------------------------	-----------

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

**Audit Trail for Travel Voucher (Restricted Use) E130390 for Zimmerman, Emily**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/11 14:29:42	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Saved	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2019/01/11 14:48:15	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Saved	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2019/01/11 14:53:03	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2019/02/04 12:49:51	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130390 for Zimmerman, Emily**

0 note(s) returned.

Created On	Author	Note

Production \*\*\* Copyright © Government of British Columbia

s.15

Mrs Emily Zimmerman  
s.22

Room : s.15  
 Arrival Date : 12/09/18 ✓  
 Invoice No. : s.22  
 Folio No. :  
 Conf. No. :  
 Cashier No. : 11  
 Billing Date : 12/12/18  
 A/R Number

Min of Labour &amp; Citizens' Serv

Date	Description	Debit	Credit
12/09/18	Room Charge	105.00	
12/09/18	Destination Marketing Fee	1.05	
12/09/18	Provincial Room Tax	11.67	
12/09/18	Room GST	5.30	
12/09/18	Parking Charges	18.00	
12/09/18	GST	0.90	
12/10/18	Room Charge	105.00	
12/10/18	Destination Marketing Fee	1.05	
12/10/18	Provincial Room Tax	11.67	
12/10/18	Room GST	5.30	
12/10/18	Parking Charges	18.00	
12/10/18	GST	0.90	
12/11/18	Room Charge	105.00	
12/11/18	Destination Marketing Fee	1.05	
12/11/18	Provincial Room Tax	11.67	
12/11/18	Room GST	5.30	
12/11/18	Parking Charges	18.00	
12/11/18	GST	0.90	
12/12/18	Mastercard	XXXXXXX	425.76
	Room H/GST Total - 15.90		
	Other H/GST Total - 2.70		
	<b>Total</b>	<b>425.76</b>	<b>425.76</b>
	<b>Balance</b>	<b>0.00</b>	

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

s.15

## Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your card order history page.

☐ Transactions made online appear after you've tapped your Compass Card at a card reader.

### Transaction filters:

All

Start date:

Oct-01-2017

End date:

Sep-30-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Sep-13-2018 04:47 PM	Tap out at King George Stn Stored Value	\$0.00	\$32.40
Sep-13-2018 04:02 PM	Tap in at Waterfront Stn Stored Value	-\$4.40	\$32.40
Sep-13-2018 12:14 PM	Tap out at Burrard Stn Stored Value	\$0.00	\$36.80
Sep-13-2018 11:29 AM	Transfer at King George Stn Stored Value	-\$2.10	\$36.80

Sep-13-2018 11:28 AM	Purchase at King George Stn Stored Value	\$40.00	\$38.90
----------------------	---	---------	---------

Sep-13-2018 11:05 AM	Tap in at Bus Stop 55412 Stored Value	-\$2.30	-\$1.10
----------------------	--	---------	---------

Sep 13, 2018 End for this travel claim \$8.80

Jul-04-2018 03:49 PM	Tap out at Scott Road Stn Stored Value	\$0.00	\$1.20
----------------------	---	--------	--------

Jul-04-2018 03:09 PM	Tap in at Waterfront Stn Stored Value	-\$4.40	\$1.20
----------------------	--	---------	--------

Jul-04-2018 01:10 PM	Tap out at Waterfront Stn Stored Value	\$0.00	\$5.60
----------------------	---	--------	--------

Jul-04-2018 12:32 PM	Tap in at Scott Road Stn Stored Value	-\$4.40	\$5.60
----------------------	--	---------	--------

# RECEIPT IMPARK

Lot - 1076  
Scott Road Station  
www.impark.com

License Plate Number  
s.22

Expiration Date/Time

**02:00 AM  
NOV 16, 2018**

Purchase Date/Time: 09:12am Nov 15, 2018

Total Due: \$3.00      Rate: \$3.00 For 1 Day  
Total Paid: \$3.00      Pmt Type: CC (Swipe)  
Ticket #: 00024200  
S/N #: 500013451404  
Setting: 1076  
Mach Name: Meter - 2

\*\*\*\*S.1  
7 MasterCard

Auth #: 095412

Thank You!  
Please come again

To  
Nanaimo (Duke Pt)

**BC Ferries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 8B7

**LANE 28**

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/08

20' Undersize Vehi 57.50  
1 Adult 17.20  
1 Port Fee Adul 0.25

Total 74.95

Master Card  
\*\*\*\*\*s.17 74.95  
AUTH 064646 66277656 0010014920 S  
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

TSA 08 Dec 2018 11:42:15



1007084 773188  
SEE REVERSE SIDE OF TICKET

Swartz Bay  
To  
Tsawwassen

**BC Ferries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 8B7

**LANE 03**

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/12  
RESERVATION-R1700  
CONF: B181849382  
RES: 1

1 Reservation Pr 21.00  
20' Undersize Vehi 57.50  
1 Adult 17.20

Total 95.70

Prepayment 21.00

Master Card  
\*\*\*\*\*s.17 74.70  
AUTH 017638 66277637 0010012680 S  
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

SWB 12 Dec 2018 16:07:25



1005035 175432  
86026

SEE REVERSE SIDE OF TICKET

\*\*\*\*S.1  
7 MasterCard

Thank You!  
Please come again

Auth #: 098438

Purchase Date/Time: 09:53am Nov 14, 2018  
Total Due: \$4.25      Rate: \$4.25 - For 1 Hour  
Total Paid: \$4.25      Payment Type: Card  
Ticket #: 0003408  
S/N #: 52017090262  
Setting: 94  
Mach Name: Meter - 3

**Stall # 115**  
**10:53 AM**  
**NOV 14, 2018**

Expiration Date/Time

**RECEIPT  
IMPARK**  
Lot - 94  
9639 137A St Surrey  
www.impark.com

RECEIPT RECEIPT RECEIPT RECEIPT RECEIPT RECEIPT RECEIPT RECEIPT RECEIPT RECEIPT



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130399

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Zimmerman, Emily		<b>Employee ID</b> s.22		<b>Phone Number</b> (778) 584-5909	
<b>Client Organization</b> Labour		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/01/14		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> meetings			<b>Headquarters</b> Surrey
<b>12. Mailing Address for Cheque</b> s.22					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2018					
12/14	New Westminster	1530	1630	34	18.36
12/15	Newton	1730	1930	25	**13.50
12/16	Bridgeview	1730	1930	53	28.62
12/17	Richmond	1530	1800	46	24.84
				<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>
				<b>Claim</b>	<b>Cost</b>
					0.00
					0.00
					0.00
					0.00
				<b>20. &amp; 21. Miscellaneous</b>	
				<b>Cost</b>	<b>Describe</b>
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 85.32	<b>37.</b> \$ 0.00
				<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 85.32
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
127	51608	52080	5702	5155555	s.22
127					
127					
127					
<b>Less Travel Advance</b>					<b>Amount</b>
127					\$ 85.32
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 85.32
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>	<b>Date Signed</b>



**Audit Trail for Travel Voucher (Restricted Use) E130399 for Zimmerman, Emily**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/14 14:07:22	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2019/01/14 14:19:03	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Recalled	Zimmerman, Emily Emily.Zimmerman@gov.bc.ca
2019/01/14 14:19:15	Zimmerman, Emily (IDIR\EZIMMERM) Emily.Zimmerman@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2019/02/04 12:49:16	Cooling, Karen (IDIR\KCOOLIN) Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130399 for Zimmerman, Emily**

0 note(s) returned.

Created On	Author	Note

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